Student Handbook

For

Woods Online

Saint Mary-of-the-Woods College

2013-2014

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Saint Mary-of-the-Woods College, Saint Mary-of-the-Woods, IN 47876

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SECTION I: INTRODUCTION TO SAINT MARY-OF-THE-WOODS COLLEGE

Welcome to Saint Mary-of-the-Woods College (SMWC). The roots of SMWC reach deep into the history of the United States and France. The Sisters of Providence, a religious order based in Ruille-sur-Loir, France and known for their excellence in education, answered a request from the Bishop of Vincennes, Indiana and sent six Sisters to western Indiana to establish a mission.

On October 22, 1840, Mother Theodore Guerin and her companions arrived in the wilderness. By the following July, "Saint Mary's Female Institute" opened its doors to its first pupils. From the beginning, Saint Mother Theodore was recognized as an extraordinary woman; she was proclaimed Saint Mother Theodore Guerin by the Roman Catholic Church in October 2006.

Mission, Identity and Value Statements

Mission Statement

Saint Mary-of-the-Woods College empowers students to think critically, engage in lifelong leadership, and effect positive change in a spirit of service and social responsibility.

Identity Statement

Saint Mary-of-the-Woods College, the nation's oldest Catholic, liberal arts college for women, was founded in 1840 by Saint Mother Theodore Guerin and the Sisters of Providence. Today, the distance and graduate programs serve both women and men, while the undergraduate campus program maintains its historic commitment to women. The College continues to be sponsored by the Sisters of Providence.

Value Statement

In our relationships and all that we do, we will demonstrate a commitment to the spirituality of the Sisters of Providence and to these values:

***Excellence**	***Community**	***Diversity**
***Integrity**	***Knowledge**	***Justice**

Mission Statement for Woods Online

The mission of Woods Online is to make higher education accessible to adult students via distance learning in the academic programs of SMWC. With an emphasis on technology, varied learning formats and instructor/staff interaction, we help students balance family and job responsibilities with the successful pursuit of college studies.

Facts About Our Founding and History

In 1846 SMWC became the first institute chartered by Indiana for the higher education of women. The natural setting of the 65-acre campus furnishes a physical environment conducive to reflection and learning.

- 1899 - First Catholic women's college in the United States to award a bachelor's degree.
- May 1973 - SMWC became a pioneer in distance education when the first group of Women's External Degree (WED) students began work toward degree. The first of these students graduated in 1974.
- 1984 - The College further expanded its mission by establishing a Master of Arts program open to both men and women.
- 1990 - The WED Program offered courses leading to teacher licensure for women and men who had already earned a baccalaureate degree.
- 2005 - The WED Program became the Woods External Degree Program, accepting both men and women as undergraduate degree matriculants.
- October 2006 - Mother Theodore Guerin proclaimed a saint of the Roman Catholic Church.
- January 2010 - New Woods Online accelerated distance education program began.
- July 2011 - WED and Woods Online were combined under one administrative office.
- Effective September 2011 the program is now called Woods Online.
- May 2013 – 40 Years of distance education was celebrated. SMWC has the second oldest distance education program in the United States.

SECTION II: WOODS ONLINE

Saint Mary-of-the-Woods College established its distance learning program in response to the expressed educational needs of adults whose time and mobility are limited by work or family obligations. The program enables those who cannot attend classes to earn a college degree that fits their lifestyle. It provides an alternative to traditional classroom instruction for those who prefer more independence in their study. Students engage in distance education to earn a college degree for career advancement or personal enrichment. Faculty and students separated by space and time nevertheless engage in distance learning using a variety of communication processes.

Degrees Conferred

Students may earn a Bachelor of Arts, a Bachelor of Science, an Associate in Arts, or an Associate in Science degree. Teacher Licensure, Music Therapy Equivalency, and a Paralegal Certificate are also offered to persons who have earned a Bachelor's degree.

Length of Time to Earn a Degree

The length of time to earn a degree depends upon the number of credit hours transferred in at acceptance, the number of credit hours taken each semester, as well as use of options such as Assessment of Prior Learning (APL) and tests taken through the College Level Examination Program (CLEP). A part-time student must, however, **complete all requirements for the bachelor's degree within twelve years of the date of initial enrollment at SMWC.** The associate degree must be completed within six years. Recent graduates took an average of 4.8 years to earn a bachelor's degree and had transferred in an average of 27 hours. Over 50% of these graduates received APL or CLEP credit ranging from 1 to 24 hours. Students may enroll full-time to meet their goals even more quickly.

Requirements for a Bachelor's Degree

Students must satisfactorily complete the General Studies and departmental major requirements and have a total of 125 semester hours. Thirty semester hours of course work must be earned under the direct supervision of Saint Mary-of-the-Woods College faculty; the remaining hours may include transferred credit, credit through Assessment of Prior Learning (APL), and credit for passing College Level Examination Program (CLEP) exams. Once enrolled, students should complete most of his/her work at SMWC. All APL applications must be submitted for evaluation and all CLEP tests must be taken before the student has 100 hours completed towards a bachelor's degree, 45 semester hours towards an associate's degree, or two semesters prior to non-degree program completion. This allows time to enroll in courses prior to graduation or program completion if APL and/or CLEP credit is not earned.

Requirements for an Associate's Degree

Students must complete a minimum of 62 semester hours of credit, including the General Studies and requirements for his/her major. Eighteen semester hours of course work must be earned under the direct supervision of Saint Mary-of-the-Woods College faculty.

The Woods Core (General Education) at SMWC
"The Woods Core" refers to the core of required courses that ensures both a liberal arts education and the fulfillment of The College mission statement. This unique sequence of required study is designed to help students learn basic skills needed for college-level work. It also challenges them to develop a non-specialist level of proficiency in key academic perspectives (creative/expressive, scientific, social/cultural, and theological). Finally, it helps students integrate and synthesize material from the unique values core (WC 100, TH 200, and Capstone course).

Special characteristics of SMWC's Woods Core are based on:

- the principles of liberal education,
- skills of writing and speaking that makE students more competitive in a rapidly changing world,
- explorations amongst the moral, intellectual, and personal aspects of their lives, and
- developmental principles allowing students to grow intellectually as material becomes more rigorous.

Mathematics Placement
SMWC's General Studies requires one math course: Students choose between MA 112 College Algebra and MA 253 Statistics depending on their major requirements and interest. Some students are prepared for MA 112, while others need another course (MA 101 Fundamentals of Mathematics) to prepare for success with MA 112. In order to place students properly in the correct level of math course, a math placement exam is available and needs to be taken during the first semester for academic planning purposes. Similarly, some students will be prepared to take MA 253, while otherS need another course (MA 105) to prepare them for success.

Computer Competency
Computer competency is expected. In order to ensure student success, a computer competency test will be administered during the first semester of attendance at Saint Mary-of-the-Woods College. If the student is not successful in passing the computer competency test, s/he will be advised to take a course to remedy the deficiencies.

Students Taking EN 110, and ID 110 and ID 101

New Students files will be reviewed and a determination will be made on courses that will give them a solid academic foundation for being successful in the Woods Online Program.

EN 110
The EN 110 course is assigned to students with an SAT score less than 500 or an ACT score of less than 21. Students will also be placed into EN 110 when GED language arts scores are less than 75th percentile or the essay warrants the placement. Students are sometimes counseled into this course when they have less than a B in English composition grades in high school or at a community college and they haveA poor essay on their application.

ID 101 and ID 110
ID 101 and ID 110 are required for the following student circumstances:

- Enrolling at SMWC with less than 15 hours of transfer credit and a GPA of less than 3.0 (combined high school and college).
- Enrolling at SMWC after being out of school (high school or college) over 10 years.

- Transferring to SMWC with a GPA of less than 2.2 on combined college transcripts. The most recent academic history or prior history with documentation of a specific problem can be considered as part of this decision.
- Transferring in to SMWC with a combined college transcript between 2.2-2.5 GPA. Courses are assigned based on individual circumstances (based on expanded essay) and academic history.
  (Approval on 6/20/13 by General Studies Committee)

Fulfilling Other Requirements for Graduation
Students must complete a departmental major earning a minimum grade point average (GPA) of 2.0. In the major students should check on more stringent requirements such as a minimum of 2.75 required for education majors). Students may also pursue a minor. Additional hours still needed are fulfilled through electives.

Departmental Majors and Minors
A departmental major consists of a planned sequence of courses designed by the department. Requirements stipulate the courses, sequence, and number of semester hours to be taken in the area; see The Undergraduate College Catalog at www.smwc.edu for details. Most departments require that a minimum of 50% of major or minor courses be taken at SMWC. A minor is 18 to 21+ hours in one area; it must be approved by the student's academic advisor.

Learning Options
Because of personal responsibilities or distance from campus, most students complete a majority of the program through distance learning online with 16-week courses. Assignments are downloaded to the course management system Desire2Learn (D2L). Many courses may also be pursued in three other formats: eight-week cohort courses, alternative format courses/hybrid courses (generally held on weekends), and campus classes (usually held on weekdays). Courses in any of these formats may be included in the same semester as long as no more than half of a student's semester begins in the second 8-week session of a semester. Campus courses are limited to half of a student's semester enrollment.

Online Study
Online study via D2L software through which assignments, quizzes, discussions, and interaction with the instructor are done in either the 8-week cohort or 16-week format. Students are given login information at the time of first registration. Additional course information:

- Group work may be required in both formats.
- Course size is usually less than 20 students.
- Students are responsible for purchasing their books and materials.
- Access to reliable high-speed internet is required.

Always remember to read your syllabus carefully to understand the course requirements.

Alternative Format (AF) Classes
Classes in this format provide classroom experiences not found in an online format. This format is sometimes referred to as a hybrid course. They usually meet all day (most often on Saturdays) for three to five sessions. Occasionally classes meet on a series of evenings during a semester or several days in a row during the week (summer option). Alternative format classes require preparatory work before the class meets, as well as work between sessions and/or after the campus meetings conclude. Students have the opportunity to meet and work with each other and with faculty in a classroom setting. A $100 deposit is required to ensure a student's place in any alternative format class. Enrollment is first-come, first-served, based on date of deposit or date of registration (payment at the business office). (See page 52 for more details.)

Students Enrolling in 8-week Cohort Courses
Some 8-week cohort courses are available. These courses are totally online and are accelerated over eight weeks. Fall and Spring semesters contain 2 8-week sessions. Courses require interaction between students in the course, feature some multimedia instruction, and potentially contain a team assignment. There are set due dates for assignments which must be adhered to during the semester. There is limited seating in these courses.

Students Enrolling in a Campus Class
Students who have flexible schedules and live in close proximity to campus may choose to enroll in weekday campus classes at SMWC. Students can discuss this option with Woods Online staff or with their advisor. Students need to register for classes in August and January to access this option and must limit campus courses to no more than 50% of the semester's load.

Students Enrolling in College Courses Elsewhere
Once enrolled at SMWC, students are expected to complete most degree requirements through the program. This is especially the case for major requirements. A minimum of 30 semester hours must be earned at Saint Mary-of-the-Woods College. If a student wishes to take a course at another college, he/she must submit a form for approval by the academic advisor and the Director of Woods Online prior to enrolling in the course. This approval ensures that the student knows before enrolling whether the course meets SMWC requirements. (See page 55 for more details.)

Student Registration Process

Registration for 1ST Semester -- Two Options

(1) Registration by Coming to Campus
Students may attend a one-day on-campus enrollment/registration process during which they can:

1. Connect with staff and faculty who will be long distance supporters as the student pursues studies.

2. Learn about general studies, APL, CLEP, financial aid, and student services.
3. Meet academic advisor and develop a plan of study for future semester(s).
4. Meet instructors for first semester courses and review syllabi content.
5. Ensure that technology pieces (email, Desire2Learn, online library databases) are in place and introduced to student.
6. Purchase books while on campus.

NOTE: Education majors and Music Therapy Equivalency students are required to come to campus for first semester registration and other designated times.

(2) Registration without Coming to Campus

Students will:

1. Learn via materials located in this Student Handbook and on the SMWC website about APL, CLEP, financial aid, and student services.
2. Connect via telephone or email with academic advisor and develop a plan of study for future semester(s).
3. Connect via telephone or email with instructors to discuss first semester courses.
4. Receive course syllabi through D2L.
5. Follow directions provided by the Office of Woods Online to ensure that technology pieces (email, Desire2Learn, online library databases) are accessible.
6. Return registration form with signature to the Office of Woods Online.
7. Arrange to obtain books through the SMWC bookstore or outside sources.
8. Connect via email or telephone with staff and faculty who will be long distance supporters as the student pursues studies.

Planning for Subsequent Semester Registration:

1. A yearly listing for registration dates is available on the SMWC website (http://www.smwc.edu).
2. A listing of possible registration dates with projected courses is sent to students approximately six weeks prior to the next anticipated registration period.
    - The student indicates preferred choices of dates to come to campus or indicates if distance/by-mail registration is preferred.
    - In general, spaces available for each campus registration date are filled on a first-come, first-served basis. It is imperative that students return the form by the requested deadline. (Late registration requests are subject to a late fee.)
    - The student confirms course selection for the semester.
    - Prompt return of paperwork allows time for Woods Online staff to arrange appointments with instructors and send schedules to students approximately two weeks before the registration. For students not coming to campus, this time allows for confirmation of financial arrangements.
    - Students who do not come to campus for scheduled appointments without prior notice will be charged a no show fee.

3. Upon return of paperwork requesting registration to the Office of Woods Online, proposed changes will be reviewed; final decisions will be based on the student's preferences, the advisor's recommendations, and the availability of instructors and courses.
4. Students may not register for new courses in person or from a distance unless work in the previous semester is completed and submitted to instructors and grades are posted.
5. Students must pay any prior balance before or on the day of registration. Previous balances cannot be folded into the upcoming semester's financial aid package. Woods Online registrations will not be processed until finance arrangements are complete.
6. Return final registration form with signature to the Office of Woods Online.
7. Receive course syllabus/syllabi through D2L.

Benefits of Coming to Campus to Register for Subsequent Semesters

During campus visits, students:

1. Meet with academic advisor to plan future semesters, discuss Assessment of Prior Learning and academic progress.
2. Meet with instructors to plan the new semester's work.
3. Arrange for payment, register, and purchase books.
4. May participate in optional workshops.

Students may also choose to take CLEP exams, math placement exams, consult with Career Development staff, and connect with other students.

NOTE: Education majors are required to come to campus for:

- First semester registration.
- Set up of field/practicum experiences.
- Interview with education department.
- Student teacher seminars.

Music Therapy Equivalency students are required to come to campus at the beginning of each semester for a 3-5 day period.

Academic Advising

Saint Mary-of-the-Woods College takes academic advising seriously. We believe good academic advising is part of The College's commitment to students and a strong contributor to student success. Surveys of our students indicate that quality academic advising is high on their priority list our students give SMWC advisors high marks for their knowledge in advising.

Upon entrance, each student is assigned an academic advisor, who plans and monitors the student's ongoing program of study. The academic advisor helps the student meet graduation requirements by drawing up an academic plan consistent with the student's background and goals, as well as with the course rotation. Each semester, the advisor and student update this plan, proposing what courses will be pursued in the next one or two semesters. The advisor is available for consultation by telephone or email.

Students who register for courses without a campus visit are responsible for connecting with their advisors to plan the next semester.

About Your Advisor

- Your academic advisor is a faculty member in the area you have chosen for your major and for a minor if it is in a different academic department.
- Your advisor will continue to work with you until you reach your academic goals, meeting with you each time you are on campus to register or communicating with you by email or telephone.
- If you change your major, you will be assigned a new advisor.
- Students who have not chosen a major are advised by Woods Online staff until they declare a major.

What Will Happen During Your First Advising Session?
(In person or from a distance)

- Your advisor has received a complete set of all the materials in your application (essay, resume, recommendations, transcripts, evaluations, etc.)
- Your advisor has reviewed these materials and will answer questions you may have about your transfer credits. Some issues may require follow-up after the registration.
- During the discussion time in person or via email, you will:
    1. get acquainted (examples of things you may want to share: Are you employed? Do you have caregiving responsibilities that should be taken into account as you plan semesters? Why did you choose this major? What are your career goals?).
    2. be able to ask questions about transfer credit.
    3. have a chance to begin conversations about APL and CLEP possibilities.
    4. plan courses for your next semester or two; you will receive a copy of these projections.
    5. sign a degree declaration.
- Eight-week students plan semester projections to graduation.
- You should keep your evaluation worksheets to check off courses as you complete them to track progress. Be proactive: ask questions and raise concerns if they arise.
- You are responsible for communicating with your advisor to plan subsequent semesters.

What Will Happen After the Initial Registration?

- Your advisor will respond to questions you may have later about your academic plans.

- You should consult your advisor before your next registration if you need to make changes in your plan (for example, take fewer or more courses next semester) or if you fail a course.
- You and your advisor will consult at the beginning of your next semester to review your progress, answer your questions, and help you plan future semesters.
- You and your advisor should continue discussions concerning APL and CLEP possibilities.

Late Reservation Fees
Students will be charged a late reservation fee when his/her reservation for a registration is received less than two weeks prior to the first date of the registration.

Drop/Add Fees
Students will be charged a fee for each change (drop or add) they make to his/her schedule of courses less than two weeks prior to when the registration begins. Students will be charged this same fee for each change (drop or add) they make within a current semester.

Length of Time in a Semester
A semester is a block of work planned by the student and the student's instructors. Semesters are 16 weeks or two back-to-back 8-week sessions during the academic year; there is also an 8 week summer semester. Instructors will submit final grades within an additional week. Students are encouraged to check for grades in the campus management software system "myrecords" at http://myrecords.smwc.edu.

Student and Instructor Communication
Many students choose to meet with instructors on campus during registration to discuss course goals, objectives, the syllabi, the assignment schedules, and other course details. If registering from a distance, students will need to ensure understanding of the courses by reading the syllabi carefully; questions can then be emailed to instructors. (**Use of SMWC email accounts is required during the distance registration process and for all interactions.**)

The primary method of student-instructor contact is in written form. Written reports, papers, and assignments are submitted to the instructor for comment and criticism on the schedule indicated in the course syllabus. All assignments must be typed unless otherwise noted on the course syllabus. Students should ensure that they understand whether revision of assignments is allowed and under what circumstances.

Students who submit a question via email to their instructors can expect to receive a response within 48 hours. Submitted assignments will be graded within 5 days from the submission date. Scheduled breaks during a semester are not included in the turnaround time.

Other contact may occur by voice mail, telephone, or in person on campus. Methods and

frequency of contact may be detailed in the course syllabus or through other communication from the instructor. Busy adults, both instructors and students, increasingly find that email is the preferred mode of communication (see page 66for suggestions on using email effectively).

Evaluation of Assignments

There are many ways the instructor can be sure that the student has understood the course content including written reports and papers, problem solving, applications, case studies, discussion boards, essays, book reviews, experiments, study questions, portfolios, articles for publication, fieldtrips, quizzes, and tests.

Because of the importance of written work, meticulous attention to standards in citing sources is essential (See College policy on plagiarism, page 321 of this handbook).

Assessment of Prior Learning (APL) Credit

SMWC recognizes that educational activities and learning are not limited to traditional classroom instruction. Various business, community, and professional experiences may have allowed the student to develop a degree of competency and understanding equivalent to traditional college learning. Academic credit may therefore be awarded to students for such relevant and significant learning activities. It must be stressed that Saint Mary-of-the-Woods College does not award credit for experience itself, but rather for college-level knowledge acquired through a variety of nontraditional means.

All APL applications must be submitted for evaluation for credit before a student has 100 hours completed towards a bachelor's degree, 45 semester hours towards an associate's degree, or two semesters prior to non-degree program completion. This allows time to enroll in courses prior to graduation or program completion if APL credit is not approved.

Up to 30 hours of credit toward a BA/BS degree may be awarded for verifiable learning outcomes of experience. The criteria for receiving APL credit include the following:

- The learning should be publicly verifiable. An expert in the field should be able to measure and evaluate the learning.
- The learning should be equivalent to college-level work in terms of quality and depth of knowledge.
- The learning should have a subject-matter or knowledge base. The student should understand the theory underlying the demonstrated knowledge.
- The learning should have general applicability outside the specific situation in which it was acquired.

See page 71 for additional information and directions for submitting APL applications.

College Level Examination Program (CLEP)

Students with college level knowledge on specific subjects may be able to earn course credits via a CLEP exam. All CLEP tests must be taken before a student has 100 hours

completed towards a bachelor's degree, 45 semester hours towards an associate's degree, or two semesters prior to non-degree program completion. This allows time to enroll in courses prior to graduation or program completion if CLEP credit is not earned.

For application and a list of test sites in your area, see www.collegeboardcom/clep. Although SMWC's Learning Resource Center is a testing site, students may use a more convenient testing location. SMWC follows the recommendations of the American Council on Education regarding passing scores and credits awarded. (For more information about CLEP testing see page 73).

CLEP/SMWC Course Equivalents

CLEP Exam				Credit may apply to:			
Composition and Literature		**SMWC equivalent**	**Hrs**	**GS**	**Major**	**Elective**	**Notes**
1	American Literature	EN 232	6	x	x	x	
2	Analyzing & Interpreting Literature	EN 205	6	x	no	x	no essay required
3	English Literature	EN 229	6	x	x	x	
4	College Composition	EN 111	6	x	no	x	
5	Humanities	Creative/expressive	6	x	no	x	
Foreign Languages		**SMWC equivalent**	**Hrs**	**GS**	**Major**	**Elective**	**Notes**
1	French Language	FR 111-212	6-12	x	n/a	x	
2	German Language	n/a	6-12	x	n/a	x	
3	Spanish Language	SP 111-212	6-12	x	n/a	x	
History/Social Sciences		**SMWC equivalent**	**Hrs**	**GS**	**Major**	**Elective**	**Notes**
1	American Government	GO 215	3	no	x	x	
2	Human Growth and Develop	PS 260, ED 200	3	no	x	x	
3	Intro to Educational Psychology	ED 237	3	no	x	x	
4	Introductory Psychology	PS 111	3	x	x	x	
5	Introductory Sociology	SO 211	3	x	x	x	
6	Principles of Macroeconomics	BU 131	3	x	x	x	
7	Principles of Microeconomics	BU 232	3	no	x	x	
8	Social Sciences and History	no exact equivalent	6	x	no	x	Meets GS history req.
9	History of the US I: to 1877	HI 211	3	x	x	x	Meets GS history req.
10	History of the US II: to present	HI 212	3	x	x	x	Meets GS history req.
11	Western Civilization I: to 1648	HI 331	3	x	x	x	Meets GS history req.
12	Western Civilization II: to pres.	HI 332	3	x	x	x	Meets GS history req.
Science and Mathematics		**SMWC equivalent**	**Hrs**	**GS**	**Major**	**Elective**	**Notes**
1	Biology	BI 101	6	x	n/a	x	Credit w. lab experience
2	Calculus	MA 121	3	x	x	x	
3	Chemistry	CH 101	6	x	n/a	x	Credit w. lab experience
4	College Algebra	MA 112	3	x	no		
5	College Mathematics	MA 101	6	no	no	x	
6	Natural Sciences	no exact equiv.	6	x	n/a	x	SC 201, SC 202
7	Pre-calculus	MA 112-113	3	x	no	x	online graphing calculator
Business		**SMWC equivalent**	**Hrs**	**GS**	**Major**	**Elective**	**Notes**
1	Financial Accounting	BU 121-122	6	no	x	x	New in 2007
2	Introductory Business Law	BU 371	3	no	x	x	
3	Information Systems	CS 250	3	no	x	x	Does not meet CS 101 req.
4	Principles of Management	BU 241	3	no	x	X	
5	Principles of Marketing	BU 251	3	no	x	X	

SECTION III: ACADEMIC POLICIES AND PROCEDURES

Adding a Course After a Semester Has Begun

In unusual circumstances, a student may want to add a course to a semester. With the approval of the advisor, instructor, and Director of Woods Online, a course may be added after registration. This option should be exercised with caution, since the student will be required to finish the course at the same time the original course(s) end. A student may begin the add process by contacting his/her advisor or the Office of Woods Online. If financial aid is used, consult financial aid staff before dropping or adding a course. If a payment plan is used, contact the Business Office to adjust the remaining payments. Dropping or adding a course will be subject to a small fee in addition to a possible adjustment in tuition cost.

Community Resources Available

To complete a course, the student may need to carry out experiential activities. Use of community resources can enhance distance learning. Examples: museums, theaters, concerts, business programs, films, local college, university and public libraries, local and state officials, and institutions such as social service agencies, hospitals, and schools where observing or internships may be possible.

Ongoing Evaluation Throughout the Semester

Instructors use varied evaluation techniques (for example, letter grades, comments, assignment of "points" or weighted scores, etc.) for work submitted. Students should inquire about the instructor's feedback and evaluation procedures in order to know what to expect. In addition to evaluation given directly to students, instructors submit final grades to the Registrar, usually electronically; students access this information through http://myrecords.smwc.edu.

Students are asked to evaluate courses and instructors as individual courses are completed. Student course evaluations are an important indicator of faculty and course effectiveness. Information from course evaluations is considered in the promotion and tenure process for faculty as well as in providing feedback as to how courses can be improved in the future.

Submitting Course Assignments

Course assignments should be completed in order unless instructors direct otherwise. They should also be uploaded to the instructor through Desire2Learn (D2L) as soon as each one is completed and according to the schedule recommended in the syllabus. **Students are required to submit a first assignment within the first three weeks of the semester or session registration date. It is important to continue submitting assignments on a regular basis throughout the semester.** Students should follow their assignment schedule for each course closely. If no assignments are received within the first three weeks, students will be administratively withdrawn from their courses. The

financial aid disbursements will be interrupted/terminated, leaving a significant balance on the student's account. It is up to the course instructor to determine penalties for late submission of assignments. It is the student's responsibility to carefully review the syllabus for each course.

Students need to communicate with instructors if they are behind according to the recommended submission schedule and SHOULD NOT submit several assignments at one time without prior agreement by the instructor. This is especially important if it is near the end of the semester. Doing so does not allow instructors sufficient time to evaluate the work and provide needed guidance and feedback. If a student does not maintain adequate contact during the course, such work may not be accepted.

Dumping

Dumping is considered submitting more than the last 20% of the work for a course during the last two weeks of a 16-week course or the last week of an 8-week course. Assignments "dumped" at the end of the semester <u>will require</u> an extension of time (and an accompanying extension fee). A faculty member can choose not to accept assignments if too many are submitted at the very end of the semester. Dumping causes a problem when determining if a passing grade is possible.

Students are responsible for keeping copies of assignments until a final grade is awarded in case re-submission is necessary.

All courses should be finished and all assignments (including any required revisions) should be in the instructor's hands by the last day of the semester (as listed on the registration form provided during registration). **See information on extensions below.**

Options Available if a Student Cannot Finish by the End of the Semester

(1) Drop one or more courses by the deadline. A drop fee will be assessed and the course will be removed from the transcript depending on the timing.
How dropping a course will affect your transcript:

- Within the first 10 days of the semester, depending on length of the semester, a student may drop a course without the course appearing on a transcript.
- From then until the 50% date of the semester (see registration form for last drop date), the grade on the transcript will be "W" for all dropped courses. After that, a student may not drop a course and will receive a grade of "F" for non-completion. The student may request an extension to avoid this occurrence if conditions for the extension are met and the instructor agrees. **See section on next page for information on tuition refunds up to the final drop date (50% of the semester).**

If a student wants to drop a course, that student should notify the Registrar's Office in writing by the deadline (50% of the semester; see registration form).

Consideration of the possible impact on financial aid should be seriously considered

before dropping a course. For example, if dropping a course results in a semester load of less than six hours (half-time), the student may be ineligible for financial aid during that semester and all awarded monies would need to be returned to the lender immediately. Dropping courses may also impact the amount of aid, grants, and loans available to the student. **Consult with Financial Aid staff before dropping a course.**

(2) Request an Extension - A student in a16-week course with a valid reason for not finishing the course on time may request from the instructor an extension to complete the course. The extension will be for a one- two- or three-month period. The faculty member has discretion to approve the request, but in any case the following conditions apply:

1. The student must have successfully completed 50% (half) of the course work for an extension to be considered and a passing grade must be identifiable and achievable. This means that late submission of too many assignments (over 20% in the last two weeks or 25% in the last month) could result in the instructor not approving the extension because they can't determine whether a passing grade has been earned.
2. No more than half of a student's courses in any semester may go into extension. If extensions in more than 50% of courses are requested, a Woods Online staff member is contacted to determine which courses should and shouldn't be approved based on the work already submitted in the courses.
3. Assignments must have been submitted during the last four weeks of a 16-week course or two weeks of a summer term.

Extensions may be granted one month at a time for up to three months. Faculty members will determine if a student has made enough academic progress to be allowed an additional extension. The first month begins the day after the original end date of the semester. A monthly fee per credit hour is charged for the extension of a course. An extension requires the following steps:

- Contact the instructor for approval of the extension (email is encouraged to allow a paper trail). Create a revised schedule of assignment due dates. Approval is not automatic. Extensions are typically approved on extenuating circumstances. Students are strongly encouraged to plan and follow the assignment submission timeline provided for each class. Some instructors make it clear from the beginning of a course that an extension is not available (sometimes due to special time constraints but sometimes they don't allow extensions); extensions must be earned through submitting quality work throughout the semester and by communicating on a regular basis with the instructor.
- Send a copy of the approval email to Registrar@smwc.edu or submit "Request for Extension of Time" to the registrar's office by the last day of the semester. Registrar's office will process the extension and apply the fee to your account. A copy of the extension approval will be sent to student and instructor.
- Finish the remainder of assignments and submit them to the instructor by the extension deadline.

Extensions are not available for 8-week cohort courses. These courses require students to maintain regular submissions. Points are deducted when deadlines are not met according to each instructors stated policy.

During an extension, the student receives the grade of "I", denoting an incomplete course.

The negative impact of extensions can include:

- Keeping a student from registering on time for the next semester.
- Financial aid for the next semester not being approved because of failure to make satisfactory academic progress.
- For Financial Aid purposes, a student is not considered enrolled in a semester when on extension. Depending on the length of time between semesters, this can result in a student going into repayment status.
- Costs to a student: fees are usually not covered by financial aid and must be paid before a student can register for the next semester.
- Rental textbooks only cover the timeframe of the regular semester. If you are granted an extension, you have the options of paying to extend the rental or converting to a purchase of the textbook.

Since extensions can negatively impact financial aid eligibility, they should be requested only after careful consideration of the circumstances. If work is not completed during the extension period, the student will receive a grade of "F". If the course is retaken at The College, the student must register again; the new grade earned supersedes the "F", but the failing grade remains on the transcript even though it no longer affects the student's grade point average.

Refunds

Tuition Refunds for Dropped Courses

Once courses are approved during the on-campus or distance registration process, the student is responsible for the tuition for all courses in the semester, even if he/she does not complete any work on the courses.

Refund Policy for First-semester Students:

During the first semester of enrollment at SMWC, refunds are made on a pro-rated basis until 25% of the semester is completed. After that time, the student pays full tuition.

Refund Policy for Dropped Courses After the First Semester:

If the course is dropped:	**This will happen:**
1st Week: Days 1 – 10 calendar days	Student will receive 100% credit for tuition for the course dropped less a $10.00 drop fee per course.
Day 10 to first 25% point in the semester:	Student will receive a 50% credit for the tuition charges less a $10.00 drop fee per course.
26% to 50% point in the semester:	Student will receive no credit for the tuition charges. A $10.00 drop fee will be processed per course.

*****Once courses are finalized for registration, the student is responsible for the tuition for all courses in the semester, even if no work is completed.

*****Days are counted from the registration date of the semester, not from the date when the student may have scheduled work to begin on that course.

Refunds will involve only those funds paid by the student, the student's family, or an employer. If the student has financial aid, any refund will be calculated according to the percentage of total expenses paid by the student. The remainder of the refund will be returned to the aid program. Students are not allowed to drop courses after the 50% point of the semester.

Dropping Alternative Format Courses

If a student registers for an alternative format course and later finds that he/she cannot attend classes, the registration may be changed to the Woods Online format with approval of the Director of Woods Online (depends on timing in the semester). If approval is given for the change, the semester end date will not change. If the student chooses instead to withdraw, he/she will not receive a 100% refund. Withdrawal and refund policies are the same for alternative format courses as they are for other distance courses. If a student does not withdrawal from the course before the 50% mark, or does not complete the coursework, the student will receive an F on their transcript.

Undergraduate Grading Scale

A = 4.0 Superior
A- = 3.7
B+ = 3.4
B = 3.0 Good
B- = 2.7
C+ = 2.4
C = 2.0 Average
C- = 1.7
D+ = 1.4
D = 1.0 Poor, but passed
F = 0 Failure
P = Pass (Ungraded)
I = Incomplete
Au = Audit (No Credit)
W = Withdrawal
R = Retake

When a student repeats a course, records of both attempts will appear on the student's transcript. A failing grade from a first attempt is not included in GPA calculations once the student has successfully retaken the course.

Satisfactory Academic Progress

A part-time student enrolled in Woods Online must earn the bachelor's degree within twelve years of the date of enrollment, the associate degree within six years, or certificates within three years. Appeals of these time limits may be made to the Vice President for Academic Affairs. A student pursuing any of these goals should enroll in

and successfully complete a minimum of 12 semester hours per year.

To remain in good standing at SMWC, a student must maintain a semester grade point average of 2.0 or more on a 4.0 scale. A student must also earn a cumulative GPA of at least 2.0 in the courses in his/her major (minimum of 2.75 required for some majors).

Since Woods Online students are mature individuals with multiple responsibilities, mitigating circumstances may be taken into consideration when decisions concerning satisfactory academic progress are made.

Change of Academic Status:
Students will be notified in writing when restriction, probation, suspension, dismissal, or administrative withdrawal actions occur. This notification will include the conditions of the status and its duration. If a student is suspended, the notification may include conditions for eligibility to apply for re-admission.

Probation
Students will be placed on academic probation when their semester GPA or cumulative GPA is less than 2.0. Normally, a student may remain on academic probation for no more than two consecutive terms. New students may be accepted on probation based on their prior academic record or deficiencies in basic skills, such as writing.

Students may also be placed on probation (or restriction) for such reasons as:

- Repeated withdrawal from courses.
- Failure to follow procedures such as documentation of sources.

Requirements such as the following may be placed on probationary or restricted students:

- Requirement to register by coming to campus.
- Limit in course load and in amount of student loans.
- Specification of courses to be taken.
- Achievement of a certain grade in each course.
- Use of specified remedial aids.
- Attainment of a specified level of writing or mathematical skills.
- Observance of Office of Woods Online procedures.

At the end of each semester, the Office of Woods Online reviews each student's progress to determine whether the student will be removed from restriction or probation, remain on probation, or be suspended.

Academic Suspension
A student may be suspended from The College for one semester or longer, if:

- The semester GPA is less than 1.0, or
- The semester GPA is less than 2.0 for two consecutive semesters, or
- The cumulative GPA is less than 2.0 for two consecutive semesters.

Status Appeal
Students may appeal restrictions, probation, suspension, and administrative withdrawals using the appeals process discussed below. Appeals should be received by the Director of Woods Online within 30 days of the date on the change of status letter. To request an appeal of a suspension, the student must address why they anticipate a successful outcome if given the opportunity to continue taking courses. A plan of action is often beneficial.

Academic Appeals Process
In the course of enrollment at The College, students may have a problem, complaint, grievance, or issue that needs resolution. Students are urged to first bring any problem directly to the person(s) involved, in an attempt to communicate concerns and to find an acceptable solution.

If a resolution does not result, the issue should be brought to the attention of the Director of Woods Online. (This process should also be used to appeal a change in academic status.) A letter may be mailed or an email sent from the student's SMWC email account to begin the process.

If the student is still not satisfied about the outcome, the appeal may go to the Vice President for Academic Affairs (VPAA). If after following this process, the student is still not satisfied with the resolution, that student may petition the President of The College for a hearing before an Administrative Appeal Board.

Expulsion/Dismissal
Expulsion is permanent dismissal from The College. It may be ordered as a result of very serious violations or repeated offenses.

Generally, dismissal from The College is the result of unsatisfactory performance following a student's return from a previous suspension. However, a student may be dismissed from The College without previous probation or suspension if his/her academic performance in a given semester is deemed sufficiently unsatisfactory as to warrant dismissal. Under these circumstances, the student will be contacted in writing about the issue of concern.

Dismissal for Social Cause
A student may also be dismissed for social cause. Unsatisfactory conduct or influence will result in dismissal from The College. If, in the judgment of the administration, a student is exerting a harmful influence, he/she may be dismissed without any special act of insubordination. It is understood that students accept these conditions. A student dismissed from The College generally will not be allowed to re-enter in the future. (See pages 50 - 51)

Leave of Absence
A student must submit a request for a leave of absence form indicating the reason for the request (See page 54). The request form is available on the college website and must be

submitted via SMWC email, US Postal Service or fax to the Office of Woods Online (Online@smwc.edu). Contacting Financial Aid is recommended to consult on the impact of the leave on aid status. A leave of absence will be approved for one semester. If additional time is needed, approval must be requested from the Associate Director of Woods Online, Student Services. A leave of absence over 180 days will result in an immediate exit interview for Financial Aid.

While on leave of absence, the student is considered by The College to be a student in good standing; the student may apply for APL credit and receives periodic correspondence from the Office of Woods Online via their SMWC email account, including information about the next scheduled date of registration.

Leave for Military Deployment

Saint Mary-of-the-Woods College recognizes the uncertainty that military personnel face and realize that military students who are deployed may have difficulty completing their courses. There are several options for military personnel when deployed:

a. Military students may choose to request a final grade(s) and may choose to process a MLOA (Military Leave of Absence) or a standard withdrawal. A MLOA provides up to an 18-month leave of absence and ensures that the degree requirements remain in place. Additionally, students are accepted back into their program at the same status. (Final grades are determined by the instructor as of the date of deployment.)
b. Registered military students may request extensions for up to three months to complete a course if they have completed 50% of the course.
c. Military students who have completed less than 50% of all course(s) can request a complete withdrawal and a full refund of tuition (only) will be processed. (The refund will be processed to the branch of service or the military personnel depending on financial aid packaging.) No grade or enrollment penalties will be imposed.
d. Military students may also choose to finish the course(s) they are currently in during a deployment.

In all cases, the student should complete the deployment form and provide a copy of the deployment orders, or a signed verification letter from the Education Service Office or Commanding Officer. Upon return, The College will help the military student transition back into academic life (See page 60 for Military Leave form).

Withdrawal From SMWC

A student who wishes to withdraw from Woods Online, should write to the Director of Woods Online or submit a form requesting to withdraw; the letter or form should include a signature. Email communication from the student's SMWC email account is acceptable (See page 57).

Administrative Withdrawals
Administrative withdrawals from The College may be processed for a student in good academic standing who has failed to remain in contact with the Office of Woods Online for an extended period of time or has not enrolled in an academic year. An administrative withdrawal from a semester may be processed for a student who has failed to submit any work during the first three weeks of the semester.

Re-entry in to College and Woods Online
A student must reapply through the Office of Woods Online. Readmitted students must satisfy the academic requirements in effect at the time of readmission. Students who have been suspended from The College and who are allowed to re-enter may be admitted on restriction or academic probation.

Student Complaints
In the course of admission or enrollment, students may have a problem, complaint, grievance, or issue that needs resolution. Faculty, staff and administrators are committed to helping resolve such situations. Students should first bring any problem directly to the person(s) involved to communicate concerns and attempt to find an acceptable solution. If a resolution does not result, the issue should be brought to that person's supervisor or department chair and to the attention of the Director of Woods Online. If the outcome is not satisfactory, appeals may then be made to the Vice President for Academic Affairs; if no resolution results, the student may petition the President for a hearing before an Administrative Appeal Board.

Proceeding through these steps is likely to resolve the problem. If not, students may communicate with the College's accrediting body and/or to the department of higher education in their home states. Contact information is available on the College's website and in *Student Handbooks*.

Communication from Instructor
As a Woods Online student you should expect to have a response from your instructors within three work days of a question being submitted and receive feedback on assignments within five work days (official school breaks are not counted as work days). If you have not a response, first contact the instructor via email; wait at least one day for a response; then forward your email for which you did not receive a response to Online@smwc.edu indicating that you need assistance. List the subject as course # assistance needed (i.e. ID 200 Assistance Needed). Describe the assistance needed as concisely as possible. This email may be forwarded so carefully consider what you say, but please ask for assistance!

Administrative Appeal Board
A student who has a serious academic matter or who has been recommended for suspension or expulsion has access to an Administrative Appeal Board. This board

serves as the final hearing for due process when a student has been sanctioned with suspension or expulsion or when a student has a serious concern that has not been satisfactorily resolved by appeals to the Director of Woods Online and the VPAA.

To initiate the appeal process, the student must apply for a hearing to the President of The College in writing within two weeks of notification of any sanction or within two weeks of a final communication from the VPAA.

An Administrative Appeal Board consists of three members of The College faculty/administration and one or two students. All members of this board are appointed by The College President.

Grade Appeal Policy

The process for appealing a grade, while similar to the general appeal process, is specific to this academic issue.

A student who believes that a grade awarded is in error may appeal that grade through the following procedure:

1. The student must first exhaust all possibilities for resolution of the problem through discussion, dialogue and written communication with the instructor.
2. If the student is unable to resolve the problem by these efforts, the student may appeal to the Director of Woods Online, who will communicate with the chair of the department in which the course is offered or, if the dispute involves the department chair, with the Vice President for Academic Affairs (VPAA). The appeal consists of a letter clearly describing the grounds for the appeal, together with unaltered copies of all relevant examinations or assignments. If the dispute involves a grade for an entire course, the appeal must be received within one month after the course grade is posted in the Registrar's Office. If the dispute concerns a grade for work done within a course, the appeal must be delivered within one month after the student receives the grade.
3. The chair (or VPAA) will notify the faculty member of the appeal and will seek to mediate the dispute.
4. If mediation is unsuccessful, the student may request a second reading of the examination or assignments. In this case, the chair (or VPAA) may ask another faculty member deemed qualified to evaluate the work in question. The second reader will submit an evaluation to the chair (or VPAA) who will decide the grade. The decision may be to raise the grade, let the original grade stand, or lower the grade.
5. A department chair who receives a grade appeal will notify the VPAA of the dispute and of the chair's decision.
6. If the dispute involves work done within a course, the decision of the chair is final. If the dispute involves a grade for the entire course, the student may further appeal to the VPAA within 30 days. In this case, the decision of the VPAA is final.
7. The VPAA or department chair will be responsible for notifying the Registrar of any changes in course grades resulting from grade appeal.

Plagiarism
College work requires students to study and build upon the ideas of others. Students may derive information from such sources as books, periodicals, lectures, electronic media, artistic performances, or even informal conversation.

Submitting someone else's work as one's own, using the language or ideas found in a source without proper documentation, or the improper use of another's artistic, musical, or other creative work constitutes plagiarism.

Whether accidental or intentional, **plagiarism is always a serious violation of academic integrity** and may result in negative sanctions, such as a failing grade on the assignment or in the course or suspension from The College.

In written work, **students must clearly distinguish their own ideas from those of their sources** by accurately documenting any borrowed ideas, whether the ideas are quoted (copied word-for-word and enclosed in quotation marks) or summarized (restated by students in their own words).

All students are expected to follow the academic conventions for citing sources as presented in the official College handbook, *The Writer's Resource,* which is available in The College bookstore. In addition, instructors of advanced courses may require discipline-specific handbooks.

Any student who needs help in using sources should consult instructors before submitting assignments or submitting work for publication.

Student Academic Freedom
Saint Mary-of-the-Woods College supports the right to free speech for its students to encourage personal growth and self-expression. The College upholds this right even when students' opinions conflict with local, national, or Catholic opinion and/or doctrine. Therefore The College does not regulate a student's opinion, nor can opinions expressed in or outside the classroom, not related to course objectives, influence an instructor's evaluation of academic performance. When students choose to make their opinions or viewpoints known, it is their responsibility to indicate that they speak only for themselves and not for the institution.

Students With Disabilities
The College is committed to providing reasonable and appropriate accommodations to students with documented disabilities in order to afford them an equal opportunity to participate in the College's programs, courses and activities. In order for the College to assist students with disabilities effectively under the provisions of the Americans with Disabilities Act (ADA), students who have been accepted for enrollment and request accommodations must provide documentation of their disabilities from a physician, psychologist, testing center, state or federal agency, or other qualified evaluator. The ADA Advisor (Learning Resource Director) is designated to communicate with

prospective or matriculated students to discuss needed support services and to communicate in writing what services the College may provide.

Procedures:

1. The student is responsible for providing documentation of disability to the College and requesting specific accommodations.

    a. Students accepted for enrollment may provide documentation to the Office of Admission prior to matriculation. The Office of Admission will keep the original documentation in the admitted student's file, and a copy shall be provided to the ADA Advisor as the coordinator of support services.

    b. Matriculated students may provide documentation of disability directly to the ADA Advisor.

Information shared with these offices will be kept confidential unless the student authorizes the release and exchange of specified information.

2. The ADA Advisor will meet with the Vice President for Academic Affairs and appropriate faculty or staff members to determine which support services the College is able to provide. Services available to students with known disabilities include, but are not limited to: the Writing Center, a student-staffed tutoring program, note-taking assistance, alternate location for test taking, Academic Support Team, and additional time for in-class tests and assignments. Other services may be available on an individual basis. All accommodations will be reasonable, appropriate and will be provided according to the requirements of the ADA and the documentation provided.

3. Notification of faculty or staff: After consultation with the student, the ADA Advisor will provide the student with a letter detailing the services that the College is able to provide. The student may share this letter with faculty or staff to request specific accommodations, as needed.

4. The ADA Advisor will be available to the student to discuss changes in the student's circumstances or other matters related to her/his specific needs and accommodations.

SMWC Ring Eligibility

Matriculants for the baccalaureate degree may order an SMWC ring when they meet the following requirements:

- At least 90 credit hours completed or to be completed in the current semester.
- Twenty-four hours of credit earned at Saint Mary-of-the-Woods College (not including APL credit).
- A cumulative GPA of 2.0 at SMWC.

Students who wish to participate in The College Ring Day ceremony, (spring of each year) should notify Office of Woods Online staff of interest no later than January 15. Staff must verify that all requirements have been met before a student can be approved to order a SMWC ring from The College Bookstore. For those students who won't be able

to attend the Ring Day ceremony arrangements may be made through the Office of Woods Online for receiving the ring at a later time.

Academic Awards

Periodic Honors

Periodic honors for distance education students are published twice a year, in January and July. Honors are based on the cumulative grade point average earned in graded coursework taken at Saint Mary-of-the-Woods College. All students reaching the following number of hours of graded course work during the designated time period will be considered for periodic honors: 12, 30, 45, 60, 75, 90, 105 or 125 credit hours. Students with a cumulative GPA between 3.5 and 3.749 receive "honors." Students with a cumulative GPA between 3.75 and 3.99 receive "great honors." Students with a cumulative GPA of 4.0 receive "highest honors." Students with an incomplete grade will not be considered for periodic honors until all grades for that semester are on file.

Graduation with Honors

Bachelor's degrees are conferred with honors upon those students who attain academic distinction. To be eligible for graduation honors, a bachelor's degree student must have completed 60 credit hours of graded work at Saint Mary-of-the-Woods College. In calculating grade point average for honors, all college course work, including that transferred from other institutions, is included in the calculation. The graduation honors calculation is based upon completion of all work required for the degree. A cumulative GPA of 3.5 - 3.749 merits graduation "cum laude"; 3.75 - 3.899 merits "magna cum laude"; 3.9 - 4.0 merits "summa cum laude".

Associate degrees are conferred with honors upon those students who complete a minimum of 45 credit hours of graded course work at Saint Mary-of-the-Woods College. In calculating grade point average for honors, all college course work, including that transferred from other institutions, in included in the calculation. The graduation honors calculation is based upon completion of all work required for the degree. A cumulative GPA of 3.5 or above merits graduation "with Honors".

Graduation

Degrees are awarded four times a year for students whose work is completed by January 31, March 31, July 15, or August 31. Commencement ceremonies are held on campus in May and December. Students must complete the graduation application no later than the deadlines listed in the Graduation Requirements section. The required graduation fee must be paid and all charges on the student account must be cleared before the diploma will be released. Prior to graduation, students may be asked to take an online exit exam, as part of SMWC program assessment.

Graduation Requirements

January Graduation

1. Students must apply for January graduation no later than November 1. However, it is preferred that students apply for graduation when registering for their final semester of courses.
2. Instructors must receive all course work by January 31.
3. Students must have completed all degree requirements for the associate or bachelor's degree.
4. Students meeting these requirements between September 1 and January 31 will be JANUARY graduates and may participate in Commencement.

May Graduation

1. Students must apply for May graduation no later than February 1. However, it is preferred that students apply for graduation when registering for their final semester of courses.
2. Instructors must receive all course work by March 31.
3. Students must have completed all degree requirements for the associate or bachelor's degree.
4. Students meeting these requirements between February 1 and March 31 will be MAY graduates and may participate in Commencement.

July Graduation

1. Students must apply for July graduation no later than June 1. However, it is preferred that students apply for graduation when registering for their final semester of courses.
2. Instructors must receive all course work by July 15.
3. Students must have completed all degree requirements for the associate or bachelor's degree.
4. Students meeting these requirements between April 1 and July 15 will be JULY graduates and may participate in Commencement.

August Graduation

1. Students must apply for August graduation no later than July 1. However, it is preferred that students apply for graduation when registering for their final semester of courses.
2. Instructors must receive all course work by August 31.
3. Students must have completed all degree requirements for the associate or bachelor's degree.
4. Students meeting these requirements between July 16 and August 31 will be AUGUST graduates and may participate in Commencement.

All APL must be submitted for credit evaluation and all CLEP tests must be taken before a student has earned 100 credit hours toward a bachelor's degree, 45 credit hours toward

an associate degree, or two semesters prior to non-degree program completion. This allows time to enroll in courses prior to graduation or program completion.

Diplomas will be mailed out shortly after the graduation date, unless the graduate received it at Commencement. Transcripts and diplomas will not be released until all financial obligations to the College have been resolved.

Eligibility for Special Graduation Awards

Each academic year undergraduate distance education students may be eligible for the following awards: the Maud Helm Rockwell Medal for highest academic honors and the St. Catherine of Alexandria Medal, sponsored by Kappa Gamma Pi, the National Catholic College Graduate Honor Society. These awards are announced during the May Commencement ceremony.

In addition, undergraduate distance education students may be eligible for the Alumnae Leadership and Service Award, given to one undergraduate student (campus or distance education) and one graduate student at each Commencement ceremony.

SECTION IV: SMWC STUDENT SERVICES

Many services are available to our Woods Online students. These services are detailed on the College web site http://www.smwc.edu. The site also contains current information, Woods Online student resources, and links to various other departments and offerings.

Student Publications

Bridges (quarterly newsletter) is available online to all Woods Online students and recent graduates. This publication is intended to keep students informed of any changes in the Office of Woods Online and College policies, but also to help distance students to feel more connected to the campus community. You will receive an email from the Woods Online Office when the most recent newsletter is available.

The Woods (campus newspaper) - The Woods Newspaper

Aurora (annual literary journal) For submission guidelines or a copy, contact Mike Aycock or send an email to auroraeditor@smwc.edu

Mentor Project

Designed to help baccalaureate degree seeking students (who transfer in less than 50 credit hours) get a firm foundation in college, students are paired with a mentor, a current Woods Online student or recent graduate, who will be a supporter and cheerleader during the first semester. For students transferring in 50 or more credit hours a mentor is optional.

Your mentor is a resource for you, someone to encourage you as you proceed through your first semester as a distance learner.

Virtual Academic Support Team

Distance undergraduate students may be supported by a Virtual Academic Support Team during their first semester. Faculty correspond with assigned students, monitoring each student's progress, discussing problems and offering suggestions for overcoming obstacles.

Career Development Center (CDC)

When it comes to landing a job in a student's desired field, it is best to look at the process as a journey and not a destination. By starting the career planning process early, students are provided with ample time to network and make vital connections, research career options and gain the necessary experience and tools to hit the ground running upon graduation. The Career Development Center (CDC) is available to help students develop professional readiness - to make a fluid transition from college to graduate/professional school or to a career position.

The CDC focuses on building relationships with and connections between students,

alumnae/i, faculty and employers that lead to transformational experiences and outcomes. CDC programs, events and resources are intentionally planned to benefit students, including networking opportunities, professional development activities, and experiential learning programs. Staff members are available to offer career and graduate school guidance to students and alumnae/i and to assist in creating individual career plans.

Students are encouraged to connect with the Career Development Center and regularly communicate with the staff. In addition to individual advising appointments, students may tap into the Online Career Resource Center at http://career.smwc.edu. Registered students have 24/7 access to job and internship postings, event registration, an alumnae/i mentor database, as well as links to helpful career-related resources and announcements. Additionally, students can access presentations, videos and resource materials on key topics, such as resume and cover letter development, job searching, and interviewing through the Desire2Learn (D2L) Career Development resource site.

For more information, please contact:
Career Development Center
142 Le Fer Hall
(812) 535-5188
career@smwc.edu
career.smwc.edu

Learning Resource Center
The Learning Resource Center (LRC) provides a variety of resources to support students in achieving their academic goals. Academic support services offered by the LRC include:

- Tutoring Services
- PRAXIS Test Preparation
- CLEP Testing
- ADA Advisement
- Open Workshops

Tutoring Services
For specific help in many subjects, the LRC provides peer tutoring, free of charge, when tutors are available from September through early December and January through May. Online tutoring is offered throughout the year in a number of subjects including math, English/proof reading, and more!

PRAXIS Preparation
The LRC can provide you access to virtual and print resources to assist in preparing for the PRAXIS. Additionally, staff can provide a variety of study and test-taking strategies to assist students in preparing more efficiently and effectively for these and other exams.

CLEP Testing
On-site College-Level Examination Program (CLEP) testing provides students with an opportunity to test out of and earn credit for a variety of core classes in Math, English, Humanities, Business and more for a small fee.

ADA Advisement
For students with learning accommodation needs, the LRC provides academic support and general advisement as well. Depending on a student's documented need, accommodations will be made to support student learning.

LRC Workshops
Throughout the year, the LRC sponsors and conducts on-campus workshops including: *Test Anxiety Relief, What's Your Learning Style,* and more! Online components of the workshops are posted on the LRC website as well.

For more information about the Learning Resource Center's services, call (812) 535-5271 or email klacomba@smwc.edu. Be sure to visit the LRC website at www.smwc.edu/lrc.

A Guide to SMWC Library Resources

Checking Out Library Materials
Your SMWC ID also serves as your library card. You may check out items while on campus or contact the library by telephone or email to request that titles be mailed to you.
To determine which titles are held by the library, use the online catalog at http://fusion.indstate.edu. SMWC shares a catalog with Indiana State University (ISU), Rose Hulman Institute of Technology (RHIT), and Vigo County Public Library in Terre Haute. You may also use your SMWC library card to check out materials from ISU and RHIT libraries in person or by contacting Rooney Library to have the items delivered by mail to your home.

Using Online Library Resources
Rooney Library subscribes to several online databases that provide information primarily about journal articles. Many are considered scholarly, peer-reviewed articles that you may be asked to find to write papers or do research projects. Most of the databases provide full text for some articles but only citation information for others. For those articles not available full text online, you may contact the library for help in obtaining the articles from other libraries through interlibrary loan. To see which Rooney Library databases are available by subject, go to http://www.smwc.edu, click on Resources on the blue bar at the top of the page, and click on Library from the dropdown menu. Click on Databases on the right side of the library page. To gain access to the databases from off campus, you will need your SMWC username and password to authenticate your account through the SMWC proxy server. Instructions are shown on the database page.

Using Other Libraries and Other Online Resources
Most college and university libraries will permit local residents to check out materials. You may want to call to determine the library's policies before making a trip.
Your local public library may have different databases available than those at Rooney Library of which you may be able to take advantage. The key is to determine whether the databases contain materials acceptable for your assignments. Contact your instructor if you

are unsure. Many college and university libraries limit access to online databases to their students, faculty, and staff. If so, you may want to determine if your state has a suite of online databases available to all citizens of that state. Inquire at your public library.

Contacting Rooney Library
Email: library@swmc.edu Telephone: (812) 535-5223
Judy Tribble, Library Director, jtribble@smwc.edu or (812) 535-5255

Technology
SMWC students are provided with a number of resources to support studies and communication. During the initial enrollment process, information on logins and passwords are distributed to students.
Included among the technology resources are:

- Microsoft Office Professional (free to students as part of initial registration).
- A college email address at http://email.smwc.edu (accessed via the student's Internet service provider). It is important for students to sign up for the automated password reset system available on the SMWC website to ensure continuous access to the account.
- Access to the SMWC Rooney Library and the libraries at Indiana State University or Rose-Hulman Institute of Technology.
- Desire2Learn, a course management software system for online courses.
- *Myrecords*, at http://myrecords.smwc.edu provides web-based access to student transcript and account information and mid-term grades.

A technology fee is applied to student accounts each semester of enrollment.

Introduction to D2L
You will be enrolled in online courses. Woods Online courses use a program called Desire2Learn (D2L), which you access from your home or other sites with an internet connection. You must have internet access to take an online course at SMWC; high speed internet connections are necessary for the 8-week cohort courses and will also be needed for many assignments in 16-week courses. Your Online Readiness Course will give you directions on using tools in D2L.

The SMWC website for D2L is: http://woodsonline.smwc.edu
Please notice there is no www. The first page you see will contain announcements when necessary. This is usually when we know there is a problem or the system is down.

SECTION V: FINANCIAL AID

Financial assistance to help with the cost of education comes in a variety of forms. Most commonly used by distance students is federal and state financial aid, including grants (gift aid) and loans through the Federal Stafford Loan Program.(to be repaid, with interest). Gift aid is usually income-dependent, while loans are available to persons at all income levels, although interest (terms and rates) is income-related.

Applying for Aid

Students who wish to use financial aid (gifts and loans) are required to complete a "Free Application for Federal Student Aid" (FAFSA) for each academic year. To file online, gather the information and papers needed and apply for a PIN number at www.fafsa.ed.gov.

For more information, see:

- "The Student Guide: Financial Aid from the US Department of Education." Copies are available from the SMWC Financial Aid Office or online at www.studentaid.ed.gov
- www.fafsa.ed.gov
- Indiana state grants: www.ssaci.in.gov

To receive aid, you must reapply each academic year, which begins July 1 and ends June 30.

- Academic year 2013-2014 begins July 1, 2013 and ends June 30, 2014.
- Academic year 2014-2015 begins July, 1, 2014 and ends June 30, 2015.

You may file the FAFSA and begin courses anytime during the academic year. However, to receive state grants, an earlier filing is always required.

Indiana residents: Indiana has generous income-related grant program for full and part-time students. Students who wish to participate in these programs, must file the FAFSA on or before the March 10th deadline. Students will use their taxes from the previous year when filing their FAFSA. To receive the most benefit from these grants, we suggest that students register for r courses in August and again in January. Part-time grant monies are distributed to those who qualify until the funds are exhausted for the year (usually October).

Amount of Aid

Very specific information is part of the Financial Aid calculation for a student who receives Financial Aid in the form of loans and grants. The amount of aid a student receives is based on the following criteria: Course load (6-8 hrs. = ½ time; 9-11 hrs. = ¾ time; 12 or more hrs. = fulltime)

Grade level (Freshman, 0-29 hrs; Sophomore, 30-59 hrs; Junior, 60-89; Senior, over 90 hrs)

Maximum funds available each year and maximum for a BA/BS or AA/AS degree

If you have questions, contact the SMWC Financial Aid Department to see how this information may affect your academic plans.

Return of Title IV Funds (Returns to Lender)
A Return of Title IV Funds can occur when students do not successfully complete any courses. Grants and loans for the semester could be returned to the lender as per federal guidelines. This could leave the student with an account balance that must be paid before enrolling in another semester. Please consult with the Financial Aid Office to determine the impact this could have regarding your Title IV aid.

Financial Aid Satisfactory Academic Progress (SAP)
Students who receive financial assistance at Saint Mary-of-the-Woods College must maintain satisfactory academic progress toward the achievement of their degree. While certain scholarships and grant programs may have more stringent requirements, this policy sets the minimum standards for evaluating satisfactory academic progress.

Cumulative Grade Point Average
Financial aid recipients are required to maintain a minimum cumulative grade point average as they progress toward the achievement of their degree. The cumulative grade point average (GPA) is calculated on the basis of all credits attempted.

Successful Completion Rate
Financial aid recipients are required to successfully complete 50% of all credits attempted each semester. Attempted credits are defined as the total number of hours in which the student is enrolled on the first day of any term. Incomplete grades must be converted to passing grades within 60 days after the beginning of the next semester to be considered successfully completed.

Financial Aid Warning (Probation)
Satisfactory academic progress will be evaluated at the end of each semester or enrollment term. Probation with continuing financial assistance will be imposed for students who do not comply with the above policies. Students placed on financial aid warning will have one semester to establish satisfactory academic progress.
Students who fall below a 50% completion rate must make up the deficit in their next semester. They must also complete 50% of the new semester's hours. Therefore, students must successfully complete 50% of all attempted credits in the combined terms.

Financial Aid Probation (Suspension)
Students who fail to establish satisfactory academic progress after being on financial aid probation for one semester will have their financial aid eligibility suspended until they comply with this policy.
A student who cannot be expected to establish satisfactory academic progress within the next term will have aid eligibility suspended until satisfactory academic progress is achieved.

Appeals of Financial Aid Suspension
If a student's failure to maintain satisfactory progress is the result of mitigating circumstances such as illness, family circumstances, or other unforeseen conditions beyond the student's control, students will be given one opportunity to make a written

appeal with an academic plan to the Financial Aid Committee. This information will be reviewed and the student will be informed if the appeal has been approved.

Academic Scholarship Recipients
Students who receive Academic Scholarships for attendance at SMWC must maintain the minimum cumulative grade point average as set per the scholarship criteria.

The cumulative GPA for the scholarship will be reviewed at the end of each academic semester. Students who fail to meet the minimum requirements set forth for the scholarship will be placed on Scholarship probation for one semester. Students must achieve the minimum cumulative grade point average during the probationary semester. If the student does not achieve the minimum cumulative grade point average required at the end of the probationary semester, the academic scholarship will not be renewed or reinstated at a later date. If the student fails to meet the minimum cumulative grade point average requirements due to mitigating circumstances such as illness, family circumstances, or other unforeseen conditions beyond the student's control, students have one chance to make a written appeal to the Financial Aid Committee. If the appeal is granted, the student may receive the scholarship one additional semester and must meet the minimum cumulative grade point average or the scholarship will not be reinstated. The student will only have one chance to appeal.

AmeriCorps
If a student has received an AmeriCorps award, the student may use the award as a financial aid resource or a source of repayment for qualified loans. AmeriCorps is not considered a resource or eligible financial aid for the subsidized Stafford Loan programs.
Eligible students are identified by documentation received in the Financial Aid Office by the student. Awards are packaged with Title IV campus-based aid depending on the student's budget and financial need.

Veteran's Educational Benefits
Students who receive Veteran's Educational Benefits are required to provide the Financial Aid Office a copy of the DD-214, Certificate of Eligibility (if Yellow Ribbon) and Veterans Education Benefits Worksheet (provided by SMWC).

Students are certified based on the chapter indicated on their required paperwork. All students are certified based on the number of hours provided by the Registrar's Office at the time of certification.

These benefits are used to determine eligibility for Title IV aid, including the Stafford loan programs and are classified under Federal Aid.

The SMWC Financial Aid Office has access to the Veterans Administration information pertaining to the certification process. At no time does Financial Aid office have access to any students VA information (monthly housing amounts, benefit amounts, etc.) Students should contact the VA directly pertaining to specific information at www.va.gov or 800-827-1000.

Vocational Rehabilitation
Vocational Rehabilitation awards are given to students based on individual student needs as

approved by the state where the student resides. If a student is a Pell grant recipient, the award will be given after the Pell Grant. The Vocational Rehabilitation award may also be substituted for student loans and work-study awards in the student's package.

Eligible disability-related costs are included in the student's cost of attendance (i.e., tutoring assistance with note taking and/or study notes). Each counselor is responsible for monitoring these applicants and notifying the Vocational Rehabilitation Office of any changes affecting the student's award package.

Treatment of Educational Tax Provisions

The Economic Growth and Tax Relief Reconciliation Act of 2001 created additional educational tax benefits for students and their families. These benefits have implications for financial aid administrators. These educational tax programs must be reported on the FAFSA as income.

Educational Assistance Programs

Woods Online students may be eligible to receive a corporate discount if their employer participates in the Corporate Connection Program. The corporate discount takes a percentage off of the cost of tuition and is considered part of the student's financial aid award. The employer doesn't send our institution any monetary funds. All discounts are paid for through institutional funds and this program is used as a marketing tool for The College.

Financial Aid Office at SMWC

The College's Financial Aid office is located in Guerin Hall, Room 224. It is vitally important that you respond to Financial Aid staff emails, requests for papers, tax information, your signature on forms, etc. Without completing these requests, you can't receive financial aid. Not responding in a prompt matter will cause a delay in receiving Financial Aid approval and can easily cause a delay in registration and/or your ability to order textbooks early.

- Financial aid information is FREE. Don't be scammed into paying for financial aid services.
- Scholarships for adult students are rare. But you can save money in many ways, such as by earning college credit for CLEP or APL.
- You may be eligible for tax breaks for educational expenses; consult your tax preparer.

Ask about SMWC grants for degree seeking distance students:

- Military Service – Yellow Ribbon Program
- Military Spouse Grant
- Ivy Tech Grant
- Woods Online Grant (seniors only – contact the Director of Woods Online)
- Continuing Education Grant (Limited to institutions that have an articulation agreement with SMWC. Students must already have an Associate or Bachelor's degree)
- SMWC TEACH Grant

- SMWC Transfer Grant
- Phi Theta Kappa Scholarship

Contacting Financial Aid Office
Telephone: (812) 535-5100
(Red Flag Policy requires all students to use their SMWC email account when corresponding with the Financial Aid Office.)

For additional information on financial aid, please consult the SMWC website (http://www.smwc.edu/resources/financial-aid/)or contact them through your SMWC email (finaid@smwc.edu).

Appendix I: SMWC Policies

Email Policy

SMWC issues email addresses to all faculty, staff, and students. **SMWC email accounts are required for students for all email correspondence with College personnel.**

Likewise, The College uses SMWC email as a mechanism for official communication with students. Thus, The College has a right to expect that such communications will be received and read by students in a timely manner. Students are expected to check their SMWC email on a frequent and consistent basis, including while on a leave of absence or between semesters, in order to stay current with College-related communications.

Once students have registered and are taking courses, all College-related email correspondence will be sent only to the students' assigned SMWC email addresses.

The benefits to students of staying completely within the SMWC email system include:

- Email is easily identifiable as College-related.
- User IDs ensure security and verify identity.
- Attachments are less likely to be lost due to filters or identification as spam.
- The SMWC email address book for faculty, staff, and students is accessible.

Students needing their password reset can contact Marilee Bridgewater, Systems Manager, at 812-535-5185 or mbridgew@smwc.edu. Other questions or problems with email should be directed to: helpdesk@smwc.edu.

Safety and Security Policy

Saint Mary-of-the-Woods College strives to provide a safe and secure environment for all members of The College community who work, live, or only occasionally spend time on campus. The College complies with the federal Campus Safety and Security Act and regulations, under which we are required to collect and report on crime statistics both to the government and to members of The College community. For a copy of the latest report, please contact Campus Security at 812-535-5253.

The Security Department is responsible for establishing and maintaining a safe and secure environment for The College. Security can be reached on any campus phone by calling 535-5253 for non-emergency situations. If calling from outside the area, the number is (812) 535-5253. For emergencies call 535-6200.

All security officers are uniformed and, while not armed, are in radio contact with the security office located in Le Fer Hall ground floor. Should assistance be required, security is also in contact with the Vigo County Sheriff's Department and Indiana State Police. All security officers are trained in basic first aid and CPR procedures.

Members of The College community are directed to report any incidents or crimes to the Security Department. Report forms are available from the security officer. Persons involved in an accident or personal injury on campus should also make a report to the Security Office as soon as possible.

Smoke Free/Tobacco Free Campus Policy
Saint Mary-of-the-Woods College is committed to promoting health, wellness, prevention and the treatment of diseases within its community, as well as providing a healthy, clean, safe, and secure workplace for administration, faculty, staff, students, visitors and vendors. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitute a significant health hazard. Therefore, smoking and/or use of tobacco are prohibited in the buildings and on the grounds of the Saint Mary-of-the-Woods College campus. This policy will affect everyone on campus.

Saint Mary-of-the-Woods College has set the following policies:

1. Smoking and the use of any other tobacco product (cigarettes, cigars, pipes, and smokeless tobacco) is strictly prohibited in all Saint Mary-of-the-Woods College campus buildings and on the grounds of the campus.
2. Smoking and the use of any other tobacco product are strictly prohibited in all Saint Mary-of-the-Woods College owned, leased, or rented vehicles.
3. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events using Saint Mary-of-the-Woods College facilities will be required to abide by the Smoke Free/Tobacco Free policy. Saint Mary-of-the-Woods College will provide accessible treatment to help administration, faculty, staff and students to quit smoking and/or using tobacco.

All areas of the Saint Mary-of-the-Woods College campus are designated as smoke free/tobacco free. Signs about the policy will be posted appropriately throughout campus.

Effective implementation of this Smoke Free/Tobacco Free Policy depends upon the courtesy, respect, and cooperation of all members of the Saint Mary-of-the-Woods College community. Those in violation of this policy will be subject to applicable disciplinary action.

SMWC Policy on Alcohol and Drugs

Alcohol Policy
The policy on alcohol, which is consistent with The College philosophy statement on alcohol use and which recognizes the diversity of students and employees, is in support of and in full compliance with the laws of the State of Indiana regarding the possession and consumption of alcoholic beverages.

1. Possession or consumption of alcoholic beverages while

on the premises of Saint Mary-of-the-Woods College is not permitted.

2. For persons over twenty-one years, the use of alcoholic beverages at College-sponsored functions such as dances, receptions, meetings or gatherings sponsored by Programs or Departments of The College, and events sponsored by off-campus groups, shall be allowed only by the written consent of the President of The College or the President's designate.
3. All persons including friends, relatives, and visitors are subject to all rules and regulations regarding the possession and consumption of alcoholic beverages while on the premises of Saint Mary-of-the-Woods College.

Illicit Drugs Policy

The possession or use of a controlled substance, including but not limited to opium (morphine, codeine, heroin), barbiturates, hallucinogens, marijuana or amphetamines, including but not limited to Lysergic Acid Diethylamide (LSD) on college premises or college-related premises, is prohibited.

1. The physical presence of a controlled substance in a student's assigned room or a faculty or staff person's workspace will ordinarily constitute "possession" and subjects the occupant of that room or workspace to a charge of a violation of this policy.
2. Any person who is observed "holding" or transporting a controlled substance on college premises constitutes "possession" and subjects that person to a charge of a violation of this policy.
3. A person who is found guilty of distribution or sale of drugs, narcotics, barbiturates, hallucinogens, marijuana or amphetamines on college premises or college-related premises is subject to immediate permanent dismissal, or any lesser authorized sanction.

Sanctions

Suspension: A student may be suspended from enrollment at The College for any specified period of time. The following cases may lead to immediate suspension:

1. Possession and/or use of a controlled substance on campus.
2. Alcohol sale and/or distribution on campus.

Expulsion: Expulsion is permanent dismissal from The College.

Expulsion may be ordered as a result of very serious violations or for repeated offenses. In addition to forfeiting all tuition paid, the student suffers all the other losses and restrictions imposed upon suspended students, but will not eligible to apply for readmission at any time.

The following cases may lead to immediate expulsion. In such cases, consideration will be given to filing reports with the Vigo County Sheriff's office. Only the President of The College or appointed agent may enact such permanent separation.

1. Distribution or sale of drugs, narcotics, barbiturates, hallucinogen, marijuana or amphetamines on college premises.
2. Arrest and prosecution for a felony crime.
3. Physical harm or attempted physical harm to a student, faculty or staff person of Saint Mary-of-the-Woods College.
4. Theft.

SMWC Policy on Harassment Free Environment

It is the policy of Saint Mary-of-the-Woods College to provide an educational, employment, and residential environment free from unwelcome sexual intimidation or communications constituting sexual harassment or racial harassment as defined and otherwise prohibited by state and federal statutes. This policy applies to students, faculty and staff of The College, as well as to individuals employed by contractors who provide routine daily services to The College.

It is the intent of this policy to fairly and impartially review any and all sexual and racial harassment charges and to handle such matters in a professional matter. In addition, any violators of this policy may be subjected to applicable federal and state laws regarding racial or sexual harassment. The College strictly prohibits any action or behavior in retaliation to an individual who files a harassment complaint. College administrators are responsible for publicizing and implementing The College's sexual and racial harassment policy in their respective areas of jurisdiction. For additional information and details on complaint procedures, contact any of the following: Director of Woods Online, Vice President for Academic Affairs or Vice President for Student Life.

Appendix II: Student Forms and Woods Online Staff Directory

Students may photocopy these forms, or download needed forms from
http://www.smwc.edu/resources/registrar/forms/

SAINT MARY-OF-THE-WOODS COLLEGE

COVER SHEET FOR APL APPLICATION

Please prepare a separate cover sheet for each course for which you are seeking credit.

Student ID Number:_____ Date:_____

Student Name:_____ Major:_____

Address:_____

Email:_____ Phone:_____

I am applying for academic credit for the following area or for the following course:

Course Title and Number:_____

Note: Only typed applications with a completed cover form will be accepted. Applications become the property of the College. The return of materials must be requested in writing with the application. Education Dept. applications are not returned. Make copies of all materials in your application; do not send original certificates or documents.

This section is for office use only:

Evaluator:
Course Title and Number:_____ Credit hours:_____

Evaluator Name: _____
Date:_____

Check One: ☐ Credit ☐ No Credit
More documentation needed

Billing Information:

Date Processed: _____ Amount: $_____ Date Due:_____

Remarks:_____

*Forms sent from a SMWC email account constitute signature. Please email to online@smwc.edu

Revised June 12, 2013

SAINT MARY-OF-THE-WOODS COLLEGE

ALTERNATIVE FORMAT COURSE DEPOSIT

Please complete this form and mail it, along with the deposit to:
The Office of Woods Online, P O Box 69, St Mary of the Woods IN 47876-0069

Name: _____ ID No: _____

I plan to enroll in the following Alternative Format course:

COURSE # COURSE NAME DATE OFFERED

_____ _____ _____

I will pay the tuition for this class at my next registration, which is _____(month)

I understand a $100 deposit is required to hold my place in an Alternative Format course.

Please check one:

_____ I currently have a credit balance on my account. Please hold my deposit with that money **(signature required below to hold money on account**).

_____ A check is enclosed.
(Make checks payable to SMWC or St. Mary-of-the-Woods College.)

_____ I would like to have my deposit held with my Financial Aid

_____ I would like to pay by credit card (fill out information below).

Credit Card Information:

Account Number_____
Expiration Date_____ Security Code:_____

Signature of Student_____ Date_____

Contact the Woods Online Office with any questions at Online@smwc.edu or 812-535-5285.

Office use:

AF book _____ *Access* _____ *Bus. Office* _____ Rev.6/2013

SAINT MARY-OF-THE-WOODS COLLEGE

REQUEST TO DROP A COURSE

Student Name:_____ Date:_____

Course Number and Title:_____

Instructor Name:_____ Credit Hours:_____

Course Starting and Ending Date:_____

Reason for dropping this course:

_____

_____

* I understand that there may be financial implications that result from dropping this course.
*It is the responsibility of the student to submit this completed form to the Office of the Registrar before the final drop date. You may bring the form to the Registrar's Office in Guerin Hall, fax the form to (812) 535-5005 or send it via email to registrar@smwc.edu . Forms sent from a student SMWC email account constitute a signature.

Student Signature:_____ Student ID Number:_____

TO BE COMPLETED BY THE REGISTRAR'S OFFICE:

Received by the Registrar on:_____

Approved by:_____ Date:_____

Days since registration:_____ Refund:_____

Copies to: Registrar
Student
Office of Woods Online
Financial Aid

Rev. 6/13/2013

SAINT MARY-OF-THE-WOODS COLLEGE

REQUEST FOR LEAVE OF ABSENCE

Student Name: _____ Date:_____

Approximate Length of Leave:_____

The next session that I would like to attend is: _____

Reason for this request:

_____

_____

_____

I understand that this is a request for an academic leave and that I should contact financial aid staff concerning ramifications to my financial aid status.

Student's Signature: _____

Student ID Number:_____

(The Woods Online and Financial Aid Offices must have this for our records. You may scan and fax this form, with your handwritten signature, to 812-535-1178 or email this form to online@smwc.edu.)

Received by:_____

Associate Director of Woods Online, Student Services

FOR OFFICE USE:

Date Received:_____

Copies To: Business Office
Financial Aid
Office of Woods Online
Advisor
Registrar

Rev.6/13/2013

SAINT MARY-OF-THE-WOODS COLLEGE

REQUEST TO ENROLL AT ANOTHER INSTITUTION FOR A COURSE

Student's Name: _____Student ID:_____

Course to Be Taken (number and title):_____

To Substitute for SMWC course (number and title):_____

Starting and Ending Dates:_____

Institution where the course will be taken:_____

Number of semester/quarter hours:_____

Advisors Signature:_____ Date:_____

Director's Signature:_____ Date:_____

Registrar's Signature:_____ Date:_____

Note 1: A course description from the other institution may be needed to process this request. Submitting the description with this form will expedite processing.

Note 2: Once the student is enrolled at SMWC, it is expected that the student will complete the majority of the requirements remaining for the degree through the program. A minimum of 30 semester hours must be earned at SMWC for the bachelor's degree.

Note 3: It is the student's responsibility to request a transcript from the college where the course has been taken. The transcript must be sent to:

The Office of the Registrar
Saint Mary-of-the-Woods College
Saint Mary-of-the-Woods, IN 47876

Note 4: Student must earn a C or above from a regionally accredited college for transfer hours to be considered.

Rev. 6/13/2013

SAINT MARY-OF-THE-WOODS COLLEGE
WOODS ONLINE

CHANGE OF MAJOR

Student Name: _____ ID #_____

Email Address:_____

CHANGE MAJOR/PROGRAM:

Current Major: _____

Current advisor_____

To Program _____Major_____

I have consulted with my current advisor to discuss this change.

Student Signature:_____ Date:_____

The Office of Woods Online will evaluate the Change of Major request, update any necessary materials and assign the new advisor.

Request Received By:_____

Date:_____

Copies: Former Advisor
Student File
Letter to student
New Advisor
Registrar's Office
Financial Aid

Rev. 7/2012

SAINT MARY-OF-THE-WOODS COLLEGE

NOTIFICATION OF WITHDRAWAL FROM WOODS ONLINE

Student Name:_____ Date:_____

Student ID Number:_____ Email:_____

Reason for Withdrawal:

_____

_____

Do you plan to reapply to Woods Online in the future? **YES** **NO**

If yes, when will you be returning:_____

* You are responsible for payment of any outstanding tuition and fee debts which you may owe Saint Mary-of-the-Woods College at the time of your withdrawal. No transcripts or other records will be processed by the Registrar's Office unless your account is paid in full, as outlined in the student handbook.

Student Signature:_____ Date:_____
Note: Forms sent from an SMWC student email account constitute a signature. Forms can be emailed to Online@smwc.edu

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For Office Use Only:

Copies to:

Office of Woods Online
Academic Advisor

Rev. 7/2012

SAINT MARY-OF-THE-WOODS COLLEGE

REQUEST FOR LEAVE - MILITARY DEPLOYMENT FORM

Student Name: _____ Date:_____

Student ID Number:_____ Phone:_____

Date of Deployment: _____

In all cases, the student should complete the deployment form and provide a copy of the deployment orders, or a signed verification letter from the Education Service Office or Commanding Officer.

Please Check One of the Following Options for your Courses:

_____ MLOA (Military Leave of Absence)

_____ Complete Withdrawal

_____ Finish course(s) as scheduled (no change)

_____ Change from 8-week to 16-week format.

FOR OFFICE USE ONLY

Received by: _____ Date:_____

Copies to:

Office of Woods Online
Financial Aid Office
Business Office
Registrar's Office

*Forms sent from a SMWC email account constitute signature. Forms can be emailed to Online@SMWC.edu.

Rev. 7/2012

Saint Mary-of-the-Woods College

Office of Woods Online Staff Directory

Kathy Moon
Associate Director, Student Services
Mentor Program,
Bridges Quarterly Newsletter
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812-535-5117

Sara Boyer
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Adjunct Faculty Development
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Database Management,
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Becky Barbour
Program Assistant
Registrations, Main Phone
rbarbour@smwc.edu
812-535-5285

APL and CLEP information should be sent to the Office of Woods Online to be disbursed to the appropriate offices.

Regular Office hours are 8:00-5:00 Eastern time, Monday-Friday;
Voice mail is 24 hours a day.
Online@SMWC.edu
Main Office: (812) 535-5285
Fax: (812) 535-1178

SMWC Web sites:
www.smwc.edu
www.woodsonline.smwc.edu
www.myrecords.smwc.edu
www.smwc.bkstr.com

Mailing Address:
Office of Woods Online
PO Box 69
Saint Mary of the Woods, IN 47876-0069

OTHER SMWC OFFICES (812) 535-

Admission 5106
Bookstore 5228
Business Office 5124
Career Development 5188
Financial Aid.....5100
Library.....5223
Public Relations 5212
Registrar's Office.....5269
Security 5253
Switchboard 5151

Appendix III: Miscellaneous Student Resources

Nine Ways to Earn Credit at SMWC

There are several ways to earn the credits you need to reach your academic goals. You could think of your program as a jigsaw puzzle you are completing, with pieces that come from the categories listed below. Be sure to explore the possibilities with your academic advisor and/or staff in the Office of Woods Online, Learning Resource Center, and Career Development. See detailed information later in this section.

1. **Transfer credit** from an accredited institution of higher education previously attended.
    - The grade must be at least a C.
    - Certain dated credits may not meet general studies or major requirements.
    - If credits are too old or you attended an unaccredited institution, you could show your learning is valid and current via exam (see below).
2. **Earn credit through SMWC distance learning 16-week courses** at home through our course management system, Desire2Learn (D2L).
3. **Earn credit through fast-track eight-week sessions** (two sessions per 16-week semester) through D2L.
4. **Earn credit through SMWC alternative format (AF) courses** on campus, these hybrid courses usually on the weekend.
    - Courses meet all day and include a variety of learning activities.
    - Work will be required before the first and after the last class, and in between meetings.
    - AF courses are a great way to meet other students and interact with instructors in class.
5. **Gain credit through APL** by documenting your prior learning (30 hour maximum)The application form is available in Appendix II.
    - This is college-level learning you've done "on your own" – at home, work, through volunteer activities in your community, church, etc.
    - College faculty will **A**ssess your **P**rior **L**earning application; you may be awarded APL credit, for which there is a per credit fee.
    - APL credit can apply to general studies, major, or elective requirements for graduation.
6. **Earn credit for training programs** such as those offered by the military, the American Bankers Assn., Certified Professional Secretaries, etc. that have been evaluated by the American Council on Education. With documentation, college credit is awarded to you at no cost.
7. **Earn credit via exam.**
    - National exam programs include CLEP, DSST (previously DANTES--military), and AP (high school).
    - CLEP exams may be taken at SMWC or elsewhere and are relatively inexpensive. See collegeboard.com/clep for more information.
8. **Earn credit through SMWC campus classes**.
    - If your schedule and distance from campus permit, you may enroll in campus classes.
    - Up to half your course load may be campus classes (which are daytime, weekday).
    - Usually registration in August and January is required for this option.

9. **Take courses elsewhere** and then transfer credits to SMWC.
    - Courses must be pre-approved (in writing) so you're sure they'll be accepted and know how they will be applied to your SMWC requirements.
    - See the student handbook appendix or SMWC website for forms.

Questions for Planning With Your Instructor

Your syllabus will introduce you to the course, describing its objectives and learning outcomes, and outlining what you will do to reach them. It will also indicate the textbook you will use for the course. Here are questions you may want to answer by looking through the syllabus or asking your instructor (in person or by email).

Getting organized

1. How many assignments are there?
2. Are some assignments more difficult than others so that I should allow more time to complete them?

Preparing written assignments

1. How much writing is required?
2. What kinds of writing are required? (example: personal responses, journals, summaries, short answers, essays, documented papers, problem sets, workbooks, etc.)
3. How long should responses/essays/papers be?
4. Will there be research beyond the text(s)? Which documentation style should be used: MLA, APA, etc. (This refers to different ways of citing sources).
5. Are there assignments for which I may choose my own topics?

Getting feedback

1. What if I have questions? May I call you at home? Is email better?
2. How will the receipt of my assignments be acknowledged?
3. How long will it take to get feedback on assignments?
4. How are assignments evaluated? What form does the evaluation take? Will I receive a letter grade or points on each assignment? How will I know how I am doing?
5. Is my grade based on grammar, spelling, etc. as well as on content?
6. Is revision allowed? By what deadline and can it raise my grade?
7. Should I wait for an assignment to be returned before I send another?
8. Will assignments be returned to me or are they kept?

General Studies Requirements before August 2013

In addition to the course requirements of a specific major, a baccalaureate degree in the Woods Online program requires the completion of 54 credit hours of general studies coursework.

Skills for Advanced Learning (20 credit hours)
CO 112 – Interpersonal Communications
CS101 – Introduction to Computer Software
EN 111 – English Composition and Research Writing
ID 105 – Life/Learning Skills
MA 112 – College Algebra
MA 253 – Statistics
PE 110 – Study in Fitness

Foundations and Diversity (12 credit hours)
Culture Course (Choose One):
- WC 150 – Cultural Diversity
- SP 111 – Beginning Spanish I
- FR 111 – Beginning French 1

HI 222 – 20th Century World
PH 200 – Philosophical Foundations of the World Mind
TH 201 – Foundations of Theology

Academic Perspectives (15 credit hours)

Creative/Expressive Perspective (choose one):
- AD 200 – Studies in Visual Arts
- EN 205 – Introduction to Literature and Theatre
- EN 222 – Literature and Myth
- EN 235 – American Women Writers
- MU 200 – Music for Living
- TA/EN 213 – Introduction to Theatre

Scientific Perspective (choose one):
- BI 101 – Biology: Unity and Diversity
- CH 101 – Chemistry for Changing Times

Social/Cultural Perspective (choose one):
- BU 105 – Responsible Woman Consumer
- BU 131 – Macroeconomics
- PL 200 – Law, Ethics, and Society
- PS 111 – General Psychology
- SO 211 – Introduction to Sociology

Elective
- Choose one course from any of the above 3 Perspectives (Creative/Expressive, Scientific or Social/Cultural)

Theology Electives (Choose one):

TH 220 – Introduction to Hebrew Scriptures
TH 225 – Introduction to Christian Scriptures
TH 341 – Christian Ethics
TH 371 – Women Imaging God

Linking (4 credit hours)

Choose two, 2 hour courses from the approved list of Linking courses which are designated as ID 3xx level courses.

ID 302 – Film, Culture, and Creativity
ID 310 – Saints and Peacemakers
ID 315 – History of Education in the United States
ID 349 – Appalachia: America's "Third World" Region
ID 350 – Images of Beauty and American Women

Interdisciplinary (3 credit hours)

Choose one 3-hour course from the following list of approved Interdisciplinary courses:

ID 420 – Literature and the Moral imagination
ID 430 – Women and the Law
ID 437 – Environmental Ethics
ID 440 – Women, Values, and Leadership

Woods Core Requirements for Bachelor's degree
The Woods Core (General Education) curriculum is the foundation of a SMWC education, representing the College's liberal arts vision and its commitment to the preparation of every student for a diverse and changing world. The Woods Core consists of 39 credit hours. The Woods Core takes effect for student who begin their studies in August of 2013

Required Courses (21 hours)

WC 100 - Into the Woods, Out of the Woods: Utopias and Education
EN 111 - Composition/Research Writing
CO 111 - Communication
TH 200 - Theology
EN 2xx - Literature
HI 222 - World History Since 1900

Required Courses with choice (9 hours)

Mathematics Course (Choose one):
- MA 112 – College Algebra
- MA 253 – Statistics

Culture/Language Course (Choose one):
- WC 150 – Cultural Diversity
- SP 111 – Beginning Spanish I
- FR 111 – Beginning French 1

Capstone (Choose one):
- WC 401 – Social Justice
- WC 402 – Sustainability
- WC 403 – Women's Issues

Academic Perspectives Course Options (9 hours)

Creative/Expressive Perspective (Choose one):
- AD 200 – Studies in the Visual Arts
- TA 200 – Introduction to Theatre
- MU 200 – Music for Living

Scientific perspective (Choose one):
- BI 101 – Biology: Unity and Diversity
- CH 101 – Chemistry for Changing Times

Social/Cultural Perspective (Choose one):
- BU 131 – Macroeconomics
- PS 111 - Introduction to Psychology
- SO 211 – Introduction to Sociology

Effective Email
Here are some suggestions to make your email to SMWC more effective.

- **Identify yourself clearly**. **Use your SMWC email account.** Responding well is difficult when we can't reference your file, transcript, registration forms, etc. In order to defend against a virus or avoid spam, faculty and staff won't open an email if they don't recognize the sender.
- Make good use of the Subject line. Compare: "Hi" or "Help" with "Questions about BU 232 assignment" or "October registration schedule change." Some faculty sort email, answering questions immediately. Give them the right cues to your content. In addition, without a College-related subject line, a recipient may delete it as spam.
- **Don't SHOUT.** All-caps (especially a whole page of them) are hard to read and can turn off your recipient when used indiscriminately.
- **Use standard business English**. Instant messaging style isn't appropriate. Use capitals, punctuation and spell check. Use standard paragraph format.
- **Understand the medium**. Effective email messages are clear, to the point, and short. Multi-page emails get set aside and lost. If you must raise six different issues, at least number them for reference.
- **Use humor and sarcasm carefully**, since they are easily misinterpreted. Email lacks the body language and intonation cues of verbal communication
- **Vent with caution**. Email is easily forwarded and is not secure. If you're upset, hold the draft until tomorrow; once mailed, you can't take it back.
- **Re-read your message** for clarity before you hit the "send" button.
- **Use "high priority" with discretion**; it may not bring the fast response you want. Also know that faculty and staff are sometimes away from the office; not getting an instant response doesn't mean they're ignoring you.
- **Don't put faculty and staff on your forwarding list** to get every "funny" item that ripples through the Internet; chain letters, thoughts/prayers/recipes/jokes-for-the-day, etc. are usually inappropriate and take time that could be used to respond to your needs.

Reporting on Assigned Readings – Summary of Terms
This glossary of terms may be helpful to you in determining exactly what an assignment is asking you to do. "Summarize….evaluate….compare" – each has a specific meaning.

Summarize
You are asked to give the central idea and main points that have been presented in a piece of writing. Make clear and complete generalizing statements with only a minimum of supporting details. A summary and an abstract of a piece of writing are very nearly the same.

Illustrate
This word means specifically to give an example. Concrete examples or illustrations are used to help make the meaning of a general statement or principle clear. Being able to give a good example demonstrates that you understand how to apply a principle to specific situations.

Apply Principle
This term also means to give an example. But more specifically, when you are asked to apply a principle, you are being asked to show by explanation and example exactly how some particular principle or generalization can be used to solve a particular problem. Application

implies consideration of the solution of a problem.

Explain
You are asked to explain so that someone else may understand, or to demonstrate your own understanding. Explanation generally involves showing the relationship between a generalization or principle and some concrete example that illustrates the explanation. You explain generalizations by giving specific examples; conversely, you explain specific events by giving the generalization or principle which is illustrated by the event.

How to Do
You are asked to describe (usually in steps) how to perform some particular skilled act. Your object here would be to make the description clear, simple and complete, so that it can be readily understood by anyone. (If you understand something yourself, you will be able to give clear directions to someone else.)

Describe
You are asked to give a clear and complete verbal picture of something. You need to be factual and objective, since this is a report and not an evaluation. Often you need to be selective, providing only the essential descriptive features and leaving out minor or irrelevant details.

Evaluate or critique
You are being asked to make a judgment of value. Your opinion is being asked for, but you also must describe the evidence or experience which has led you to hold your opinion. So you are being asked to give an opinion and support it.

Discuss
Any generalization or idea which can be discussed is necessarily a problem to which several different solutions have been suggested. Thus you are being asked to identify some particular problem and to write about (describe and evaluate) several possible solutions. You may also include your own conclusion or opinion as to which solution seems most reasonable to you.

Cause and Effect
When these terms are used, you are being asked to describe a process sequentially, showing how one event or situation necessarily must follow some other event or situation. The explanation becomes clearer if you make a general cause-and-effect statement first, then give specific examples.

Relationship
You are asked to explain events or situations in relation to each other. Sometimes the relationship is that of cause and effect. But there are other relationships. Two events may be the result of some other cause, or they both may be causes of the same effect. A relationship may be very complex, or it might be quite simple. In any case, you are being asked to show what logical relationship, if any, exists.

Compare and Contrast
You are asked to show some particular relationship in terms of similarities and differences. Usually comparison implies showing similarities, while contrast implies describing differences.

Statement of Purpose
When you are asked to write about some thing or idea in terms of purpose, you are being

asked to tell what it is good for. Usually to make the explanation complete you will need also to explain exactly how the particular thing or idea works in the process of fulfilling its purpose.

Solve the Problem
Sometimes a question simply describes a problem situation and you are asked to suggest a solution to the implied problem. This means that you need first to identify the problem exactly; then you need to describe some solution and explain why the solution is valid. Since this type of question is usually very practical and concrete, it generally demands a practical and concrete specific solution.

Support
This means to describe the reasoning or the experience which leads you to believe that some particular proposition is true or valid. Essentially, you are asked to justify a value judgment, either your own or someone else's.

Paraphrasing
Paraphrasing involves expressing someone else's ideas in your own words. It is a necessary skill when you write papers based on research or text-reading.

However, using someone else's words or ideas as your own constitutes **plagiarism**. Two ways to avoid this serious violation of academic standards are citation (enclosing another's words in quotation marks and clearly telling where they came from) and paraphrasing (also requires giving the source).

To write a good paraphrase, follow these steps:

Make sure you understand the material you are reading. Separate main ideas from examples, and try to figure out the relationship between them. Taking careful notes is helpful.

Use signal phrases. A signal phrase is a reference to the name of the author who wrote the source. You use signal phrases so that the reader knows that you are presenting someone else's ideas. Here is a list of verbs that can be used easily as signal phrases:

argues	comments	says	asserts	demonstrates
shows	believes	implies	states	claims
points out	maintains			

Example: Writing in 2005, Smith claims that Johnson's political stances began at San Marcos (7).

Cite the page number in parentheses after your paraphrase when you are using MLA (Modern Language Association) style. A full bibliographic entry for the source should appear at the end of your paper.

Put the ideas into your own words. It is very helpful to paraphrase "blindly." This means you read the material, make notes, and then set them aside and paraphrase without looking at the material or your notes. This will help you to avoid plagiarism. Use synonyms, but use them carefully. Do not think that you can merely replace a few words in the source with synonyms and have a good paraphrase. Synonyms are helpful, and should be used, but they are only one

step in paraphrasing. You may use key words from the original source. You shouldn't substitute a different word for every word in the original.

When you copy anything from a source, take care to put it in quotation marks and indicate the source in your notes for later reference and for use in paraphrasing and citing.

For additional information, see: *The Writer's Resource Handbook.*

Rubric for Written Papers

Papers in each category would have most of the characteristics listed.

	4-excellent	**3-good**	**2- fair**	**1- limited**
central idea; thesis	thought-provoking, original, imaginative, insightful or profound	interesting, but not highly significant or compelling	stereotypical or simplistic	stereotypical, simplistic, or vague
supporting ideas; evidence	full discussion of examples and reasons, content clearly related to central idea; effective use of any sources: clear distinction between words of writer and words and ideas from source	examples and reasons clearly related to central idea; mostly well-developed; effective use of any sources: clear distinction between words of writer and words and ideas from source	reasons or examples thinly developed; discussion limited; may wander from central idea; mostly accurate use of sources	limited support; brief discussion, may wander from central idea; ideas between sentences not clearly linked; sources poorly integrated or inaccurately cited
organization	logical arrangement of paragraphs; smooth flow of ideas between sentences and paragraphs	structure clear overall; some weak transitions or gaps between paragraphs or between sentences	flow within and between paragraphs sometimes vague	ineffective arrangement; paragraphs brief, unclear
sentences	crystal clear, forceful, graceful. May use humor or irony	clear and readable but seldom forceful or vivid	readable but simple; some problems with coherence or word order	some hard to follow
words	concise, fresh, standard usage	standard usage, but seldom striking or fresh	mostly standard usage but vocabulary limited	some vague or nonstandard usage
errors	few or none	few, if any	4 or 5 in paper	6 or more in paper; distracting

More About Assessment of Prior Learning (APL) Credit

Saint Mary-of-the-Woods College recognizes that many adults possess college-level knowledge, competencies and skills acquired through experience, on-the-job-training, independent study, or course work completed at non-accredited institutions. The faculty of the College may award academic credit to students for such relevant and significant learning activities that resulted in college-level learning. Academic credit awarded on this basis is known as Assessment of Prior Learning (APL, pronounced "apple") Credit and may be used to meet part of the requirements for a degree (up to 30 sem. hours toward the BA/BS degree).

Conditions for Assessment of Prior Learning

There are two conditions for assessment. First, the applicant must be enrolled as a matriculant or be pursuing a certificate or teacher licensure at the College. Second, the area of knowledge should generally not be one that can be assessed by an existing proficiency examination such as those available through the College-Level Examination Program (CLEP), which is also less expensive.

To make certain that students do not misunderstand the College's philosophy, it must be stressed that SMWC does not award credit for experience as such, but rather awards credit for **college-level knowledge acquired in non-college settings**.

When to Apply for APL Credit

Students may apply for APL credit after enrolling at SMWC. Students are strongly advised to apply for APL credit early in their academic programs, since the award of APL credit will affect the courses and total number of semester hours remaining before graduation. All APL applications must be submitted for evaluation before the student has 100 hours completed towards a bachelor's degree, 45 semester hours towards an associate's degree, or two semesters prior to non-degree program completion. This allows time to enroll in courses prior to graduation or program completion. For a copy of the APL application cover sheet, see page 53.

Determining APL Credit to be Awarded

The amount of APL credit awarded will be determined by faculty with subject matter expertise in the area being assessed, and students are informed of the credit to be granted. Woods Online staff administer the APL process and communicate the award, which the student may accept or reject. All APL applications should be sent to the Office of Woods Online. The credit will be listed on your transcript as a P (for pass).

The student first defines the area of the assessment and then demonstrates, generally by the submission of a portfolio with corroborating documentation, that the student has acquired the college-level knowledge or proficiency in question. Credits gained through assessment are fully equivalent to academic credit earned at Saint Mary-of-the-Woods College through other means. However, credit is listed on the transcript without a grade.

(NOTE: Many colleges, including SMWC, require that courses have grades in order to be considered for transfer.)

Maximum Number of Credits Allowed Through APL

A maximum of 30 semester hours of APL credit may be awarded toward the bachelor's degree, and 15 semester hours toward the associate degree. If a student enters SMWC needing only 30 hours for graduation, those hours must be earned under the direct supervision of Saint

Mary-of-the-Woods faculty and therefore cannot be earned through APL. But if the student wishes to have previous experience evaluated for academic credit for personal or professional reasons, he or she may apply.

Fee for Assessment of Prior Learning
A fee per semester hour will be charged upon acceptance of the APL credit. This fee is determined by the fee schedule at the date of submission of the application. Students wishing to use Financial Aid to cover APL fees should plan to use refunds for this purpose. Note: Student accounts must be cleared prior to registration so financial consideration should be considered when submitting APL applications.

Directions for Submitting APL Applications
Assessment of Prior Learning (APL) is an alternative path for earning undergraduate college credit. The Saint Mary-of-the-Woods (SMWC) APL process is based on Council for Adult and Experiential Learning (CAEL) standards. Applications are evaluated by SMWC faculty credentialed in the subject area being reviewed. Fees are charged after the evaluation is completed and credit is awarded.

To be granted APL, the learning must be documented, verified and be equivalent to college-level learning. (There are many learning experiences that are excellent and contribute to learning but are not college-level learning experiences.) APL standards require:

1. College credit will be awarded only for college-level learning, not just experience.
2. Credit will be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.

Students may apply for APL credit for many courses offered at SMWC (including general studies, major and elective credit courses). Credit cannot duplicate credits previously applied to a transcript. It is usually most appropriate for lower-level courses.

APL Procedures
Consider the following resources as you decide whether to compile an APL application:

- Your academic advisor can help you determine if your knowledge and experience is appropriate to consider assembling an APL application.
- Woods Online Director is available for general consultation.
- Faculty members in the department offering a course being considered. Obtaining a copy of the module/syllabus and/or the textbook used for the course may be helpful as you plan and prepare your application materials.
- Supplemental guidelines for some specific course/areas are available through the Office of Woods Online (CO 112, CS 101, PE 110). Consult you advisor as well for some guidelines.
- Reference Book: Earn College Credit for What you Know by Janet Colvin, (Chicago, Kendall/ Hunt Publishing Company 2006). Available through the SMWC Library.

The APL application portfolio (hard copy or on a CD) should be mailed to Office of Woods Online, Saint Mary-of-the-Woods College, Saint Mary-of-the Woods, IN 47876.

The Portfolio—a separate application/portfolio is needed for each course and should include:

- Cover sheet for APL

- Table of contents
- Introduction—self-introduction to your educational goal, how you plan to use the requested credit and a context for how you have learned about this subject
- Narrative—10-20 page typed, double-spaced description of your knowledge concerning the subject matter. (Size of narrative may depend on subject; consult supplemental guidelines if available.) In some cases, providing information on how you know something or your process in using a learned skill may be appropriate. Incorporate terminology and concepts learned if enrolled in the course with references to supporting documentation. The narrative may be organized in several ways:
    - course outcomes
    - topics included in course description or
    - general topics that make sense to the course

  The purpose of the narrative is to:
    - Describe your knowledge in context of course outcomes and course objective as found in course module/syllabus
    - Describe how you learned the information and concepts
    - Give detailed examples of what you know
    - Describe incidents that demonstrate your learning and practical application of theory
    - Reflect on how you use the knowledge
- Supporting documentation/verification of what you have indicated in your narrative to confirm learning, examples include:
    - Letters of recommendation&/or verification
    - Awards, certificates, commendations
    - Work samples, lesson plans
    - Writing samples
    - Programs, brochures, newspaper articles
    - Videotapes, slides, audiotapes
    - Evaluations
    - Job description, resume
    - Licenses
    - Photographs

The Process—Submit APL portfolios to the Woods Online Office. Materials will then be forwarded to the appropriate evaluator. Applications are evaluated by persons who teach the course. The process generally takes a minimum of 30-60 days so plans should be made accordingly when credit for a course is needed as a prerequisite or graduation requirement. All APL applications must be submitted for evaluation before the student has 100 hours completed towards a bachelor's degree, 45 semester hours towards an associate's degree, or two semesters prior to non-degree program completion. This allows time to enroll in courses prior to graduation or program completion.

Submitting the APL application does not guarantee that the credit will be granted. The application will be reviewed carefully and the evaluator will determine if:

- ✓ APL is accepted—student is notified of the decision and billed for appropriate amount. Credit is applied to transcript.
- ✓ More documentation is requested by evaluator—student is notified in writing. If additional documentation is not received within 30 days, the APL application will be denied. Upon receipt of added documentation, credit is granted or denied. Student is notified of decision.

- ✓ APL is denied—student is notified of decision and reason for denial. Appeals may be addressed to the Woods Online Director.

APL materials are normally returned to the student except for applications submitted to the Education Department. It is the student's responsibility to copy any documents she/he wishes to maintain in their own files in case the materials need to be retained by the College.

GH 1/6/10 with assistance from materials created by education department and Earn College Credit for What you Know by Janet Colvin (2006)
Process and policy approved by Academic Council 2/11/10.

More about College Level Examination Program (CLEP) Testing

For more than 25 years, the nationally recognized College Level Examination Program (CLEP) has helped millions of students document their college-level learning through exams covering introductory college courses. Over 200,000 CLEP exams are taken each year.

About 1200 colleges and universities are testing centers, including 100 in Indiana, Illinois, and Ohio. Even more institutions grant credit for passing scores but don't administer the tests. Saint Mary-of-the-Woods College has a test center, but our students may take CLEP exams wherever it is most convenient for them. SMWC follows the recommendations of the American Council on Education regarding passing scores and credits awarded.

Who shouldn't take CLEP examinations? People who are test-phobic probably won't do well on CLEP. And you shouldn't take a CLEP exam "just to see how I'll do." It takes real knowledge of the subject, and not just test-taking skills, to earn a passing score.

Among SMWC students who have been successful with CLEP are students who took courses at non-accredited colleges. These credits will not transfer, but CLEP provides an inexpensive way to document college-level learning. Some business majors have prior business credits that are too old to transfer here to fulfill the requirements of the major. CLEP exams can help prove that knowledge is current. Other students have gained college-level learning through self-study, training programs, or other means prior to admission to SMWC.

You may pursue credit for prior learning through either CLEP or Assessment of Prior Learning (APL). CLEP is less expensive and over thirty subject exams are available. To gain college credit for prior learning in other areas, you prepare an APL application, which will be evaluated by SMWC faculty.

The fee to take a CLEP exam is less than $100 (payable to CLEP), plus a small administrative fee to the test center. For an application form and list of test sites in your area, contact the Office of Woods Online or visit www.collegeboard.com/clep. Be sure to designate Saint Mary-of-the-Woods College (**#1704**) as the "score recipient" on the application form. Otherwise another test center may require an additional fee to send your test scores to us.

Some final tips: Discuss CLEP possibilities with your academic advisor. As with APL, explore this option early in your studies. Take only one exam at a time and begin with your strongest subject. Books with sample questions to familiarize you with formats are available through the SMWC Learning Resource Center, in libraries, and bookstores; sample tests can be downloaded from the CLEP website. Don't take an exam if you already have college credit in that subject; it can't be counted twice on you transcript.

If you wish to take a CLEP exam at Saint Mary-of-the-Woods College, call the Learning Resource Center at (812)535-5271 or email http://www.lrc@smwc.edu.

More about Alternative Format (AF) Courses

What are Alternative Format courses? What are the advantages of taking an AF class?
These hybrid courses meet less than weekly on campus. They are designed to give students the opportunity for campus-based experiences with an instructor and other students, yet still fit adults' busy schedules. Classes usually meet on Saturdays, either spread throughout the fall, spring, or summer. Sometimes the classes are concentrated in several consecutive days. Students must attend all of the sessions.

There are several advantages to taking an AF course. It gives distance education students a chance to meet other students and to interact with them. AF courses also give students a chance to learn from an instructor in a classroom setting. Just being on the Woods campus sometimes gives students a renewal or boost to continue on to meet their goal. Taking AF courses helps many students make faster progress toward their goals. Since AF courses are somewhat less writing intensive, some students find they can help increase their semester load.

How do I know what is offered?
AF course schedules are updated regularly and published in the quarterly newsletter *Bridges*, provided to students during registrations, and available on The College website at http://www.smwc.edu. Please call the Office of Woods Online (812-535-5285) if you have any questions.

How do I get my name on the list to take an AF class?
An AF course can be put on your next semester's plan which will be processed in the Office of Woods Online. See page 52 for AF reservation form. If registering without a campus visit please review the offerings and contact the Office of Woods Online.

How much do they cost? How do I pay for it? Is a deposit required?
Tuition for an AF course is the same as a distance or on-line course. The AF course must be put on your registration form when you register. In order to track AF course grades and for financial aid reasons, the end date of an AF class should fall within the project time period.

Some AF courses fill up quickly; some may have limited enrollment. A $100 deposit is required to hold your place in all AF courses**.** Please send check, money order, or charge card number with expiration date to Office of Woods Online, 1 Saint Mary of the Woods Coll, PO Box 69, Saint Mary of the Woods, IN 47876-0069. (Please note class with payment). You may also use financial aid for your deposit, if funds are available on your account. For answers to questions, please call 812-535-5285 or email online@smwc.edu

When will I get my syllabus? Is there work to do before the course meets? Afterward?
Generally, the syllabus is accessible on D2L. Classes will require pre-work before the class meets, work between class meeting dates and usually final papers, projects and other work after the last class meeting. See the syllabus for detailed information.

Students may purchase books in the bookstore or elsewhere. When purchasing your book,

please be sure that you order the correct book and edition. Tell the bookstore you are taking the AF course. Some courses use different books for the AF course than for independent study or on-line courses.