Dear Student:

On behalf of the Graduate Division of Mount Saint Mary’s University, Los Angeles, I congratulate you on your decision to broaden your horizons with post-baccalaureate education. Whether you choose to complete a certificate or degree, take courses required for a teaching credential or work promotion, prepare for a career change, or simply enrich your life, we welcome you.

The Graduate Division is proud of its history of preparing men and women for professional and community leadership. We expect you to benefit personally and professionally from your achievements at the Mount. We also look forward to learning of the creative ways in which you share those benefits with others, joining our alumnae in service to our community and our world.

Welcome to the Mount Graduate Division and may your studies be blessed with challenge, stimulation and growth.

Best wishes,

Linda A. Moody, Ph.D.
Graduate Dean

This handbook pertains solely to students currently enrolled in the Graduate Division of Mount Saint Mary’s University, Los Angeles. This handbook is published to aid students in the Graduate Division of Mount Saint Mary’s University, Los Angeles in making decisions leading to accomplishment of academic goals. Each student is responsible for becoming acquainted with University and Department academic requirements and policies. The rules and regulations stated herein are for information only and are not intended to constitute a contract between the student and Mount Saint Mary’s University. The University reserves the right to make program changes, policy revisions, and fee adjustments at any time and without prior notice. Every effort has been made to ensure the accuracy of the information contained in this handbook. The student should also consult the Mount Saint Mary’s University, Los Angeles Catalog, appropriate departments, offices or the published Schedule of Classes for current information.
Graduate Student Handbook, Part II

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History of the University

Founded by the sisters of St. Joseph of Carondolet in 1925, Mount Saint Mary’s University, Los Angeles (formerly Mount St. Mary’s College) has graduated more than 19,000 students in majors ranging from traditional liberal arts studies to individually designed programs. At the time of the founding, the College was housed temporarily at St. Mary’s Academy, then located at Slauson and Crenshaw Avenues in Los Angeles. Two years later in 1927, the Sisters purchased 36 acres from Rodeo Land and Water Company. The new site for the College stretched among the foothills of the Santa Monica mountains, 1100 feet above sea level, overlooking Los Angeles and 40 miles of Pacific Ocean. Twenty years later an additional purchase brought the Chalon campus to its present 56 acres. At the first commencement exercises, June 16, 1929, baccalaureate degrees were awarded to ten students in the charter class.

In 1962 the College expanded to its second campus on the Doheny Estate near downtown Los Angeles. The Doheny campus complements the educational opportunities of the original Chalon campus in West Los Angeles by offering career-oriented associate, undergraduate, and graduate programs. The fifteen-acre campus is named after the famous Mr. And Mrs. Edward L. Doheny, residents of #8. When Mrs. Doheny (Carrie Estelle) died in 1958, she left her home and the area of Chester Place to the Archdiocese of Los Angeles. In turn, Cardinal McIntyre requested that the Sisters of St. Joseph use the buildings and grounds for a Downtown Campus.

Numbers and names designate the various buildings on the campus. The Sister Magdalen Coughlin Complex houses the J. Thomas McCarthy Library (Building #6); the Learning Resource center, Advisement, Career Planning and Computer Lab (Building #3); and the Fritz Burns Allied Health Center (Building #5). Building #1 is named Fontbonne Hall; Building #2 is Medaille Hall; the Classroom Building (#4) is St. Joseph Hall; Campus Ministry, Student Affairs, ISAE (undergraduate), Student Ambassadors, Commuter Services in Building #7; Undergraduate Admissions, the Office of Student Financing, Registrar’s Office, and the Business Office is housed in Building #745; Building #8 is the famous Doheny Mansion; The Administration Building (#10) is known as William Ward Hall (after The Chaplain of Mrs. Doheny and a long-time friend of the University). The Food Services Building (#11) is called Ahmanson Commons. Our Lady of Mercy Chapel is located near McIntyre Hall (#15), the largest residence hall on campus. Other major buildings on the Doheny campus include the Child Development Center (#17), the Education Department Building (#20) and a Faculty residence (#22). While the grounds are open to the public on a “walk through” basis, the campus is not an open park area.
Graduate Division

A significant aspect of Mount Saint Mary’s Catholic identity and mission is to provide its students with opportunities for enriching intellectual and personal growth in classroom environments and clinical settings with highly qualified faculty committed to teaching, research, mentoring, and advising. The focus of Mount Saint Mary’s graduate programs from their initiation in the 1930’s has been on academic excellence, community service and leadership. The Graduate Division is headed by a Graduate Dean with Program Directors/Chairs in the areas of Business Administration, Creative Writing, Education, Film and Television, Health Policy and Management, Humanities, Nursing, Physical Therapy, Psychology, and Religious Studies. The Graduate Council provides the governance structure for making recommendations to the Provost of the University. Faculty with appropriate credentials for teaching in the masters and doctoral programs of the Graduate Division are drawn from appropriate academic departments and world-class clinical settings in Los Angeles with either full or part time involvement in graduate level instruction, advisement and mentoring.

Currently graduate programs are offered in the following areas:

- **Master of Arts in Humanities with concentrations in:**
  - Cultural Studies
  - English
  - Creative Writing
  - History
- **Master of Arts in Religious Studies**
- **Master of Science in Counseling Psychology with concentrations in:**
  - Marriage Family Therapy
  - General Psychology
  - Mental Health Administration (on hiatus)
- **Psychology Certificates of Specialization:**
  - Counseling Individuals who are Visually Impaired (on hiatus)
  - Counseling the Spanish-Speaking Client
  - Pastoral Counseling Emphasis (on hiatus)
- **Master of Science in Education with concentrations in:**
  - Elementary Education
  - Secondary Education
Special Education: Mild/Moderate Disabilities; Deaf and Hard of Hearing
Individually Designed Program
Instructional Leadership

- **Preliminary Teacher Preparation (Credential) Program:**
  
  Elementary Education
  Secondary Education
  Special Education: Mild/Moderate Disabilities; Deaf and Hard of Hearing

- **Certificate in Instructional Leadership**

- **Master of Science Health Policy and Management**

- **Master of Science in Nursing with tracks in:**
  Educator
  Health Promotion
  Leadership and Administration
  Adult Gerontology-Clinical Nurse Specialist

- **Post MSN Adult-Gerontology Clinical Nurse Specialist**

- **Master of Business Administration with concentrations in:**
  Entrepreneurship
  Organizational Leadership
  Project Management
  Not-for-Profit Management (on hiatus)
  Health Services Management (on hiatus)

- **Master of Fine Arts in Creative Writing**

- **Master of Fine Arts in Film and Television**

- **The Doctor of Physical Therapy**
GENERAL UNIVERSITY POLICIES

Policies and procedures describing Mount Saint Mary’s expectations of all members of the University community are located in the Graduate Division Student Handbook Part I. Students will be held accountable for understanding and abiding by these policies and procedures. Questions or concerns can be directed to the Graduate Dean or the Vice President for Student Affairs. Additional graduate student policies and procedures are contained in this document (Graduate Division Student Handbook Part II). Graduate Students will be held accountable for understanding and abiding by the policies and procedures of the Graduate Division Student Handbook, Part II, as well as program-specific policies in Part III.

Academic Calendar

Mount Saint Mary’s University, Los Angeles offers three semesters of study in each academic year. Fall semester classes begin at the end of August and end before Christmas. Spring semester begins in mid January and ends in mid-May. Summer semester begins in late May or June and ends in mid August. Some graduate programs include classes scheduled during the day or evenings during the week within the traditional fall, spring and summer semesters. Other programs are offered in the Weekend Format, with classes scheduled on six non-consecutive Saturdays and Sundays. Additionally, some programs include special course offerings in the format of concentrated course, seminar and workshop experiences outside the traditional semester or weekend format schedules. Complete details of academic course schedules are available from the Registrar’s Office.

Location/Location Change Disclosure

FOR ALL STUDENTS ENROLLED IN ONLINE PROGRAMS OR IN INDIVIDUAL ONLINE CLASSES

Due to federal and individual state regulations, MSMU is limited in providing online courses and programs to students in certain states and countries. Acceptance into an online program or enrollment in an online course is based on where the student is physically located while taking the course(s). Therefore, should a student CHANGE PHYSICAL LOCATION, he/she must notify the Registrar’s Office at least 3 months in advance. MSMU may or may not be able to allow the student to continue taking online courses.

This policy applies to fully online students as well as students who are participating in a study away program and wish to take online courses while away.

Financial Aid information for students enrolling in Graduate Programs

Mount Saint Mary’s University, Los Angeles is committed to assisting students in finding the funds necessary to pay for their education at the Mount. It is important for students to realize that the responsibility for funding their degree or certificate programs rests with the student and her/his family. The purpose of this section is to outline the process necessary to apply for financial aid and the types of aid available to students enrolling in graduate programs at Mount Saint Mary’s
University, Los Angeles. If you have any questions regarding the process or your individual financial aid package, please contact the Office of Student Financing at (213) 277-2562.

Students who seek financial aid to pay for Mount Saint Mary’s University, Los Angeles tuition and expenses ordinarily complete all paperwork and arrangements prior to the opening of the Fall Semester. All financial arrangements must be complete in order to finalize registration. Graduate Students are encouraged to work closely with the Office of Student Financing at the Doheny Campus well in advance of their first semester of study so that all paperwork and documentation will be in order and the level of financial aid award can be determined.

You should apply for financial aid at the same time you are applying for admission to your program because it may take four to six weeks from the time you mail your initial FAFSA to receive information on your eligibility for aid. Don’t wait to hear about admission before applying for financial aid.

In order to apply for federal or state funds you must complete and mail the Free Application for Federal Student Aid (FAFSA) in the envelope provided in the FAFSA booklet. This form is available in our Office of Student Financing and at all high schools and Universities. Be sure to list Mount Saint Mary’s University, Los Angeles (code #001243), to have the report sent to our Office of Student Financing. For DPT students: this form must be mailed prior to March 2 to insure all deadlines are met. For other programs: we strongly recommend you mail this form at least 10 weeks before the first day of the beginning of your projected first semester of study in order to ensure receipt of your financial aid package. If the form is mailed after the recommended dates, you may not receive a financial aid package before the beginning of your term.

If you apply for admission for the spring semester and attended another University or university the previous fall, you must have a financial aid transcript (FAT) sent to our Office of Student Financing from every institution you attended, regardless of whether you received financial aid at that University. The FAT is different from your academic transcripts and should be requested from the Financial Aid Office at each University as it can take some time to have the information sent to the office. The Office of Student Financing must receive all of these documents before your financial aid application can be reviewed. If you are starting at Mount Saint Mary’s University, Los Angeles at the beginning of the academic year, a FAT is not required.

About four weeks after you mail your FAFSA to the processor, you'll receive a Student Aid Report (SAR) at your home address. Look over the SAR and make any corrections necessary (don’t send the corrected form back to the processor; our staff will make the corrections). After signing the form, make a copy and mail it as soon as possible to our Office of Student Financing.

If you are admitted to your program, your department will notify the Student Financial Aid staff. (Please note that you must be fully admitted to a degree or certificate program in order to receive financial aid.) Please follow the instructions sent to you by the Office of Student Financing and send any requested documents. Once the Student Financial Aid Office receives all of the required information, you will be awarded a financial aid package. Delays on your part will delay your receipt of a financial aid package.

After you receive your financial aid package, review it and call our office with any questions you might have. Once your questions have been answered, complete and sign the proper forms and return them to Student Financing.

Before the first day of classes, you will be required to make arrangements to pay your bill less any financial aid you are receiving. If your financial aid package is not complete due to a delay in receiving the SAR, FAT or other documents, you will be required to make arrangements to pay your total bill.
**Student Financing:** It is important that you plan the financing of your education very carefully so that you will be able to meet all tuition and fee deadlines and thereby will be permitted to complete registration and attend classes. Careful advanced planning also allows you to remain eligible for the maximum amount of aid you may receive. Keep in mind the following:

1. To be eligible for federal loans graduate students must be enrolled in a minimum of three units each semester or session (six units for credential only candidates).

2. We encourage you to meet with a member of the Student Financial Aid staff to discuss your plans for enrollment. You will only receive aid for the semesters, sessions, or clinical terms you attend. Note: there are limits on the amount of aid you may receive within a year, so planning is important.

3. If you decide to delay entering your program make sure that you notify your program director and the Office of Student Financing of your intentions.

4. Once you are enrolled, if you decide to take a leave of absence from your program, you must be sure that the proper forms are completed and sent to the Registrar's Office.

**Aid Eligibility:** Each student will receive a financial aid package based upon his/her individual financial situation and program. The package will contain all sources of aid for which the student is eligible. All graduate students who have not previously defaulted on a student loan will be eligible for Unsubsidized Federal Stafford Loans, and information on the loans will be included in the financial aid package each student receives. Graduate students may be eligible for up to $20,500 per year in student loans.

**Types of Financial Aid:**

- **Grants and Scholarships:** Grants and Scholarships are gift monies that do not require repayment. They are based on financial need and/or academic merit. Grants and scholarships are provided to students from one or more of the following sources: the Federal Government; the State of California; and other private organizations. Information regarding sponsored scholarships or grants through private organizations may be obtained from individual departments.

- **Tuition Discounts for Mount Saint Mary’s University, Los Angeles Students:** A tuition discount of an amount specified by the University each year (2015-2016 is 35%) may be awarded to those graduate students who fulfill one of the following requirements:
  - Members of religious institutes for consecrated life, diocesan priests and deacons in good standing, upon verification from the appropriate religious authority.
  - Laypersons enrolled in graduate programs who are full-time (40 hours per week) employees of a Roman Catholic, diocese or parish as listed in the current diocesan directory or in “The Official Catholic Directory”: (P.J. Kennedy & Sons, pub.), upon written verification of employment. This employment must be the major source of income for the student.
  - Lay Ecclesial Ministers in Roman Catholic institutions such as, schools, universities, hospitals and social service agencies as well as parishes and
Archdiocese offices and who are full-time employees of a Roman Catholic diocese or a Roman Catholic institution (according to “The Official Catholic Directory”); written verification of employment required.

The student must maintain a 3.0 cumulative grade point average in order to qualify for the waiver.

Workshops and Continuing Education courses are not included in this waiver.

It is the student's responsibility to complete and file a Tuition Discount Application form with the Business Office prior to registration. At each subsequent registration period, the student may verify eligible employment by submitting a copy of the most current paycheck stub to the Business Office.

**Loans:** Loans are monies that must be repaid, usually with interest. The interest rates and terms of the loan vary by program. Some of the loan programs require a separate application in addition to the free application for federal student aid. The Office of Student Financing is unable to replace loan funds with grant funds, but students may replace loan funds with private scholarships received from outside organizations not affiliated with Mount Saint Mary's University, Los Angeles. All students are eligible to participate in the Federal Stafford Loan Program. Need-based Federal Stafford Loans are called "subsidized" because the federal government pays the interest while in school and during deferment periods. Unsubsidized Federal Stafford Loans are not based on financial need, and students are responsible for paying the interest while in school and during periods of deferment. A student may have a Federal Stafford loan partly based on financial need and partly not on need up to the annual maximum. The maximum unsubsidized loan amount is $20,500 per year for graduate students. Repayment begins six (6) months after graduating or ceasing to maintain at least half-time enrollment. The interest rate varies depending on when the first loan was borrowed.

**Residence**

The academic and residential community of Mount Saint Mary's University, Los Angeles is devoted to fostering the unique development and growth opportunities offered by both of its distinctive campuses. In keeping with this objective, limited off campus housing is available for graduate students within geographic proximity to the Doheny Campus. Applications for residence should be filed through Maria Lyons, Director of Commuter Services on the Doheny Campus. Graduate students who elect to live in approved off campus housing arranged through the Student Housing Office are subject to the applicable regulations of that office.

**Graduate Division Academic Policies**

**Academic Dismissal**

A student is subject to dismissal for failure to maintain a 3.0 GPA during the probationary period. Failure to comply with the requirements and regulations of the graduate program and the University may also subject a student to dismissal. The Graduate Dean and/or the Graduate Council have the authority to dismiss students and to suspend dismissal.
**Academic Petitions**

A petition may be submitted to cover certain exceptions to stated policies. A petition may not be retroactive, but must be submitted before the exception is to be considered.

**Academic Probation**

Failure of a graduate degree or credential student to maintain a 3.0 cumulative GPA places the student on probation. The student will be notified in writing from the Office of the Graduate Dean regarding the probation. A student on probation must achieve a semester GPA of 3.0 or higher during the next two semesters in order to be reinstated to regular standing and may be required to take fewer units of work while on probation. See individual departments for specific probation policies.

**Admission to the Graduate Program**

Admissions Applications are accepted year-round. In some programs students may begin study in the fall, spring or summer semesters. For the Health Policy and Management, Film and Television, and Physical Therapy Programs new students ordinarily enter as a cohort in the fall semester. Generally, the requirements for admission include:

1. An earned baccalaureate degree from a regionally accredited institution
2. For Credential candidates: a cumulative GPA of 2.5 on a 4.0 scale, a passing score on the CBEST, and TB clearance
3. Master’s candidates: a cumulative GPA of 3.0 on a 4.0 scale, letters of recommendation, Graduate Record Examination and/or GMAT for MBA and DPT applicants, and other requirements as specified by the program.

Please note that it is likely that specific graduate programs will have admissions requirements particular to the program. Information regarding such requirements may be obtained from the appropriate department.

See Catalog or Contact the Office of Graduate Admission at (213)-477-2800.

**Course Numbers**

Course offerings at Mount Saint Mary’s University, Los Angeles are organized around the following numbering sequence:

- 1-99 Undergraduate lower division
- 100-199 Undergraduate upper division
- 200-299 Graduate Courses (Masters Program Offerings)
- 300-399 Professional Courses
- 340-349 Professional courses that may be submitted for equivalency evaluation to be applied to a credential or masters program
- 400-499 Doctoral Level Courses
- 700-799 Continuing Education Courses
800-899  Extension Courses (With the submission of additional academic work may be optionally designated as earning undergraduate units.)

900-999  Extension Courses (With the submission of additional academic work may be optionally designated as earning graduate units.)

Although all of the work counted within the Graduate Division is of a distinctly advanced character, not all of the courses need be taken above the 200-level. With the approval of the graduate advisor/director in the major field, upper division courses suitable for a well-rounded program may be included, provided that the student earns at least a grade of "B". A maximum of upper division units that may be included are nine semester units for the Master of Arts in Humanities and the Master of Science in Education degrees and six units for the MSN degree. Courses required for a Doctoral degree in Physical Therapy have 400-499 numbering.

**Grading Policies**

Once submitted, grades may not be changed unless the result of clerical or procedural error. A student must request a review/change within 30 days after the end of a semester, or within 30 days following the posting of grades on WebAdvisor containing the grade which the student wishes to challenge.

**Grades**

The grade point average for all work presented for an advanced degree, credential, or certificate must be at least 3.0 or B average. A required course in which a grade of D or F has been received must be repeated. See specific program requirements for exceptions.

The student’s grade point average is computed according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The following grades are not computed in the GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>CR</td>
<td>Credit given (see below)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (see below)</td>
</tr>
<tr>
<td>IP</td>
<td>In progress; deferred grading for graduate thesis or field experience</td>
</tr>
<tr>
<td>NC</td>
<td>No credit given (see below)</td>
</tr>
<tr>
<td>NG</td>
<td>No grade received, issued by the Registrar pending receipt of the final grade</td>
</tr>
<tr>
<td>R</td>
<td>Course was repeated at later date</td>
</tr>
<tr>
<td>U</td>
<td>Unauthorized withdrawal</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>
Credit/No Credit: CR/NC ordinarily applies only to the Supervised Field Experience in graduate programs. For field experiences, practica, and supervised teaching offered by the Education, Counseling Psychology, Nursing and Physical Therapy Departments, CR signifies "B" or better work.

Incomplete: An “Incomplete” (“I”) is given only when a student:

1. has fulfilled the majority of the course requirements;
2. has a passing grade in the classwork;
3. is prevented from completing the assigned work for serious reasons;
4. has consulted the instructor prior to the grading period; AND
5. has been assessed by the instructor that he/she can realistically complete the work within one semester.

A student requesting an Incomplete must file a petition for incomplete with the signature of the instructor and the department chairperson prior to the day of the final exam. The instructor will assign a default grade when approving an incomplete. This default grade will be recorded on the student's transcript when a completed grade is not assigned by the instructor and/or an extension of the incomplete is not processed. An incomplete may only be extended for one additional semester with the approval of the instructor, the department chairperson, and the appropriate academic dean. (Students may not be given more than two semesters to complete any course.)

In Progress (IP): When an In Progress (IP) is given in the Masters Seminar or final project, the candidate shall have one semester after the time of registration for the course within which to complete the course or project.

Repetition of courses: Only courses for which unacceptable grades have been assigned may be repeated for a higher grade or CR. (See specific program for definition of unacceptable grades.) Courses may be repeated only once. The units are counted only once and the higher grade computed in the GPA. A student must repeat required courses in which unacceptable grades were assigned if the student is eligible to remain in the program.

Withdrawal From Courses: The grade "W" indicates withdrawal from a course, according to the following policy: Withdrawal (W) indicates that the student was permitted to withdraw from a class during the period scheduled on the University calendar with the approval of the instructor and advisor. After the scheduled date, a student may petition to the Graduate Dean for an exception. The "W" carries no connotation of quality of student performance and is not calculated in the grade point average.

Unauthorized Withdrawal: The designation of Unauthorized Withdrawal, "U" may, at the discretion of the instructor, be assigned when the student does not attend a sufficient number of class meetings or instructional hours after the withdrawal deadline. Instructors are encouraged to consult with their department chairs before assigning a grade of "U." The "U" designation carries no connotation of quality of student performance and is not calculated in the grade point average.
The Graduate Council

The Graduate Council is an advisory body, composed of the graduate program directors, student representatives and the Graduate Dean (ex-officio), and the Provost (ex-officio) whose function is to recommend modifications or changes in graduate policy to the Provost. The main objectives of the Graduate Council are to promote excellence in research and scholarship beyond the undergraduate level and to strengthen existing graduate programs, and review and support the development of new programs. Among their concerns are admission standards, degree requirements, and program review and approval.

Graduation

Candidates for the Masters and Doctoral degrees must file a formal degree application and pay the required fee at the beginning of their final semester. The specific date for this application is published in the current Academic calendar.

It is the responsibility of the student to apply for graduation. Graduation application forms are available in the Doheny Registrar's Office.

The graduation fee is required, in order for the degree to be awarded, regardless of attendance at the graduation ceremonies. Candidates should check with the appropriate program advisor or director to affirm that all requirements have been met.

Education Credential candidates are responsible for submitting Credential applications to Mount Saint Mary's University, Los Angeles Department of Education for processing.

Graduation Exercises

Candidates receiving degrees are invited to participate in the Graduation Exercises. In order to participate in commencement exercises students must be registered for all courses needed to complete degree and University requirements. These ceremonies are held each year at the end of the spring semester. All graduates who have completed their programs since the previous spring are included in these exercises.

Grievance Procedure

Academic grievance and grade appeals procedures are detailed within the “Student Rights and Responsibilities” section of this handbook.

Human Subjects in Research

If you propose to include humans as subjects in a project (this includes surveys, questionnaires, psychological testing, tissues, blood, organs, etc., as well as the use of people in various activities or scientific research), you must contact the Human Subjects Committee, before beginning. Mount Saint Mary’s University, Los Angeles policy and federal regulations require that all such projects be reviewed. You will need to file protocol forms describing your project, and the Human Subjects Committee must review and approve your application. Program advisors will inform graduate students regarding the appropriate procedures and timelines for the submission of research proposals to the Mount Saint Mary’s University, Los Angeles Human Subject’s Committee. A copy of the form used to submit research proposal information is included on the University website under “Human Subjects Committee Application.”

See Mount Saint Mary’s University, Los Angeles Human Subjects webpage for current regulations.
Leave of Absence

Students in good academic standing may request a leave of absence from the University for one semester. However, after the deadline to withdraw with a “W” a Leave of Absence cannot be granted for the current term. Credits earned at another institution by a student on a Leave of Absence cannot be transferred to the University.

Upon request, a Leave of Absence can be extended for one additional semester by the appropriate Academic Dean. Students on a Leave of Absence are considered continuing students and may pre-register for the next semester at the allotted time and must contact their advisor.

Non Degree-Seeking Students (Unclassified Status)

Students who hold bachelors degrees from regionally accredited universities are eligible to take courses for unit credit at the University without the intention of pursuing a graduate degree or credential. They may take either undergraduate courses in subjects of special interest or graduate courses for personal or professional development. Students submit an application to Graduate Admissions and complete a registration form. They may be required to provide evidence of possessing a baccalaureate degree. Their registration is approved by the program advisor. They are expected to observe all policies and procedures of the University while in attendance.

If, after taking courses at the University, a student should become an applicant for a degree, a limited number of graduate credit courses (no more than nine units) may be applied to the individual degree program, after the student has been admitted to the Graduate Division. These courses must satisfy the requirements of the program and meet the approval of the program advisor/director and the Graduate Dean. Permission to enroll under a non-matriculating status does not guarantee acceptance to a graduate program at Mount Saint Mary’s University.

Readmission of Students Who Have Already Completed a Graduate Degree

Graduates who wish to enroll for another credential or degree will follow the same procedure as new applicants. New recommendations and other records may be required, depending upon changed circumstances. An application fee is not charged unless a period of five or more years has elapsed since the completion of the previous program.

Residence and Time Limit

After acceptance into a degree program the student is expected to remain continuously enrolled each regular semester up to and including the semester in which the degree is awarded. The degree must be earned within seven years after the first graduate level course is posted on the transcript. Note: courses applicable to credentials are subject to California Commission of Teacher Credentialing limitations.

A graduate student who is eligible but who chooses not to enroll continuously may petition for a leave of absence for a semester and may renew the leave for another semester but no more than three consecutive semesters. At the end of a period of approved leave, the student may enroll without filing an application for re-admission. After a lapse of time extending beyond the approved leave, the student will follow the same procedures as those for new applicants.
Satisfactory Academic Progress Requirements

All financial aid recipients must be regularly admitted students with degree or in some cases credential or certificate objectives. While receiving financial aid, students must be advancing toward their educational objectives at a reasonable rate and must maintain a minimum 2.0 grade point average.

Student Employment

On-Campus Student Employment: Work-study is money earned from employment on campus. Students who qualify receive a paycheck every two weeks for the hours worked and may use the earnings to make tuition payments, pay for books and supplies or pay for personal expenses. Both Federal University Work Study and Mount Work Study (institutionally funded) provide excellent opportunities outside the classroom. Students who participate in either program may choose to work in a variety of on-campus sites. These include: the Financial Aid Office, the Admission Office, Campus Ministry, the Library, departmental offices and laboratories. Through “hands on” experiences in these offices, students develop valuable skills which may be later translated to professional settings.

Off-Campus Student Employment: The Career Services and Internships Office at Chalon and Doheny have job boards, which list a wide variety of off-campus employment opportunities.

Student Responsibility

Students are held individually responsible for information contained in the University Catalog, Graduate Student Handbook, program handbooks, University e-mail correspondence and the University webpage. Failure to read and understand these policies and regulations will not excuse students from their observance. In addition, they are responsible for the information contained in the official class schedules and other data sent or posted on the Mount Saint Mary University, Los Angeles website by the Graduate Division Office. University catalogs are available on the Mount Saint Mary’s University, Los Angeles Webpage and in the Graduate Office, and students are advised to obtain and keep their catalogs.

Thesis or Project Completion

If a student, after one semester enrollment in EDU 296B, HUM 296B, PSY 295 or 296, or RST 290 or 291, has not completed the project or thesis, the student will be required to enroll in a one unit thesis/project continuation course (EDU 297A, B, C; HUM 297A, B, C; PSY 297A, B, C or RST 290A, B, C or 291A) for the subsequent semesters until the thesis/project is completed. Once all three project continuation courses are completed, no other options for completing the master’s degree are available. MFA in Creative Writing students are required to successfully complete CRW 296A and CRW 296B. MFA in Film and Television are required to successfully complete FLM 299A, FLM 299B and FLM 299C.

Transcripts

Transcripts are issued at the written request of students or graduates to the Office of the Registrar. At the close of each term, transcripts for registered students must be held for inclusion of grades for the term, and therefore will not be available for approximately three (3) weeks. Partial transcripts will not be issued. At times other than the close of the term, the normal period required for processing transcripts is 5 business days and 7 business days for records with any
terms prior to 1995. No transcript will be released unless all indebtedness to the University has been satisfied. Regular processing of transcripts is $14.00 per copy. Upon completion of degree, students are entitled to a complimentary transcript. Only regular processing is available for this option.

Rush processing (24 business hours/allow 48 business hours during peak periods) is available at $28.00 per copy. Rush transcripts will be sent out the next business day via regular first class US mail. Note that rush processing is not available for records with any terms prior to 1995. Official transcripts can be ordered online.

The Registrar’s office at Mount Saint Mary’s University, Los Angeles will only accept transcripts that have been mailed directly to Mount Saint Mary’s University, Los Angeles from another institution. Transcripts that are hand-delivered or mailed by the student to Mount Saint Mary’s University, Los Angeles will not be accepted as “official” and can only be used for purposes of “unofficial evaluation.”

Transfer of Credit

A maximum of six semester units of graduate work taken at a regionally accredited college or university is transferable to Mount Saint Mary’s University, Los Angeles, provided that:

1. The transfer courses satisfy curriculum requirements at Mount Saint Mary’s University, Los Angeles and a grade of “B” or better was earned;
2. The courses are transferred after the student has been accepted into the program and prior to the last semester of graduate study; transfer credit forms are available in the Graduate Office;
3. Correspondence and extension courses are not transferable;
4. Courses must have been taken within seven years of the date on which the student was accepted in a Mount Saint Mary’s University, Los Angeles graduate program.

Once admitted to a graduate program, students are expected to pursue study only at Mount Saint Mary’s University, Los Angeles.

Unit Load

The number of semester units of work taken in the respective semesters or summer sessions is determined in consultation with departmental advisors. The minimum number of semester units for a full-time load is six (6) semester units.

Withdrawal from Programs

When students withdraw from a graduate program they must file a withdrawal notice in the Graduate Office.

Withdrawal from University

Students thinking of withdrawing from the University should schedule an interview with the Academic Advisor in order to explore other options or assistance. Students who withdraw from the University at any time must file a withdrawal notice in the Registrar’s Office. Forms are available from the Registrar’s Office on both campuses. Students who leave the University for two consecutive semesters without filing appropriate forms are considered withdrawn. Students
wishing to re-enter must file an application for re-admission with the Admissions Office. (See Business Office for reduced charges which apply when withdrawing from the University.)

**Student Rights and Responsibilities**

**Academic Freedom**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. This freedom of expression implies the responsibility to provide the same freedom for others.

Students should be free to discuss any grade with the instructor of the course, the department chairperson, and the academic dean so as to be protected against prejudiced or capricious academic evaluation. Students are responsible for performing according to standards established for each course in which they are enrolled. Student performance should be evaluated on this academic basis. Student academic freedom should respect the freedom of faculty to determine content, methodologies, and measures of academic performance within the framework of University goals and policies.

**Academic Integrity**

The academic environment is predicated on truth and integrity. Acts of dishonesty constitute a serious offense to the Mount Community. Acts of academic dishonesty include but are not limited to the following:

1. **Cheating**: Cheating of any kind is dishonest. This includes copying other’s essays or exams, stealing exams, buying or otherwise procuring new or used exams, having someone else take an exam or write an essay for which you take credit, and any other way you might receive credit for work that is not your own.

2. **Failing to hand in original work**: Using one essay for two different classes is also dishonest. If you have a topic appropriate for two classes, original and separate work must be done for each class, unless approval of both instructors has been obtained. Moreover, co-writing an essay without both obtaining the instructor’s permission and acknowledging the other person’s help is dishonest.

3. **Plagiarism**: Plagiarism is an act of academic dishonesty. It is a serious academic offense. Plagiarism is using anyone else’s ideas and representing them as your own (i.e. not giving appropriate credit). Acts of plagiarism include the following:
   - failure to document and give credit to an original source,
   - paraphrasing another person’s ideas without giving credit,
   - using direct quotes without proper recognition of the source,
   - using statistics, facts, or information from a source other than your own original research without giving credit.

4. **Falsification or misrepresentation**: Falsification of lab or clinical data, clandestine collaboration with others in class presentations or laboratory experiments, alteration of University documents, alteration of instructor’s grade sheets/book, misrepresentation on admissions
materials, falsification of academic records, forgery, entering computer accounts not one’s own without prior consent of the owner, entering or deleting information without permission are all academic offenses.

5. Theft: Theft or mutilation of library or media materials, computer or media equipment, records or other University documents (such as examinations, assignments, gradebooks or other course materials), or theft from any member of the academic community are all acts of academic dishonesty.

Consequences: Actions such as these should incur, in proportion to the gravity of the offense, appropriate action on the part of the instructor or University representative. The penalty for an act of dishonesty could range from a grade of F on an examination or assignment, a reduced or failing grade for the course in question, probation, suspension or expulsion from the University. Repeated acts of academic dishonesty will be treated more gravely.

Appeal Procedure: Any student of the University has the right to appeal any decision resulting from a perceived act of academic dishonesty. The Academic Integrity Board should be consulted in the case of an appeal or whenever a case involving academic dishonesty has not been resolved at a lower level.

Academic Integrity Board

A University Academic Integrity Board shall hear cases within its jurisdiction which are not resolved on a lower level.

1. Composition

The Board shall be composed of four members:

- Two full-time faculty members, at least one of whom is tenured.
- Two full-time students: The undergraduate student members must be of full-time status and of at least sophomore standing. The graduate student members must be currently enrolled and have completed at least fifteen units at the University. Both students and two alternates shall be appointed by the Associated Student Body Board(s) in consultation with the Vice President of Student Affairs, in the Spring preceding their two year terms of service. The Graduate Council will appoint two graduate students and two alternates in the spring preceding their one year of service, who will serve on the board in lieu of the undergraduate students in any cases involving graduate grievances. Should the ASB recommendations for student members and alternates fail to materialize an adequate student representation, the Chair of the Committee will appoint the student representative(s) to the Committee.
- The chair shall be nominated by the faculty, recommended by the Faculty Policy Committee, and appointed by the President for a two-year term. In alternate years, the second faculty member shall be appointed by the Faculty Policy Committee to a two-year term.

2. Functions:

Publish and interpret the Academic Dishonesty Policy and procedures.

Designate for each chair a cognate chair in case of conflict of interest.

Receive and investigate unresolved conflicts relative to the
disposition of individual academic dishonesty cases. It shall determine if the complaint has enough merit to be sent to the Academic Integrity Panel.

Certify that the complainant has used all the ordinary means available to resolve the conflict.

Issue advisory opinions regarding academic dishonesty upon request of other institutional agencies, including the Faculty Assembly.

Participate in hearings involving academic dishonesty cases as ex-officio representatives on the Academic Integrity Panel.

Issue a written report of findings to all parties in a complaint, and see that a report be filed and maintained in the Provost.

**Academic Integrity Panel:**

1. **Composition**

The panel shall consist of seven members:

- The two faculty and the two student members of the Academic Integrity Board;
- One member selected by the complainant from among the full-time faculty, or full-time students of sophomore, junior, or senior standing;
- One member selected by the defendant from among the full-time faculty, or full-time students of sophomore, junior, or senior standing;
- One member appointed by the Provost.
- In the event that no faculty member on the panel is from the area/field of the defendant, the board shall appoint one faculty member from that area/field who shall be an ex-officio non-voting member.
- The Chair of the Academic Integrity Board chairs the panel and holds a non-voting position, except in the case of a tie.
- If one of the four members from the Academic Integrity Board withdraws from a particular case because of personal involvement, then the Chairperson appoints a fourth member from either the full-time faculty or full-time students as prescribed above.
- If the Chair withdraws from the particular case because of personal involvement, then the one remaining faculty member from the board assumes the chair and appoints a fourth member from the full-time tenured faculty after consulting with the two remaining members.

2. **Functions:**

- Conduct hearings
- Consider evidence (consulting with whomsoever it deems appropriate)
- Submit an opinion, in writing to the parties involved
• Ensure that a copy of the findings be placed in the files of the office of the Provost.

3. Convening the Academic Integrity Panel

The Chairperson of the Academic Integrity Board shall convene the Academic Integrity Panel within 10 days after a determination by the Board that a complaint should go to the panel and receipt of certification by the Faculty Academic Freedom Committee that no faculty academic freedom question is involved in a substantive grievance.

4. Hearing by the Academic Integrity Panel:

The panel shall establish a date for a formal hearing. It shall allow adequate time to the student for the preparation of the refutation of charges.

The hearing shall be closed, unless all parties agree in writing that it be open. The Chairperson's determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final.

The complainant and defendant are both entitled to be represented at the hearing by advocates of their choice. Since the hearings are administrative, and not judicial in nature, the advocates may not be lawyers. A taped transcript of the hearing shall be made and retained for five years.

Both parties (or their representatives) have the right to present evidence and witnesses on their behalf and to confront and question opposing witnesses.

Under normal circumstances, if the duly notified complainant does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal.

If a duly notified defendant does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the complainant.

Procedure

When an instructor has decided that an act of dishonesty has occurred, then the following procedure should be followed:

• The instructor may give a lower grade or an "F" in the examination or assignment. If the matter demands more severity, the instructor may assign a lower grade or an "F" for the course.

• If the instructor views the situation as sufficiently serious to carry the matter further, in addition to the grade assignment, she/he may bring the matter to the Department Chairperson for consultation or further action, take the case to the Academic Integrity Board.

• The instructor must inform the student, in writing, that this action has been taken and that the student has the right to appeal. This part of the process must be completed within ten (10) calendar days of the discovery of the alleged violation. The instructor will keep careful documentation of all communications with the student regarding the incident. A brief written report of the action taken must be filed in the Office of the Provost. The Provost will establish a file on the student in case of further acts of academic dishonesty.
If a resolution is not reached at this time, then the matter will be taken up with the Academic Integrity Board.

- The Student (within ten (10) calendar days of notification from instructor), the instructor (within ten (10) calendar days of the discovery of the alleged violation) or an administrator (within ten (10) calendar days of notification) may take the case to the Academic Integrity Board. The complaint must be in writing, specifying all of the pertinent data as to when the events took place, the date written, the name of the student, and the name of the instructor. The faculty member and student shall make all pertinent documents available to the Academic Integrity Board. If the complaint is brought by the student, then it must include the reason for the complaint, which must be based on one or more of the following criteria: the alleged violation did not, in fact, take place; the penalty invoked was excessive; the instructor’s (or administrator’s) decision was contrary to the evidence.

- If no formal action is filed by the student or the instructor within ten (10) calendar days of notification by the instructor, the original decision becomes final.

Ordinarily, the decisions of the Academic Integrity Panel are final, subject to the approval of the Provost.

If a grade reversal is recommended, then this recommendation will be submitted to a Faculty Peer Review group for their consideration.

Both the decision of the Academic Integrity Board and the decision of the Faculty Peer Review group will be submitted to the Provost who will then make the final decision.

If the Provost approves a decision, then that decision is implemented by the Provost within seven (7) days.

In the implementation of decisions, the Provost will consult with the Vice President for Student Affairs.

**Sanctions** (Note: In addition to sanctions, restitution may be demanded where appropriate):

- Assignment of a special project that would benefit the student. (This may be added to any sanction.)

- Written reprimand with the notice that any repetition could develop into a situation requiring severe disciplinary action.

- Disciplinary probation resulting in possible loss of designated privileges for a stated period of time. Proven failure to live up to the terms of the probation may result in further disciplinary action, even suspension or expulsion. Samples of probation conditions:
  - Exclusion from campus residence.
  - Ban from participation in social or student governance activities.
  - A special assignment related to the nature of the offense.
Suspension from classes, campus activities, or from the University itself. The letter of suspension will specify the period of the suspension and the conditions for reinstatement.

If the student should fail to fulfill the conditions of suspension, then she/he could be subject to expulsion.

A student would be put on an interim suspension from classes or barred from other privileges or activities pending a final decision on an alleged violation. The authority to do this lies with the Provost. The basis for interim suspension by the Provost is harm to the University Community.

Pending a hearing by the Academic Integrity Board, a student may be suspended from a professional program by the department for not meeting the ethical standards of that profession. Action to suspend the student from the University may be taken only by the Provost acting in concert with the Academic Integrity Board.

Expulsion from the University.

Group Sanctions: Where circumstances warrant it, and where there is reasonable proof that a group of students have engaged in violations of academic dishonesty, the group may be subjected to:

- group probation
- denial of the use of University facilities
- suspension
- expulsion

Academic Grievance Committee*

A University Academic Grievance Committee shall be established with the authority to resolve grievances within its jurisdiction.

Composition
The Committee shall be composed of five members.

The chair is a tenured faculty member, recommended by the Faculty Policy Committee, and appointed by the President for a three-year term.

Two full-time faculty members elected for a two-year term.

Two student members who serve one-year terms on the Committee. The student members must be of full-time status and at least sophomore standing and, if a graduate student, have completed at least fifteen units at the University. The Chair of the Committee will appoint the student representatives in consultation with the Vice President of Student Affairs and/or the Graduate Council.

Accountability
The Academic Grievance Committee is accountable to the President of the University.
**Jurisdiction**

The Academic Grievance Committee shall receive and investigate complaints, excluding those pertaining to a learning disability (see University Disability Grievance Procedure) that have not been resolved on a lower level (Instructor and Department Chair/Program Director) on:

- Admission into a major or program
- Disqualification from a major, a program, or from the University
- Student academic performance evaluations (grades)
- All other instructional matters (e.g., deviating from a syllabus, instructor absences)

**Functions**

The Academic Grievance Committee shall:

- Carry out the functions in a timely manner, taking all due steps to help the case proceed in as expeditious a way as possible.
- Distribute current policies and procedures to all faculty in the beginning of each academic year.
- Interpret the Student Bill of Rights in such cases where there has been an alleged violation of those rights and the academic grievance procedure requires such an interpretation in order to reasonably assess the student’s complaint. (These rights are set out in the Student Handbook and the Faculty Handbook, § 3.1.2.1). Cases involving learning disabilities are handled by the University Disability Grievance Procedure (§ 3.5).
- Issue advisory opinions regarding academic grievances upon request of other institutional agencies, including the Faculty Assembly.
- Attempt to resolve the complaint through the Informal Resolution Process (see §2.2.3.9.5 Informal Resolution).
- Initiate and investigate the complaint through the Formal Resolution process when indicated. (see §2.2.3.9.6 Formal Resolution).

**Informal Resolution of Grievances and Grade Appeals**

When a student or group of students has been unsuccessful in resolving the complaint with the Instructor or the Department Chair/Program Director, the Academic Grievance Committee shall attempt to resolve the complaint:

The burden of proof is on the student.

In a grade appeal, the student should show the instructor made a clerical error in computing the grade or an egregious error of judgment in evaluating the student’s performance.

The Informal Resolution process is as follows:

A student who wishes to file a grievance must submit a request in writing or via the University email to initiate the Informal Resolution process. The request must be submitted to the Academic Grievance Committee Chair within a maximum of fourteen (14) calendar days after the alleged complaint occurred or the posting of grades by the Registrar, in the case of a grade appeal.

- The request must include a detailed description of the facts and circumstances to support the allegations.
- In order to submit a grade appeal, the student must have satisfied the attendance policy and completed the course requirements, as set out by the syllabus.
After receiving the student’s request, the Chair of the Academic Grievance Committee will inform the relevant faculty member(s) and the Department chair/Program Director and provide a copy of the written request. The faculty member shall make all pertinent records, including the syllabus, available to the Academic Grievance Committee Chair.

The Academic Grievance Committee will validate that the student fulfilled all course expectations and requirements indicated in the syllabus.

The Academic Grievance Committee will then request that the Chair of the Academic Freedom Committee verify in writing that no question of faculty academic freedom is involved in the case in question.

The student will attempt to informally resolve the situation, working with the Instructor, Department Chair/Program Director, and the Chair of the Academic Grievance Committee.

In the case of a grade appeal, the responsibility for assessing student achievement and assigning grades rests with the faculty. Only the faculty member is empowered to change a grade, unless a clerical error has been made (at which point the Department Chair/Program Director can file the correct grade with the Registrar).

If a resolution is not reached, the student, in consultation with the Chair of the Academic Grievance Committee, may proceed to the Formal Resolution process.

**Formal Resolution**

If the Informal Resolution process described above does not yield a successful resolution, the student may file a written or emailed request for a Formal Grievance Hearing.

**When and Where to File**

The student must submit a written/emailed request for a Formal Resolution to the Chair of the Academic Grievance Committee within seven (7) calendar days after the end of the Informal Resolution process.

**What to File**

The request must include the following:

- A copy of the request submitted for the Informal Resolution
- Written statement setting out the evidence to support the allegations
- A full description of the Informal Resolution process (e.g., attempts made to resolve the dispute)
- A statement of the remedy requested by the grievant (such as the grade thought to be warranted)

**Notice of Receipt**

Upon receipt of the request for a Formal Hearing, the Chair of the Academic Grievance Committee will determine if the requirements of the informal process have been met. The Chair will then notify the student in writing or email of this decision.

**Investigation/Hearing**

When a hearing is deemed appropriate, the Chair of the Academic Grievance Committee will convene the members who will conduct the formal hearing and determine the final disposition of the grievance.
**Representation**
The members included in the formal hearing are as follows:

- The five members of the Academic Grievance Committee.
- The Chair of the Academic Grievance Committee chairs the hearing and is a non-voting member (except in the case of a tie).
- One member selected by the student from among the tenured, full-time faculty, or full-time students of appropriate standing (undergraduate or graduate). First year students are prohibited from serving as a representative on a formal grievance hearing.
- One member selected by the faculty member involved, among the tenured full-time faculty, or full-time students of sophomore, junior, or senior standing.
- One member appointed by the President.

In the event that no faculty member on the Committee is from the area/field of the student, the University President shall appoint one faculty member from that field who shall be ex officio and non-voting. If one of the members of the Academic Grievance Committee withdraws from a particular case (e.g., because of a conflict of interest), then the Academic Grievance Committee Chair, in consultation with the remaining members of the Committee, will appoint a substitute. The substitute must be either a faculty member or full-time undergraduate/graduate student of appropriate standing (i.e., not a first-year student).

If the chair is unable to serve on a particular case, the senior remaining faculty member on the committee assumes the position of chair and, in consultation with the Committee, appoints an additional member to the committee.

**Procedures (Formal Hearing)**
The Committee shall establish a date for a formal hearing. It shall give adequate time to the faculty member to respond to the charges and submit the refutation in writing to the Chair of Academic Grievance and to the student.

The hearings shall be closed unless both parties agree in writing that it be open. The Chair’s determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final.

The student and instructor normally represent themselves, but are entitled to select an advocate to represent them at the formal hearing. Since the hearings are administrative, not judicial in nature, the advocates may not be lawyers.

A taped manuscript of the hearing shall be made and retained for five years.

Both parties (and their representatives) have the right to present evidence and witnesses in their behalf and to confront and question opposing witnesses. The two parties may opt to exchange their witness lists prior to the formal hearing by providing it to the Chair of Academic Grievance and any expectation that the sharing of the witness list is to be reciprocated.

Under normal circumstances, if the duly notified grieving student does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal. If a duly notified faculty member does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the student.
Findings and Notification
Upon completion of the investigation and formal hearing, a decision will be reached in closed session.

The Chair of the Academic Grievance Committee will provide a final written report containing a summary of the investigation, the views of the majority regarding the strength of the arguments, and the recommended appropriate actions.

A minority of two or more members may present a written report indicating specific disagreements.

Both reports shall be communicated in writing to the student and to the faculty member. The Chair of the Academic Grievance Committee will place the report(s) in the faculty member’s and the student’s permanent file.

The written reports should be provided to the student and the faculty following the hearing and in a timely way, unless prohibited by unusual circumstances.

Student Appeals
If the decision is in favor of the faculty member, no further appeal is possible and the case is closed.

Faculty Appeals
In the case of a grade appeal in which the panel finds an egregious error, the faculty member is expected to reassess the grade in light of the evidence brought out at the Formal Hearing. If the decision is in favor of the student and the faculty member believes it to be without sufficient merit, he/she may appeal to the Faculty Review Board. (See §2.2.3.10 Faculty Review Board)

Faculty Review Board
The Faculty Review Board shall be established with the authority to reverse a decision made in favor of the student, by the Academic Grievance Committee, upon request of the faculty member involved.

Composition
The President of the Faculty Assembly shall be a voting member.

Two tenured faculty drawn by lot from outside the discipline area in which the grievance arose shall be voting members. No faculty member involved on the Academic Grievance Committee is eligible for this Review Board.

Two tenured faculty members from the general discipline area (or related discipline in the case when no tenured faculty is available) in which the grievance arose shall be ex officio and non-voting members.

Accountability
The Faculty Review Board is accountable to the President of the University.

Jurisdiction
The Faculty Review Board shall affirm or reverse the findings of the Academic Grievance Committee upon faculty request, when made within thirty (30) calendar days after notification of the decision reached during the formal resolution.
Functions
Review and evaluate all evidence, reports, and records including the tape recording of the hearing.

Affirm or reverse the decision made during the formal resolution. Provide a written report of their decision to the Academic Grievance Committee and to the student(s).

Place a copy of the written report in the permanent file of the faculty member.

*Approved Fall 2009, Mount Saint Mary’s University, Los Angeles Faculty Handbook (revised 07/01/09)

Bill of Student Rights

I. Preamble

At an institution of higher learning, the pursuit of knowledge and the attainment of mature attitudes will be greatly facilitated by freedom of expression and decision making as enumerated in the following Bill of Rights. In exercising these rights, however, students must bear the responsibility to act in accordance with local, state, and national laws, and University rules. No right specified by this bill is meant to be construed as enabling students to infringe upon the individual rights of another member of the academic community. It is thereby expected that students will follow these documents with maturity and a level of responsibility which enable the University to retain its academic excellence.

II. Articles

1. The student has the right to accurate and plainly-stated information which enables clear understanding of:

   a) The general qualifications for establishing and maintaining acceptable academic standing.

   b) The graduation requirements for a particular curriculum major.

   c) The course objectives, requirements, and evaluation criteria and procedures set by the individual instructors for their courses.

2. The student has the freedom to express ideas that differ from any interpretation or any viewpoint presented by an instructor. In exercising this freedom, there should be no disruption of the academic process of the class.

3. The student has the right to be evaluated accurately and fairly on academic performance as outlined by the instructor at the beginning of the course.

4. The student has the right to discuss and review any academic performance with instructors. A student who believes that an evaluation was made on a basis other than academic performance has the right to an appeal procedure (See Grade Appeals).

5. Every student has the right to substantive and procedural fair play in the administration of discipline and imposition of academic sanctions.

6. The imposition of any penalty, namely, academic probation or disqualification, shall be subject to appeal through an established appeals procedure.
7. Whenever a student, or group of students, claims that these rights have been violated and they have been adversely affected thereby, and such complaint is not resolved informally by the interested parties, it may be presented to the Academic Grievance Board or to the Academic Integrity Board, whichever is appropriate.

The foregoing Preamble and Articles shall provide the basis for student appeals to the Academic Grievance Board and Academic Integrity Board.

**Financial Obligations**

Students are responsible for satisfying their financial obligations to the University according to published deadlines. Failure to do so may result in any or all of the following: fines, loss of housing, loss of classes, inability to register for classes and denial of participation in the room selection process.

**Incident Report**

Anyone in the University may write and submit an Incident Report to the Residence Life Office or the Student Affairs Office. Only signed Incident Reports with the reporters full name will be accepted (we will not accept anonymous Incident Reports). Incident Reports must be submitted within 30 days from the date the incident occurred.

**Academic and Student Support Services and Resources**

**Academic Advising**

Immediately after matriculation at Mount Saint Mary's University, Los Angeles, the program or department head assigns a faculty academic adviser for each graduate student. The academic adviser is a personal consultant and mentor on academic matters and serves as a liaison between the student and the department or program. Graduate students are urged to maintain close and frequent contact with the academic adviser.

Graduate programs are expected to have well-defined criteria for completion of degree programs and to keep students informed of all changes in the rules, policies, and procedures in the graduate program which affects them.

While each academic department is free to develop its own process of student evaluation and advising, it is generally accepted that certain elements are essential:

- Within the context of each course in which the student enrolls, an evaluation of the student's performance by the instructor;
- For those students engaged in research activities, frequent evaluation and advising on an informal basis by the supervising member of the faculty;
- Continuing supervision of capstone thesis or project work by the primary faculty adviser with progress evaluated and discussed with the student on at least a quarterly basis.

Contact advisors through the appropriate Graduate Program Chair or Director.
Alumnae Relations

The Alumnae Relations Office is the administrative link between the University and its graduates as well as between current students. The Alumnae Association is a network of 19,000 growing, proud, engaged, and spirited Mount Alums. Alumnae attend events, volunteer at the Mount, network with other alums, mentor current students, and contribute to the University financially.  Ext. 2512

Archives

The Archives and Special Collections at Mount Saint Mary’s University, Los Angeles exist to document written and pictorial history of Mount Saint Mary’s University, Los Angeles. Housed at the Chalon Campus, the Archives hold and preserve selected records of the administration, academic departments, and student programming as well as publications, photographs and certain forms of memorabilia. Most publications, including yearbooks, newspapers, catalogs and literary journals have been digitized and are available online. Archives, rare books and manuscripts are located in the Spearman Room of the Chas. Willard Coe Memorial Library. Ext. 4377

Bookstore

The Doheny Campus bookstore is located on the first floor of Fritz Bums Allied Health Center, Building #5. The Mount Saint Mary’s University, Los Angeles Bookstore carries academic textbooks, reference materials, electronics and school supplies. In addition, clothing, gifts and convenience items are available. Cash, personal checks, American Express, Mastercard, Visa and Discover cards are accepted. A driver's license or student I.D. is required for all check purchases. Special weekend hours and holiday hours will be posted on Mount Saint Mary’s University, Los Angeles portal as well as the bookstore website. Ext. 2760.

Business Office

The Business Office, located on the first floor of the Student Services building (Building #745) is responsible for assessing, collecting and posting of tuition, room and board and fees. The Office also provides disbursement and accounting services for payroll, grants, loans and accounts payable. Questions on student accounts may be inquired in person or via telephone during regular Business Office hours, or through voice mail message. Ext. 2760.

Campus Ministry

Campus Ministry invites students to deepen their awareness of the spiritual dimension of life, which is the heart of a Mount Saint Mary’s education. We are Catholic in our roots and vision, and welcome the opportunity to serve students of every religious affiliation or none at all. We respect the freedom of each person’s conscience and unique path, while offering the rich resources of the Catholic tradition.

The mission of Campus Ministry is (1) to support the Catholicity of the university, in the tradition of the Sisters of St. Joseph; (2) to support the spiritual development of the Mount community, and (3) to foster educated, committed service to both Church and society.

The Campus Ministry team is comprised of professional and student Ministers. Together, we work to provide opportunities for many aspects of Worship, Spirituality, the building of Community-on-Campus, Festivities, Service to others and action for global Justice. We offer assistance to those
who are thinking about becoming Catholic, or about being baptized, confirmed, or receiving first communion. We are here to provide you with support and care in the joyful and the challenging times of your life.

Everyone is invited to come by to talk, or to participate in our many programs and new ideas are always very welcome. Ext. 2672.

**Career Services and Internships**

Career Services provides students with the opportunity to explore different majors and career paths utilizing a variety of resources and services including career counseling, career assessments, career library, handouts, career planning courses, and workshops. We offer part-time and full-time employment, internships, and volunteer opportunities that can be accessed on the Mount Career Network at: www.mountcareeremnet.com and on our Career Services and Internship site, located on the Mount Saint Mary’s University, Los Angeles Portal.

Professional staff work with students to prepare them for internships and employment opportunities by reviewing resumes and cover letters, conducting mock interviews, and providing information on how to conduct a successful and efficient job search. Resources include information for Doheny students interested in transitioning to a 4-year program, and Chalon students interested in attending graduate/professional school. We also include assessment tools such as The Strong Interest Inventory and Myers Briggs personality test to help further identify a student’s career focus and preferences. Several programs are offered throughout the year including an on-campus job and internship fair, graduate school fair, nursing career panels, etiquette dinner, career-related speaker series, alumnae panels, and workshops on graduate school, interviewing techniques, resumes, cover letters, and other topics related to professional development. Ext. 2662.

**Center for Cultural Fluency**

Housed within the J. Thomas McCarthy Library on the Doheny Campus is the Center for Cultural Fluency. Established by the Education Department in 1995, the Center provides the Mount community and teachers in Los Angeles opportunities and resources for cross-cultural learning. The instructional materials collection, designed for use in K-college classrooms, portrays the contemporary and historical experiences of diverse cultures now living in Los Angeles. In addition to fiction and nonfiction books, the collection contains CDs, pictures, posters, and games. These materials were chosen to expand our cultural fluency and develop our ability to be leaders in building inclusive, positive communities throughout our lives. The CCF catalog is searchable online at www.culturalfluency.org.

The CCF also sponsors the Critical Teaching in Action conference on Doheny campus for Mount students and faculty and LA educators with workshops focusing on social justice teaching at all levels. In our newest initiative, the Bridging Cultures: US/China program has merged with the CCF and provides opportunities for the Mount community to learn about the historically rich and rapidly changing People’s Republic of China. It hosts the China Resource Network: Mount Saint’ Mary’s online site for China-related learning. Ext. 2625.

**Counseling and Psychological Services**

Mount Saint Mary’s University, Los Angeles recognizes that emotional health and person growth are essential components of a successful academic experience. Doctoral of Physical Therapy (DPT) students who have paid the health fee are eligible for short term counseling, consultation and referral services at the Counseling & Psychological Services (CPS). In counseling, students
discuss concerns, identify options, and learn new problem-solving skills in a supportive environment. Some of the issues we address include depression, anxiety, academic concerns, family and relationship problems, eating disorders, dating violence, and self-esteem difficulties. Most of our counseling is short-term usually twelve sessions or less per academic year. Partners and family members can participate in treatment when family or couples therapy is recommended.

All non-DPT graduate students can access CPS for a one-time consultation which includes counseling referrals to community resources. Outreach is provided to the Mount Saint Mary’s University, Los Angeles campus through psycho-educational programs.

All sessions are confidential in keeping with professional ethics and state laws. Information about clients is not shared with their families, the faculty, University administrators, or anyone else without the student’s written permission. The exception to this policy is when limited disclosure is required by law to protect the student or someone else from harm. Counseling and Psychological Services is staffed by licensed psychologists, advanced doctoral level interns, and postdoctoral fellows. Ext. 2668

Disability Support Services

Mount Saint Mary’s University, Los Angeles, in compliance with the state and federal laws and regulations including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in administration of its education-related programs and activities. The university has an institutional commitment to provide equal educational opportunities for students with disabilities who are otherwise qualified. Students with documented disabilities should see the Director of Learning Assistance Programs at Chalon or the Director of the Learning Resource Center at Doheny in order to receive appropriate accommodations. Students, who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should contact the appropriate campus disability services coordinator for resolution. Mount Saint Mary’s University, Los Angeles follows the ADA and the most recent guidance from the Department of Justice regarding service animals. Mount St. Mary’s Disability Grievance Procedure is located on page (8-11) of this handbook and copies can be obtained upon request in the Campus Learning Centers or the Office of Student Affairs. Information on Disability Support Services and the Disability Grievance Procedures, may also be viewed on the university website at www.msmu.edu, key word, “disability.” Ext. 2539

Graduate Dean

The Office of the Graduate Dean, in cooperation with the directors and department heads, works to promote the development of the Graduate Division of the University, its programs, policies and procedures. The Office oversees graduate recruitment and admissions and strives to create greater opportunities for access to graduate higher learning. The Office processes student academic petitions and grievances and coordinates the annual Graduate Reception and Recognition. The Graduate Dean’s Office is located in the William Ward Hall Administration Building (Building #10). Ext. 2560

Graduate Student Organization

At the present time there is no formal organizational structure of graduate students. However, at the informal level each Graduate Division program has developed an informal organization. Two elected graduate student representatives serve on the Graduate Council.
Health Services

The Mount Saint Mary’s University, Los Angeles Student Health Services Department offers a broad range of services to both resident and commuter students. These services include diagnosis and treatment of illness and minor injuries, physical examinations, health teaching, immunizations, and laboratory testing. The Health Clinic on the Chalon campus is staffed by physicians, nurse practitioners, nurses, and specially trained students. Appointments may be made throughout the week. Students who pay the Comprehensive Student Fee may see a medical provider for illness or injury at no expense. There may be a charge for laboratory testing and medications.

Emphasis is placed on preventive medicine and on positive health practices which will become a part of each student's lifestyle. Programs designed to assist students in developing values and skills related to achieving a high level of health are presented each semester.

Doheny students are eligible to use the Chalon Health Clinic for their primary health care needs. In addition, Doheny students have access to the Doheny Health Center, where a registered nurse is available for the treatment of minor illness and injuries, health references, health teaching, immunizations and laboratory testing. All full-time students are required to carry Health and Accident Insurance. Ext. 2685.

Information Technology (Student Computer Labs)

The Student Computer Lab on the Doheny Campus is located in Building #3. Mount Saint Mary’s University, Los Angeles is equipped with a network, connecting all computers, labs and classrooms. The labs have Macs, PCs and printers available for student programming, email access, word processing, and internet access. Most computer labs are available on a walk-in basis. Lab assistants are available during lab hours to assist with questions and equipment needs. Public areas on both campuses have wireless internet connectivity available on “MSMU Wireless.” Every room has a network connection which enables your PC or Mac to access the internet and services. In order to use the network connection, your PC or Mac must be equipped with a physical connection that uses Ethernet, Patch cable or our wireless network. Most computers and laptops have integrated network interface cards, however, network interface cards and patch cables can be purchased at any computer or office supply store. If you have problems with computers or connectivity on campus, please call the IT Service Desk. Ext. 2647

Library Facilities

The Charles Willard Coe Library at the Chalon campus houses the majority of library materials for both campuses. The Chalon and Doheny libraries currently hold over 130,000 volumes and subscribe to more than 800 periodicals. In addition, access to hundreds of thousands of periodicals and books available via web-based subscriptions. Link+, a self-initiated Interlibrary Loan Service offering over 5,000,000 titles, and Librarian-mediated document delivery services are also available.

Books and material are loaned between the Chalon and Doheny libraries. Students may use both libraries and are eligible for reciprocal borrowing privileges at the American Jewish University. Access to the catalogs of other area libraries is available via the web. Ext. 2750
Mail and E-mail

Faculty, staff, administrative and department mailboxes are located in building 10 1/2. Graduate student mailboxes are located in the building or office area of the appropriate graduate program. **E-mail is the official means of communicating with all students, faculty and staff at Mount Saint Mary’s University, Los Angeles.** All students are assigned a Mount Saint Mary’s University, Los Angeles e-mail address shortly after their first matriculation at the University. Students may have their Mount Saint Mary’s University, Los Angeles e-mail forwarded to their private e-mail addresses if they wish. Students are expected to check e-mail messages regularly. All questions regarding e-mail access addresses should be directed to the Mount Saint Mary’s University, Los Angeles Office of Information Technology.

Meals and Dining Areas

Graduate students are welcome to purchase meals in the Ahmanson Commons. Open hours are posted for both facilities. All meals provided by Mount Saint Mary’s University, Los Angeles Food Services are to be eaten in the Ahmanson Commons Building, the adjoining outdoor patios or in the Wigwam. No china, glassware, trays or silverware may be taken from the dining room. Failure to comply with these policies may result in disciplinary action.

Professional and Academic Resource Center (PARC)

The Professional and Academic Resource Center (PARC) support graduate students by offering a full range of academic support services. The Center offers orientation and workshops for new graduate students; writing and thesis assistance; tutoring in research methods, statistics, and disciplinary areas; career counseling; and faculty mentoring. Centrally located on the Doheny Campus, PARC also offers graduate students a space to work on group projects with peers and faculty. **Ext. 2898**

Registrar

The Doheny Campus Registrar's Office is located on the first floor of the Student Services Building (Building #745). The Registrar’s Office provides a variety of services to Mount Saint Mary’s University, Los Angeles students including course registration, maintenance of transcripts, verification of enrollment, processing of add/drop, directed study, independent study, internship and credit/no credit forms. Stop by the Registrar's Office for information or questions concerning academic or enrollment status, or contact **Ext. 2520**.

Security

For the safety and security of students, faculty and staff, Universal Protection Service is contracted to provide security coverage for Mount Saint Mary’s University.

- Security functions 24 hours a day, 7 days a week.
- Guards are stationed in two locations (24 hours a day, 7 days a week).

Security can be reached at the following numbers:

<table>
<thead>
<tr>
<th>Chalon</th>
<th>Doheny</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Gate (310) 954-4123</td>
<td>Main Gate (213) 477-2502</td>
</tr>
<tr>
<td>Circle (310) 954-4321</td>
<td>Mansion Kiosk (213) 477-2501</td>
</tr>
</tbody>
</table>
**Reporting A Security Concern**

Mount Saint Mary's University encourages students, faculty and staff to assume the responsibility for their own security, the security of other members of the university community as well as the safety and security of university buildings and grounds. Any member of the university community (faculty, staff, and/or student) may submit an Incident Report to the Campus Security Office, the Residence Life Office or the Student Affairs Office regarding security concerns. The Campus Security, Residence Life and Student Affairs staff will work with Universal Protection Service to investigate the report and take appropriate action. If necessary, Security will distribute information to the university community to increase awareness of specific crimes.

**Annual Security Report**

In compliance with the Campus Crime and Security Act (Clery Act), Mount Saint Mary's University publishes an annual security report. This report includes campus emergency policies, guest policies, relationships with law enforcement, university security programs, crime statistics, the alcohol and illegal drug policies, the sex offense policy statements and local security resources.

The report is created by the Director of Campus Security and is available each year after October 1.

**Sports and Wellness**

The Department of Sports & Wellness contributes to the Mount experience by providing fitness and recreation programs and services which foster self-discovery, learning, engagement and an appreciation for personal wellness. Recreational facilities on each campus include lighted tennis courts, an outdoor basketball/volleyball court, heated swimming pool and a fitness center. The fitness center is fully equipped with cardiovascular and strength training equipment. A variety of sports equipment is available for check out with a current Mount Saint Mary's University, Los Angeles ID card.

**Sr. Magdalen Coughlin Award**

Community service volunteer activity is an important focus of the mission of Mount Saint Mary’s University, Los Angeles. In recognition of that fact, the Graduate Division formally acknowledges graduating students and other Graduate Division constituents who have performed exceptional levels of volunteer service in their communities. Annually the Graduate Council may recommend the conferral of the Sister Magdalen Coughlin Award to acknowledge extraordinary community service. Ordinarily the award is announced at the May Graduate Division Commencement ceremony. The recipient of the award receives an engraved plaque, and her/his name is engraved on a permanent plaque that hangs in the auditorium corridor of Bldg 4. Nominations are accepted from faculty, students, or other Graduate Division community constituents. In order to submit a nomination for the Sister Magdalen Coughlin Award, the following documents must be submitted to the Office of the Graduate Dean as per an announced deadline date:

- Completed nomination form
- Written statement form the person submitting the nomination fully describing the nominee’s community involvement including the specifics of volunteer activities, sites, duration and how the nominee’s service has impacted the community and the nominee.
- Letter of support from the Department/Program Advisor (if the nominee is a student)
- If available, a copy of the vita/resume of the nominee

**Student Financing**

The Office of Student Financing is located on the second floor of the Student Services Building (Building #745). The Office of Student Financing administers grant, scholarship, loan, and on-campus work programs available to eligible students. Information and assistance regarding the application process as well as other funding options is available. Appointments are not required. **Ext. 2562**

**Vending Machines**

Vending Machines are located outside of the Wigwam building adjacent to Building #4, the Classroom Building.
January 28, 2019

Notice: MSMU human subjects researchers are transitioning from using the NIH tutorial to the CITI Program tutorials. The current IRB application for the MSMU Human Subjects Committee is being updated and will be ready soon. In the meantime, please use the current application; however, the new human subjects tutorial is available now. Follow the directions below, and if there are any issues, please let us know since this is a new process.

Online Tutorial Directions

All Principal Investigators must take the online tutorial for the protection of human subjects.

Go to https://www.citiprogram.org/login, then click on the REGISTER tab. If you have already created an account with a CITI Program username and password, click on the LOG IN tab and enter your credentials. (NOTE: MSMU does not have a Single Sign ON (SSO) at this time.) Upon logging in, go to the COURSES page. You will take the Social-Behavioral Research course. Additional information can be found if needed at: https://www.citiprogram.org/citidocuments/citinstrructions.htm

Thank you.

Robin L. Gordon, Ph.D., Chair
Human Subjects Committee (IRB)
Mount Saint Mary's University
10 Chester Place
Los Angeles, CA  90007
Mount Saint Mary’s University, Los Angeles
Application for the Approval of Human Subjects Research

GENERAL INSTRUCTIONS

A. All portions of this form must be completed before submission. Incomplete forms may result in delayed review and/or approval. Additional sheets may be attached to this form. If you have any questions, please contact the Chair of the Human Subjects Committee. [Current contact: Dr. Robin L. Gordon, Education, 213.477.2624 or rgordon@msmu.edu]

B. APPLICATION REVIEW
Review of applications occurs on a rolling basis and begins as soon as the Principal Investigator (PI) has submitted all application materials. Reviews typically can be completed within 2–3 weeks, at which time the Committee Chair will contact the PI with the committee’s decision.

C. EXPEDITED REVIEW
An expedited review is simply a review by a subcommittee of the Human Subjects Committee. Expedited review is not a faster review. A protocol must qualify as minimal risk in accordance with the federal regulations that govern human subjects research (45CFR 46) in order to qualify for expedited review.

Note on Exempt Status: Exempt does not mean the project is exempt from IRB review. It means that the IRB appointee decides that if there is minimal risk, there may not need to be a review by the full board review; however, the researcher does not make this decision.

D. SIGNATURES
All signatures must be obtained prior to submission of the application/research protocol to the IRB. Student projects must have the faculty advisor’s signature.

Faculty signature on this Protocol Approval Form indicates that:
- You are familiar with the requirements for human subjects research as defined by 45CFR 46.
- You have reviewed this Protocol Approval Form and accompanying documentation.
- You approve of the manner in which human subjects will be involved in this study.

E. Online Tutorial
All Principal Investigators must take the online tutorial for the protection of human subjects at https://php.nhtraining.com/users/login.php?i=3 and include a copy of the certificate of completion with this application. The HSC will not begin review of applications without this certification. The tutorial takes approximately 1–2 hours to complete.

Submit one Electronic copy as well as (1) ORIGINAL COMPLETED AND SIGNED HARD COPY (including any supplementary materials) to:
Robin L. Gordon, Chair Human Subject Committee
Doheny Campus, Building 20
213.477.2624

*Mount Saint Mary’s University, Los Angeles would like to thank the Office of Research at California State University, Northridge for the permission to use and revise the forms used by their IRB.
Mount Saint Mary's University, Los Angeles
Committee for the Protection of Human Subjects

Guidelines For Having Your Research Project Approved

This document is meant to supplement (not replace) the instructions provided on the Human Subjects Protocol form. If you have any questions regarding the Human Subjects Protocol Form, contact the Chair of the committee.

The Human Subjects Committee has the responsibility of examining research proposals to determine whether they meet guidelines for the protection of the welfare of human subjects. Approval for a project conducted by a faculty member, or by a student under the guidance of a faculty member, must be obtained prior to initiation of contact with human subjects. The successful application meets the following criteria and you may want to read your final draft and check of the boxes below.

☐ In planning the research, investigators should think carefully about potential avoidable harm to subjects, for example keeping in mind the ethical guidelines of the American Psychological Association and considering the need for cultural sensitivity in approaching subjects. Potential harm will be weighed against potential gain on each proposal reviewed by the Committee. (See Appendix B)

☐ Benefits of participation in the study should be clearly indicated in the consent form.

☐ When personal information or videotaping or voice recording is to be obtained during the course of the research, planned disposition of that information should be clearly stated in the consent form, i.e. how will the participant's identity be kept confidential?

☐ Remember -- The protocol form is your chance to describe your project clearly to the committee. Failure to provide sufficient detail regarding your project may result in the protocol being returned to you without action causing considerable delay in your research.

☐ Please provide all information requested in a clear and concise manner and attach any necessary documentation. Be sure to provide information regarding all procedures and methodology, and if a control group will be used.

☐ A detailed description of the methods to be used must be provided. Additional sheets may be attached to the protocol form if necessary.

☐ The source, age(s) and number of subjects to be used in the study must be clearly stated, and if the subjects will be obtained at a non—Mount Saint Mary's University, Los Angeles Institution, a letter of permission from a representative of that Institution must be provided.

☐ The significance of the work should be clearly described.

☐ A consent form that follows the sample format detailed in the application must be provided. However, if your protocol requires additional details beyond the example, please include them.

☐ The risks to subjects must be clearly detailed both in the application and in the consent form. "No risk" is never appropriate. Neither is “passive consent” (using a consent form that implies consent if it is not returned to the researcher). Risks may include emotional distress, physical stress, boredom, fatigue, or risk of bodily injury, as appropriate. There should be an indication on the consent form as to whether
financial support for medical or counseling treatment is available to subjects in case of difficulties resulting from participation in the research.

☐ Clear language that is understandable by an educated layperson must be used throughout the protocol. Avoid excessive use of technical jargon.

☐ The consent form must be written at the level of an individual who would not have received any University education and has no more than an 8th grade reading level. Again, avoid all technical jargon.

See the following appendices for guidelines for informed consent as well as samples.

Appendix B: Research Activities That May Be Considered To Be Of Minimal Risk To Subject
Appendix C: How to Protect Human Subjects Requirements For Consent Form
Appendix D: National Institutes of Health Federal Guidelines for Informed Consent
Appendix E: Parent Consent Requirements
Appendix F: SAMPLE Informed Consent
Appendices

- Please read the following information pages.
- Download and adapt the forms and templates as needed. Then insert them into your application.
- You must include the Subject Bill of Rights with your Informed Consent.
- Please do not include the general info pages and templates in your final application.
Mount Saint Mary's University, Los Angeles
EXPERIMENTAL SUBJECTS
BILL OF RIGHTS

The rights below are the rights of every person who is asked to be in a research study. As an experimental subject I have the following rights:

1) To be told what the study is trying to find out,

2) To be told what will happen to me and whether any of the procedures, drugs, or devices is different from what would be used in standard practice,

3) To be told about the frequent and/or important risks, side effects or discomforts of the things that will happen to me for research purposes,

4) To be told if I can expect any benefit from participating, and, if so, what the benefit might be,

5) To be told the other choices I have and how they may be better or worse than being in the study,

6) To be allowed to ask any questions concerning the study both before agreeing to be involved and during the course of the study,

7) To be told what sort of medical treatment (if needed) is available if any complications arise,

8) To refuse to participate at all or to change my mind about participation after the study is started. This decision will not affect my right to receive the care I would receive if I were not in the study.

9) To receive a copy of the signed and dated consent form.

10) To be free of pressure when considering whether I wish to agree to be in the study.

If I have other questions I should ask the researcher or the research assistant, or contact Human Subjects Committee, Mount Saint Mary's University, Los Angeles, 10 Chester Place, Los Angeles, CA, 90007 or phone (213) 477—2624.

X

Signature of Subject Date
Mount Saint Mary's University, Los Angeles

Sujetos Experimentales
Declaración de Derechos

Los derechos que a continuación se mencionan, son los derechos de cada persona que participa en esta investigación.
Toda persona al participar en estos estudios, tiene derecho:

1. A saber que es lo que el estudio está tratando de investigar,

2. A estar informado de lo que sucederá, los procedimientos, los medicamentos, y los dispositivos, sean o no diferentes a los utilizados en un procedimiento normal,

3. A saber la frecuencia y/o el grado de riesgo, efectos secundarios, o incomodidades que sucederan en el transcurso de la investigación,

4. A saber si hay algún beneficio al participar en el estudio, y cual sería ese beneficio,

5. A saber si existen otras alternativas que puedan ser mejores o peores que, participar en esta investigación,

6. A que se le permita hacer preguntas antes de participar en el estudio, al igual que en el transcurso del mismo,

7. A saber que tipo de tratamiento médico (si es necesario) está disponible en caso de que ocurran complicaciones,

8. A renunciar a la participación en el estudio, aún cuando ya haya comenzado. Cualquier cambio de decisión no afectará el derecho a recibir la atención que se prevea al no ser parte de esta investigación,

9. A recibir una copia firmada y fechada de la hoja donde se autorizó la participación,

10. A estar libre de cualquier presión al decidir si quiere o no participar en el estudio.

En caso de tener preguntas, puede comunicarse con el investigador, el asistente de investigación, o a la oficina de Human Subjects Committee, Mount Saint Mary's University, Los Angeles, 10 Chester Place, Los Angeles, CA, 90007 ó al teléfono (213) 477-2624.

__________________________
Firma del participante

__________________________
Fecha
RESEARCH ACTIVITIES THAT MAY BE CONSIDERED TO BE OF MINIMAL RISK TO SUBJECT

1. Voice recording made for research purpose such as investigations of speech defects.

2. Moderate exercise by healthy volunteers.

3. Study of existing data, documents, records, pathological specimens, or diagnostic specimens.

4. Research on individual or group behavior or characteristics of individuals, such as studies of perception, cognition, game theory, or test development, where the investigator does not manipulate subjects' behavior and the research will not involve stress to the subject.

5. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as research or regular and special education instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curriculum, or classroom management methods.

6. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), if information taken from these sources is recorded in such a manner that subjects cannot be identified, directly through identifiers linked to the subjects.

7. Research involving survey or interview procedures, except where:
   a. Responses are recorded in such a manner that the human subjects can be identified, directly through identifiers linked to the subjects, and
   b. The subject's responses, if they became known outside the criminal or civil liability or be damaging to the subject's financial standing or employability; or the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

8. Research involving the observation (including observation by participants) of public behavior, except where the conditions listed under #7 exists.

9. Any other category specifically added to this list by HHS published in the Federal Register.

*These categories are based upon the Federal Code 45 CFR.*
The consent form is designed as an agreement for the protection of the rights and welfare of any individual who participates as a subject in research. The following six elements of informed consent are required by DHHS regulations and should be covered on the consent form used.

1. **A statement of the procedure and purposes.** It must state that the study involves research, an explanation of the purposes of the research, a description of the procedures to be followed, expected duration of the participant's participation, and identification of any procedures which are experimental.

2. **A statement of any potential associated risk and/or discomfort for the subject.** It must include a description of any reasonable foreseeable risks or discomforts to the subjects.

3. **A statement of any associated benefits for the subject.** It must include a description of any benefits to the subject or to others which may reasonably be expected from the research.

4. **A statement indicating that participation is voluntary, and that the subject may withdraw at any time.** It must include a statement that the subject may refuse to participate, and may discontinue participation at any time without penalty, or loss of benefits to which he/she is otherwise entitled.

5. **A statement indicating that the subject was given the opportunity to ask questions about the procedure, and that they were answered prior to the subject's agreement to participate.** It must include an explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related problem. Include telephone number.

6. **A statement regarding the confidentiality of the subject.** It must include a statement describing the extent to which confidentiality of records identifying the subject will be maintained.
National Institutes of Health Federal Guidelines for Informed Consent

A. Basic and Additional Elements

- A statement that the study involves research
- An explanation of the purposes of the research
- The expected duration of the subject's participation
- A description of the procedures to be followed
- Identification of any procedures which are experimental
- A description of any reasonably foreseeable risks or discomforts to the subject
- A description of any benefits to the subject or to others which may reasonably be expected from the research
- A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject
- A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained
- For research involving more than minimal risk, an explanation as to whether any compensation, and an explanation as to whether any medical treatments are available, if injury occurs and, if so, what they consist of, or where further information may be obtained
- An explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related injury to the subject
- A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits, to which the subject is otherwise entitled

B. Additional elements, as appropriate

- A statement that the particular treatment or procedure may involve risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant), which are currently unforeseeable
- Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent
- Any additional costs to the subject that may result from participation in the research
- The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject
• A statement that significant new findings developed during the course of the research, which may relate to the subject's willingness to continue participation, will be provided to the subject

• The approximate number of subjects involved in the study

C. Documentation Requirements for Informed Consent

Informed consent shall be documented by the use of a written consent form approved by the IRB, and signed by the subject or the subject's legally authorized representative. A copy shall be given to the person signing the form.

NATIONAL INSTITUTES OF HEALTH TIPS ON INFORMED CONSENT

The process of obtaining informed consent must comply with the requirements of 45 CFR 46.116. The documentation of informed consent must comply with 45 CFR 46.117. The following comments may help in the development of an approach and proposed language by investigators for obtaining consent and its approval by IRBs:

* Informed consent is a process, not just a form. Information must be presented to enable persons to voluntarily decide whether or not to participate as a research subject. It is a fundamental mechanism to ensure respect for persons through provision of thoughtful consent for a voluntary act. The procedures used in obtaining informed consent should be designed to educate the subject population in terms that they can understand. Therefore, informed consent language and its documentation (especially explanation of the study's purpose, duration, experimental procedures, alternatives, risks, and benefits) must be written in "lay language," (i.e. understandable to the people being asked to participate). The written presentation of information is used to document the basis for consent and for the subjects' future reference. The consent document should be revised when deficiencies are noted or when additional information will improve the consent process.

* Use of the first person (e.g., "I understand that...") can be interpreted as suggestive, may be relied upon as a substitute for sufficient factual information, and can constitute coercive influence over a subject. Use of scientific jargon and legalese is not appropriate. Think of the document primarily as a teaching tool not as a legal instrument.

* Describe the overall experience that will be encountered. Explain the research activity, how it is experimental (e.g., a new drug, extra tests, separate research records, or nonstandard means of management, such as flipping a coin for random assignment or other design issues). Inform the human subjects of the reasonably foreseeable harms, discomforts, inconvenience and risks that are associated with the research activity. If additional risks are identified during the course of the research, the consent process and documentation will require revisions to inform subjects as they are re-contacted or newly contacted.

* Describe the benefits that subjects may reasonably expect to encounter. There may be none other than a sense of helping the public at large. If payment is given to defray the incurred expense for participation, it must not be coercive in amount or method of distribution.

* Describe any alternatives to participating in the research project. For example, in drug studies the medication(s) may be available through their family doctor or clinic without the need to volunteer for the research activity.

* The regulations insist that the subjects be told the extent to which their personally identifiable private information will be held in confidence. For example, some studies require disclosure of information to other parties. Some studies inherently are in need of a Certificate of Confidentiality that protects the investigator from involuntary release (e.g., subpoena) of the names or other identifying characteristics of research subjects. The IRB will determine the level of adequate requirements for confidentiality in light of its mandate to ensure minimization of risk and determination that the residual risks warrant involvement of subjects.
* If research-related injury (i.e., physical, psychological, social, financial, or otherwise) is possible in research that is more than minimal risk (see 45 CFR 46.102[g]), an explanation must be given of whatever voluntary compensation and treatment will be provided. Note that the regulations do not limit injury to "physical injury." This is a common misinterpretation.

* The regulations prohibit waiving or appearing to waive any legal rights of subjects. Therefore, for example, consent language must be carefully selected so as to deal with what the institution is voluntarily willing to do under circumstances, such as providing for compensation beyond the provision of immediate or therapeutic intervention in response to a research-related injury. In short, subjects should not be given the impression that they have agreed to and are without recourse to seek satisfaction beyond the institution's voluntarily chosen limits.

* The regulations provide for the identification of contact persons who would be knowledgeable to answer questions of subjects about the research, rights as a research subject, and research-related injuries. These three areas must be explicitly stated and addressed in the consent process and documentation. Furthermore, a single person is not likely to be appropriate to answer questions in all areas. This is because potential conflicts of interest or the appearance of such. Questions about the research are frequently best answered by the investigator(s). However, questions about the rights of research subjects or research-related injuries (where applicable) may best be referred to those not on the research team. These questions could be addressed to the IRB, an ombudsman, an ethics committee, or other informed administrative body. Therefore, each consent document can be expected to have at least two names with local telephone numbers for contacts to answer questions in these specified areas.

* The statement regarding voluntary participation and the right to withdraw at any time can be taken almost verbatim from the regulations (45 CFR 46.116[a][8]). It is important not to overlook the need to point out that no penalty or loss of benefits will occur as a result of both not participating or withdrawing at any time. It is equally important to alert potential subjects to any foreseeable consequences to them should they unilaterally withdraw while dependent on some intervention to maintain normal function.

* Don't forget to ensure provision for appropriate additional requirements which concern consent. Some of these requirements can be found in sections 46.116(b), 46.205(a)(2), 46.207(b), 46.208(b), 46.209(d), 46.305(a)(5 – 6), 46.408(c), and 46.409(b). The IRB may impose additional requirements that are not specifically listed in the regulations to ensure that adequate information is presented in accordance with institutional policy and local law.
Most research involving data collected from children requires parent consent, and will be reviewed by the Human Subjects Committee on a case-by-case basis. Parent consent requirements may be waived if all of the following conditions exist:

- All data are collected as part of the normal course of instruction or evaluation of the child (e.g., scores from testing students after a particular science unit), AND
- Any manipulation of teaching activities or techniques is within the realm of acceptable teaching practices, AND
- There is no perceived psychological or physical risk to the child.

Even if the above criteria are met, all research proposals must be submitted to the Human Subjects Committee and receive approval or exempt status before beginning data collection. The purpose for this requirement is that any research involving human subjects by Mount Saint Mary’s University, Los Angeles faculty, staff, or students requires approval by the HSC, even if the research is minimal/no risk or exempt. According to federal guidelines, the HSC must determine whether a proposal is no-risk or exempt and principal investigators or their advisors may not self-exempt.
### Appendix F: Sample Informed Consent

This sample has most elements needed but please make sure it matches your study. See the note on internet research.

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<table>
<thead>
<tr>
<th>Project Title</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>(Indicate PARENTAL or Individual) INFORMED CONSENT FORM</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The (insert title) is being conducted by (researchers(s)) as part of the requirements for the (D.P.T./M.S./M.A.) degree in at Mount Saint Mary's University. It is designed to: train professionals interested in working with infants and toddlers and their parents to work effectively on teams and provide direct service to the children and their families.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Description of Research</strong></td>
<td></td>
</tr>
<tr>
<td>The research will add to the limited literature we have about: how children develop and the various services they will need. We are hopeful that this information will be of assistance to physicians, teachers, psychologists, speech and language specialists, child development specialists, nurses, and physical and occupational therapists. It is also our intention to develop a model for training professionals so that they can better serve future infants and toddlers and their families.</td>
<td></td>
</tr>
<tr>
<td><strong>Subject Information &amp; Risks</strong></td>
<td></td>
</tr>
<tr>
<td>Each child and family will be in the study for two to three years. Our students will be engaged in periodic assessments and involved in helping your child learn and develop on an individual basis as well as helping your family with concerns relating to your child whenever possible. The risks from participating in this study include (insert applicable information, e.g., emotional distress, muscle cramps). Neither you nor your child will receive monetary compensation for participation in this study.</td>
<td></td>
</tr>
<tr>
<td><strong>Confidentiality &amp; Final Disposition of Data</strong></td>
<td></td>
</tr>
<tr>
<td>Any information that is collected in this study that can be identified specifically with your child will remain confidential and will be disclosed only with your written permission or if required by law. The cumulative results of this study will be published, but the names or identity of subjects will not be made known. All data/documentation collected as part of this project will be (choose one: destroyed, maintained, kept on file, etc.) by the researcher at the conclusion of the study.</td>
<td></td>
</tr>
<tr>
<td><strong>Benefit of Participation</strong></td>
<td></td>
</tr>
<tr>
<td>However, there may be specific benefits which your child can expect as a result of participation in this study, including (list Intervention or treatment that participant will receive as a result of participation). (If participant will not benefit, then indicate that they do not benefit. Also specify the benefit of the study to society.)</td>
<td></td>
</tr>
<tr>
<td><strong>Concerns</strong></td>
<td></td>
</tr>
<tr>
<td>If you wish to voice a concern about the research, you may direct your question(s) to the Mount Saint Mary's University, Los Angeles, Human Subjects Research Committee, 10 Chester Place, Los Angeles, CA, 90007, and by phone at 213— 477— 2624. If you have specific questions about the study you may contact Dr. , faculty advisor.</td>
<td></td>
</tr>
<tr>
<td><strong>Voluntary Participation</strong></td>
<td></td>
</tr>
<tr>
<td>Insert advisor contact info. My contact information is (insert researcher(s) contact info.)</td>
<td></td>
</tr>
</tbody>
</table>

You should understand that approval for your child to participate in this study is completely voluntary, and you may decline to allow your child to participate or withdraw your child from the study at any time without jeopardy. Likewise, the researcher may cancel this study at any time.
During the course of the project participants may be audio taped. Your initials here ______ signify your consent to allow your child to be audio taped. (Specify reason for audiotaping) All tapes collected as part of this project will be (choose one: destroyed, maintained, kept on file, etc.) by the researcher at the conclusion of the study.

During the course of the project participants may be video taped. Your initials here ______ signify your consent to allow your child to be video taped. (Specify reason for videotaping) All tapes collected as part of this project will be (choose one: destroyed, maintained, kept on file, etc.) by the researcher at the conclusion of the study.

I have read the above and understand the conditions outlined for participation in the described study. I have been provided with a copy of this consent form to keep and I give informed consent for my child, named below, to participate in the study.

Child's Name ____________________________

Last First MI

Age: ______ Years ______ Months

Parent/Legal Guardian Printed Name ______________________________

Last First MI

Signature __________________ Date

Witness/P.I. signature __________________ Date

If you have signed this form, please return one copy in an envelope by mail to:

Insert the return information here.

*Be sure to keep one copy of this consent form for your records.

Page 2 of 2

NOTE: If you are using a third party to hold your data or to collect data such as Survey Monkey, iCloud, etc. you MUST add this information to your consent! Then you may also use this statement:

“Although every reasonable effort has been taken, confidentiality during actual Internet communication procedures cannot be guaranteed.”

OR

“Please note that the online survey is hosted by Company ABC which is a web survey company located in the USA. All responses to the survey will be stored and accessed in the USA. This company is subject to U.S. Laws, in particular, to the US Patriot Act/Domestic Security Enhancement Act that allows authorities access to the records that your responses to the questions will be stored and accessed in the USA. The security and private policy for Company ABC can be viewed at http://...”

You can use this in the confidentiality section above.
Appendix G: Another consent sample from the University of Wisconsin – Milwaukee

Consent to Participate in Online Research

Study Title:  (Title as listed on IRB application)

Person Responsible for Research:  (PI, may also include Co–I, and/or study staff)

Study Description:  The purpose of this research study is to ... (add study specific information). Approximately (number of subjects) subjects will participate in this study. If you agree to participate, you will be asked to complete a survey that will take approximately (length of time) minutes to complete. The questions will ask ... (brief description of survey questions).

Risks / Benefits:  Risks to participants are considered minimal. There will be no costs for participating, nor will you benefit from participating other than to further research.

Confidentiality:  Your responses are completely confidential and no individual participant will ever be identified with his/her answers. Data from this study will be saved on a password protected computer for (length of time data will be retained). Only (PI, study staff, etc. – list who will have access to the data) will have access to the information.

Voluntary Participation:  Your participation in this study is voluntary. You may choose to not answer any of the questions or withdraw from this study at any time without penalty. Your decision will not change any present or future relationship with the University of Wisconsin–Milwaukee.

Who do I contact for questions about the study?  For more Information about the study or study procedures, contact (name) at (email and/or phone number).

Who do I contact for questions about my rights or complaints towards my treatment as a research subject?  Contact the UWM IRB at 414-229-3173 or irbinfo@uwm.edu

Research Subject’s Consent to Participate in Research:
By completing and submitting the attached survey, you are voluntarily agreeing to take part in this study. Completing the survey indicates that you have read this consent form and have had all of your questions answered, and that you are 18 years of age or older.

Thank you!

If you use this template, make sure you add the correct contact numbers, etc.
Appendix H: Additional Sample Language for Consent Documents

"Your confidentiality will be kept to the degree permitted by the technology being used. No guarantees can be made regarding the interception of data sent via the Internet by any third parties." (Penn State)

Address uncertainty in data longevity in more open-ended terms: "Data may exist on back ups or server logs beyond the timeframe of this research project."

"Your confidentiality will be kept to the degree permitted by the technology being used. No guarantees can be made regarding the interception of data sent via the Internet by any third parties." (Penn State)

Address uncertainty in data longevity in more open-ended terms: "Data may exist on back ups or server logs beyond the timeframe of this research project."

(with mobile device research): "Remote data deletion will be performed in the event of a lost or stolen phone"
Appendix I: SAMPLE OF LETTER FROM PARTICIPATING INSTITUTION

Template letter from institutional official providing permission to conduct study at their site
(only for studies where subjects will be recruited from a location other than Mount Saint
Mary's University, Los Angeles).

{Letter must be on letterhead with original signature of authorized official}

Date

Mount Saint Mary's University, Los Angeles
Standing Advisory Committee for the Protection of Human Subjects
10 Chester Place
Los Angeles, CA 90007

Dear Committee Members:

[Insert your name(s)] has permission to conduct the project entitled [insert title of project here]
at [insert name of facility]. I have reviewed the project and am aware of all the activities
involved in the project including [list all that are applicable, e.g., surveys, interviews, reviewing
student records].

Signed,

[Insert name and title of authorized official]
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Statement of Legal Responsibility of the University

The University endeavors to safeguard students in the use of physical facilities, laboratories, and athletic equipment. It is clearly understood that students using University facilities knowingly assume the risk associated with their behavior and/or actions. The University has no legal responsibility, beyond negligence, for injury or other damages suffered by students on or off campus, or in travel to and from such activities or for any expenses in connection therewith.