

**Student Handbook**  
**For**  
**Woods Online**  
**Saint Mary-of-the-Woods College**

**2016-2017**

**Copyright 2016, 1977 – 2015 by the Woods Online Office**  
**Saint Mary-of-the-Woods College, Saint Mary-of-the-Woods, IN 47876**

---

## Table of Contents

<b>SECTION I: INTRODUCTION TO SAINT MARY-OF-THE-WOODS COLLEGE</b> .....	<b>6</b>
Mission Statement for SMWC .....	6
Value Statement .....	6
Mission Statement for Woods Online .....	6
Diversity Statement .....	6
Facts About Our Founding and History.....	7
<b>SECTION II: WOODS ONLINE</b> .....	<b>8</b>
Degrees Conferred.....	8
Length of Time to Earn a Degree .....	8
Requirements for a Bachelor's Degree .....	8
Requirements for an Associate's Degree.....	8
The Woods Core (or General Studies) at SMWC.....	9
Mathematics Placement.....	9
Students Taking EN 110, LC 110 and/or ID 101 .....	9
Fulfilling Other Requirements for Graduation .....	10
Departmental Majors and Minors .....	10
Learning Options .....	10
Online Study.....	10
Hybrid (Alternative Format) Classes.....	11
Campus Classes .....	11
College Courses Elsewhere .....	11
<b>Student Registration Process Each Semester</b> .....	<b>11</b>
New and Re-admitted Students: .....	12
ALL STUDENTS, at start of each semester, are responsible for: .....	12
<b>Academic Advising</b> .....	<b>12</b>
About Your Advisor .....	12
What Happens During Initial Advising .....	13
What Will Happen After the Initial Registration.....	13
<b>Length of Time in a Semester</b> .....	<b>13</b>
<b>Student and Instructor Communication</b> .....	<b>13</b>
<b>Submitting Course Assignments</b> .....	<b>14</b>
<b>Penalty for Dumping Assignments</b> .....	<b>14</b>
IMPORTANT NOTE: EXTENSIONS ARE NOT AVAILABLE for online courses. ....	14
<b>Evaluation of Assignments</b> .....	<b>14</b>
<b>Community Resources</b> .....	<b>15</b>
<b>Students' Evaluation of Course Instruction</b> .....	<b>15</b>
<b>Prior Learning Assessment (PLA) Credit</b> .....	<b>15</b>
Conditions for Prior Learning Assessment.....	16
Determining PLA Credit .....	16
Maximum Number of Credits Allowed Through PLA.....	16
Fee for Prior Learning Assessment .....	16
<b>College Level Examination Program (CLEP)</b> .....	<b>16</b>

<b>SECTION III: ACADEMIC POLICIES AND REGULATIONS .....</b>	<b>17</b>
<b>Adding a Course Once a Semester Has Begun.....</b>	<b>17</b>
<b>Dropping One or More Courses by the Deadline .....</b>	<b>17</b>
<b>Tuition Refunds for Dropped Courses .....</b>	<b>17</b>
Refund Policy for Dropped/Withdrawn Courses: .....	18
Dropping Hybrid Courses.....	18
<b>Undergraduate Grading Scale.....</b>	<b>18</b>
<b>Satisfactory Academic Progress .....</b>	<b>19</b>
<b>Grade Appeal Policy.....</b>	<b>19</b>
<b>Change of Academic Status: .....</b>	<b>19</b>
Probation .....	19
Academic Suspension.....	20
Academic Suspension Appeal Process .....	20
Expulsion/Dismissal .....	20
Dismissal for Social Cause .....	20
Leave for Military Deployment .....	20
Withdrawal From SMWC .....	21
Administrative Withdrawals.....	21
Re-entry to College and Woods Online .....	21
<b>Student Complaints .....</b>	<b>21</b>
<b>Administrative Appeal Board.....</b>	<b>22</b>
<b>Plagiarism.....</b>	<b>22</b>
<b>Student Academic Freedom.....</b>	<b>22</b>
<b>Students With Disabilities.....</b>	<b>23</b>
<b>SMWC Ring Eligibility .....</b>	<b>23</b>
<b>Dean’s List.....</b>	<b>24</b>
<b>Graduation .....</b>	<b>24</b>
Graduation with Honors .....	24
Eligibility for Special Graduation Awards .....	25
<b>SECTION IV: STUDENT SERVICES.....</b>	<b>26</b>
<b>Student Publications.....</b>	<b>26</b>
The Woods .....	26
Aurora.....	26
<b>Student Peer Mentors.....</b>	<b>26</b>
<b>Virtual Academic Support Team .....</b>	<b>26</b>
<b>Career Development Center (CDC).....</b>	<b>26</b>

<b>Learning Resource Center (LRC)</b> .....	<b>27</b>
Tutoring Services .....	27
CLEP Testing .....	27
ADA Advisement .....	27
LRC Workshops .....	27
<b>A Guide to SMWC Library Resources</b> .....	<b>27</b>
Checking Out Library Materials.....	27
Using Online Library Resources .....	27
Using Other Libraries and Other Online Resources .....	28
Contacting Rooney Library .....	28
<b>Technology</b> .....	<b>28</b>
<b>Introduction to BrightSpace (D2L)</b> .....	<b>28</b>
<b>SECTION V: FINANCIAL AID</b> .....	<b>29</b>
Applying for Aid .....	29
Amount of Aid.....	29
Return of Title IV Funds (Returns to Lender) .....	29
Financial Aid Satisfactory Academic Progress (SAP) .....	30
Cumulative Grade Point Average.....	30
Successful Completion Rate.....	30
Financial Aid Warning (Probation) .....	30
Financial Aid Probation (Suspension) .....	30
Appeals of Financial Aid Suspension.....	30
Academic Scholarship Recipients .....	30
AmeriCorps .....	31
Veteran’s Educational Benefits .....	31
Vocational Rehabilitation.....	31
Treatment of Educational Tax Provisions .....	31
Educational Assistance Programs.....	31
<b>Financial Aid Office at SMWC</b> .....	<b>32</b>
Contacting Financial Aid Office.....	32
<b>Ask about SMWC grants for degree seeking online students:</b> .....	<b>32</b>
Financial Aid Handbook.....	32
<b>SECTION VI: STUDENT FORMS</b> .....	<b>33</b>
<b>SECTION VII: WOODS ONLINE DIRECTORY</b> .....	<b>34</b>
<b>APPENDIX I: SMWC POLICIES</b> .....	<b>35</b>
<b>Email Policy</b> .....	<b>36</b>
<b>Safety and Security Policy</b> .....	<b>36</b>
<b>Smoke Free/Tobacco Free Campus Policy</b> .....	<b>36</b>
<b>SMWC Policy on Alcohol and Drugs</b> .....	<b>37</b>
Alcohol Policy.....	37
Illicit Drugs Policy .....	37

Sanctions .....	38
<b>SMWC Policy on Harassment Free Environment .....</b>	<b>38</b>

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

The roots of Saint Mary-of-the-Woods College (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 Statement for SMWC**

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.

### **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:

- Social Justice
- Sustainability
- Spirituality
- Women's Issue

### **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.

### **Diversity Statement**

As a matter of institutional priority, Saint Mary-of-the-Woods College strives to be an inclusive environment in which faculty members, staff, students and the greater community are respected and embraced regardless of variations in thoughts, experiences, values and traditions. As an academic institution, we foster a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. Founded as a Roman Catholic institution and able to draw on the Greek root of the word catholic meaning "universal," we cultivate this heritage to develop a strong, respectful and trusting environment for students, faculty and staff. Recognizing the sacredness of humanity, we revere the beauty in all gifts and talents.

We believe that diversity, as a multifaceted and a naturally valuable asset, aims to broaden and deepen both the educational experience and the scholarly environment, as students and faculty learn to interact effectively with each other, preparing them to engage as active citizens in an increasingly complex, multicultural and pluralistic society. We believe that diversity encompasses the awareness and celebration of the many identities that make up our community including, but not limited to, race, ethnicity, religious or spiritual affinity, gender identity or expression, sexual orientation, marital status, parental status, socioeconomic class,

age, cultural background, language, differing abilities and region of origin. We acknowledge, respect and celebrate our differences.

In a world where the pursuit of safety and well-being are central, we foster a commitment to social justice and confrontation of discrimination and ultimately uphold human dignity for all. We intentionally work toward understanding, respecting and appreciating diversity by increasing our awareness, content knowledge, cognitive sophistication and empathic understanding of the complex ways individuals interact within systems and institutions. In doing so, we move beyond tolerance to understanding, accepting and celebrating our differences.

We aspire to create respect for and appreciation of all persons as key characteristics of our campus community and beliefs, to increase the diversity of all parts of our College community through commitment to diversity in our recruitment and retention efforts, and to foster a spirit of openness to active engagement among all members of our campus community. Our commitment to these principles is an integral part of our mission, values and daily activities.

### **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 their degrees. 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.
- 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.
- Effective August 2015 the College is completely co-educational, accepting both men and women in all programs.

## SECTION II: WOODS ONLINE

Saint Mary-of-the-Woods College established its online learning program in response to educational needs of adults whose time and mobility are limited by work or family obligations. Woods Online enables those who cannot attend classes to earn a college degree and provides an alternative to traditional classroom instruction for those who prefer more independence in their study. Students engage online learning to earn a college degree for career advancement or personal enrichment. Faculty and students, engage online education through 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 for people who have previously 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 [Prior Learning Assessment \(PLA\)](#) 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 and a certificate within three years. Appeals of these time limits may be made to the Vice President for Academic Affairs. Students pursuing any of these goals should enroll in and successfully complete a minimum of 12 credit hours per year, but enrolling fulltime and taking advantage of PLA and CLEP opportunities when possible, will help them meet their goals more quickly.

### **Requirements for a Bachelor's Degree**

Students must satisfactorily complete the Woods Core and departmental major requirements. Students starting after July 1, 2014 will be required to have 120 credit hours for their degree. Students who began at SMWC prior to July 1, 2014 will stay on the curriculum and catalog in place when they originally enrolled, including a total of 125 credit hours for their degree.

Thirty credit 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 Prior Learning Assessment (PLA), and credit for passing College Level Examination Program (CLEP) exams. Once enrolled, students should complete most of their work at SMWC. All PLA 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 credit 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 PLA and/or CLEP credit is not earned.

### **Requirements for an Associate's Degree**

Students must complete a minimum of 62 credit hours, including the Woods Core (or General Studies) and requirements for their major. Eighteen credit hours of course work must be earned under the direct supervision of Saint Mary-of-the-Woods College faculty.

### **The Woods Core (or General Studies) at SMWC**

“The Woods Core,” effective July 1, 2013, refers to the core of required courses that ensures both a liberal arts education and fulfillment of the College mission statement. Students who began at SMWC prior to July 1, 2013 will stay on the general studies curriculum and catalog in place when they originally enrolled. For any student re-admitted after more than one year away a transcript re-evaluation will be considered in determining whether that student should stay with her or his previous general studies or move to the current Woods Core curriculum. Students are challenged to develop a level of proficiency in key academic perspectives (creative/expressive, scientific, social/cultural, and theological).

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

- the principles of liberal education
- skills of communication that make students more competitive in a rapidly changing world
- exploration of the moral, intellectual, and personal aspects of their lives
- developmental principles allowing students to grow intellectually as courses become more rigorous.

### **Mathematics Placement**

SMWC’s Woods Core requires one math course: Students choose MA 112 College Algebra or MA 253 Statistics, depending on their major requirements and interest. (For students who are on the General Studies program in place prior to July 2013 both College Algebra and Statistics are required.) Some students are prepared for MA 112, while others need another course, MA 101 Fundamentals of Mathematics, to prepare for success with MA 112. Similarly, some students will be prepared to take MA 253, while a placement test may show that others need another course first, MA 105 Finite Mathematics, to prepare them for success. In order to place students properly in the correct level math course, a math placement exam needs to be taken early for academic planning.

### **Students Taking EN 110, LC 110 and/or ID 101**

New students’ files are reviewed and a determination is made on courses that will give a solid academic foundation for being successful in the Woods Online Program.

### **EN 110**

Students with SAT or ACT scores or high school English grades indicating a need for additional preparation will be placed in EN 110 Introductory College Writing, prior to being assigned EN 111 English Composition and Research Writing. Students with low GED language arts scores may also take EN 110. Students are sometimes counseled into this course when they have poor English composition grades in high school or at a community college and they have a poor essay submitted with their application.

### **ID 101 and LC 110**

ID 101 Library Skills, Resources & Research and/or LC 110 Succeeding in College may be needed for the following student circumstances:

- Enrolling at SMWC with less than 15 hours of transfer credit and a GPA of less than 2.5 (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 to SMWC with a combined college transcript between 2.2-2.5 GPA. Courses may be assigned based on individual circumstances (based on expanded essay) and academic history.

### **Fulfilling Other Requirements for Graduation**

Students must complete a departmental major earning a minimum grade point average (GPA) of at least 2.0. Students need to check on more stringent requirements in their chosen major (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 guide the courses, sequence, and number of credit hours to be taken in the major; see The Undergraduate College Catalog at [www.smwc.edu](http://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 usually 18 to 21+ hours in one area; it must be approved by the student's academic advisor.

### **Learning Options**

As Woods Online continues to transition to 8-week course delivery many students will complete the majority of their courses in 8-week (and some 16-week) modules. This enables them to take five 8-week modules in an academic year – two in the fall, two in the spring and one in the summer (two classes per 8-week module, which equates to four classes per traditional 16-week semester.) By taking two classes at a time instead of four, students can complete their program more successfully and more quickly.

Assignments are downloaded to the course management system BrightSpace (formerly Desire2Learn [D2L]). Some courses may also be pursued in other formats: hybrid courses (alternative format), generally held on weekends, and campus classes on weekdays. Campus classes are limited to half of an online student's semester enrollment.

### **Online Study**

Online study incorporates assignments, quizzes, and discussion boards for interaction with the instructor and other students as well as some multimedia instruction. For each 8-week module (2 modules per semester) and for 16-week sessions, students are given login information at the time of first registration.

Additional course information:

- Course size is usually less than 20 students.
- Students are responsible for purchasing their books and materials.
- Once your financial aid is cleared you can order books online (up to ten days prior to registration date) and the bookstore will ship to your home.

Go to: <http://www.smwc.edu/resources/bookstore>

- Access to reliable high-speed internet is required.
- Read each syllabus carefully to understand the course requirements.
  - If set due dates are included on syllabus those dates must be met.
- Group work may be required.

### **Hybrid (Alternative Format) Classes**

Classes in this format provide classroom experiences not found in an online format. This format is sometimes referred to as alternative format. These on-campus sessions usually run all day on Saturdays, for three to five sessions. Occasionally classes meet on a series of evenings during a semester or for several days in a row during the summer. Hybrid classes usually require preparatory work before the first class session, as well as work between sessions and/or after the sessions conclude. Students have the opportunity to meet and work with each other and with faculty in a classroom setting. Enrollment is first-come, first-served. Students must attend all class sessions.

Advantages of taking hybrid classes:

- Meet and interact with other students in person, opportunity for networking
- Learn from an instructor in a classroom setting
- Make faster progress toward academic goals

How do I know what is offered?

Hybrid class schedules are updated regularly; review the offerings on the College website and call the Woods Online Office (812-535-5285) or email [online@smwc.edu](mailto:online@smwc.edu) if you have any questions.

How do I pay for it? How is it scheduled?

- Tuition for a hybrid class is the same as online courses.
- The hybrid class must be put on your registration form when you register.
- In order to track hybrid class grades and for financial aid reasons, the end date of these classes must fall within the semester time period.

### **Campus Classes**

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 for this option and must limit campus courses to no more than 50% of the semester's course load.

### **College Courses Elsewhere**

Once enrolled at SMWC, students are expected to complete most degree requirements, especially requirements for their major, through Woods Online. A minimum of 30 credit hours must be earned at Saint Mary-of-the-Woods College. Any student wanting to take a course at another college must get approval from their academic advisor, the director of Woods Online, and the registrar prior to enrolling in the course. The approval form, signed by each of these parties, ensures that the student knows before enrolling whether the course to be taken elsewhere will meet SMWC requirements. The form is available on the [Forms and Downloads](#) page of our website.

### **Student Registration Process Each Semester**

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

**Education students** are required to come to campus for:

- Gateway interview
- Two student teaching seminars

**New and Re-admitted Students:**

- Follow directions provided by the Woods Online Office for initial logins (email, BrightSpace, online library databases).
- Complete each task in the Online Readiness (at [Woodsonline.smwc.edu](http://Woodsonline.smwc.edu)) in order to familiarize yourself with BrightSpace and our technology before you begin any courses.
- View the Woods Online Orientation emailed to you from the Woods Online Office.

**ALL STUDENTS, at start of each semester, are responsible for:**

- Ordering books through the SMWC bookstore at <http://www.smwc.edu/resources/bookstore> or from outside sources.
- Communicating any questions or issues to instructors via BrightSpace, email, and/or telephone.
- Reviewing each course syllabus for the semester.
- Discussing future semester plans with your academic advisor (for many this can be done by telephone and/or email).

**Registration Notes:**

- Students may not begin a new semester unless work in the previous semester is completed and submitted to instructors and grades are posted.
- Students must pay any prior balance before or on the semester registration date.
- If financial arrangements are incomplete students will be un-enrolled from their semester courses.

Students may also choose to schedule appointments to take CLEP exams in our Learning Resource Center, consult with Woods Online staff about PLA, or meet with Career Development staff for career and resume guidance.

**Academic Advising**

Good academic advising is part of SMWC's commitment to students and is 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, using the Woods Online course rotation, helps the student meet graduation requirements by drawing up an academic plan consistent with the student's goals. The advisor and student routinely update this plan, indicating what courses will be pursued in the next year. The advisor is available for consultation by telephone or email. It is important that you and your advisor finalize and submit your plan for the coming academic year by May or June of the previous year so that courses and instructors can be scheduled in a timely manner.

**About Your Advisor**

- Your academic advisor is a faculty member in the area you have chosen for your major. If you also have a minor, in a different academic department, you will have an advisor for your minor assigned as well.
- Your advisor will continue to work with you until you reach your academic goals, communicating with you by email or telephone. We also encourage face-to-face student

advising appointments if the student's physical location and personal schedule make this a feasible option.

- 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 Happens During Initial Advising**

- Your advisor has received and reviewed a complete set of all the materials in your application (essay, resume, recommendations, transcripts, evaluations, etc.) and will answer questions you may have about your transfer credits. Some issues may require follow-up after the registration.
- During advising sessions, in person or via email, you may:
  1. Get acquainted (examples of things you may want to share: Why did you choose this major? What are your career goals?).
  2. Ask questions about transfer credit.
  3. Begin conversations about PLA and CLEP possibilities.
  4. Plan courses for upcoming semesters.
  5. Sign a degree declaration.

You should keep your transcript evaluation worksheet/grid to check off courses as you complete them and to track progress. Be proactive: ask questions and raise concerns if you have any.

### **What Will Happen After the Initial Registration**

- Your advisor is available to respond to questions you may have later about your academic plans.
- You must consult your advisor before making any changes to your next registration (for example, taking fewer or more courses) 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 PLA and CLEP possibilities.

### **Length of Time in a Semester**

A semester is a block of work planned by the student and the student's instructors. Semester blocks will usually consist of two back-to-back 8-week modules/sessions during a 16-week semester; there are also some 16-week courses. All online summer courses are 8 weeks. Instructors will normally submit final grades within 10 days after the semester end date. Students can check their final grades through the student portal.

### **Student and Instructor Communication**

The primary method of student-instructor contact is in written form; questions need to be directed to the course instructor in a timely manner. Instructor contact information is stated in each course syllabus. **(Use of SMWC email accounts is required for all interactions.)** Students are responsible for reading and understanding each course syllabus and then submitting each assignment to the instructor, via BrightSpace (D2L), according to the schedule in the course

syllabus. All assignments must be typed unless otherwise noted on the course syllabus. Students should be sure they understand under what circumstances revision of assignments will be allowed.

Students who submit a question via email to their instructors can expect to receive a response within 48 hours. Submitted assignments will usually be graded within five business days from the submission date (official school breaks are not counted as business days). If you do not receive feedback within this time, first contact the instructor via email; wait at least one day for a response; then forward your email to [Online@smwc.edu](mailto:Online@smwc.edu) indicating that you need assistance. List the subject as course assistance needed (ex: WC 100 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!

### **Submitting Course Assignments**

Course assignments should be completed in order unless instructors direct otherwise. They should also be uploaded to the instructor through BrightSpace (D2L) as soon as each one is completed and according to the schedule in the syllabus. **Students are required to submit a first assignment in each course within 5 days of the module's 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 for each course within the first 5 days, the student will be administratively withdrawn from all courses. Financial aid disbursements will be 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.

Students need to communicate with instructors if they are behind 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.

### **Penalty for Dumping Assignments**

Submitting more than 20% of the work for a course during the last week of an 8-week module or during the last two weeks of a 16-week course is considered Dumping. Assignments "dumped" in either an 8-week module or in a 16-week course **may require additional time for grading (and an accompanying fee)**. An instructor can choose not to accept assignments if too many are submitted at the very end of the semester. Dumping causes a problem when trying to determine if a passing grade is possible.

**IMPORTANT NOTE: EXTENSIONS ARE NOT AVAILABLE for online courses.**

### **Evaluation of Assignments**

There are many ways the instructor can be sure that the student has understood the course content: written reports or essays, problem solving, applications, case studies, discussion boards, book reviews, experiments, study questions, portfolios, articles for publication, quizzes, and tests. Meticulous attention to standards in citing sources is essential and expected.

Instructors use varied evaluation techniques, such as 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; students can access this information through the student portal.

### **Community Resources**

To complete a course, the student may need to carry out experiential activities. Use of community resources can enhance online 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 observations or internships may be possible.

### **Students' Evaluation of Course Instruction**

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.

### **Prior Learning Assessment (PLA) 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
- courses completed at non-accredited institutions
- relevant and significant activities resulting in college-level learning.

SMWC does not award credit for experience itself, but for **college-level knowledge acquired in non-college settings**.

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

- The learning must be publicly verifiable. An expert in the field should be able to measure and evaluate the learning.
- The learning must be equivalent to college-level work in terms of quality and depth of knowledge.
- The learning must have a subject-matter or knowledge base. The student needs to understand the theory underlying the demonstrated knowledge.

Students are strongly advised to apply for PLA credit early in their academic programs, since the award of PLA credit will affect the courses and total number of credit hours remaining before graduation. All PLA applications must be submitted for evaluation for credit before a student has 100 hours completed towards a bachelor's degree, 45 credit 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 PLA credit is not earned.

### **Conditions for Prior Learning Assessment**

Any PLA applicant must be enrolled as a matriculant or be pursuing a certificate or teacher licensure at the College. PLA credit should not be pursued for something 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.

### **Determining PLA Credit**

All PLA applications and materials should be sent to the Woods Online Office. The amount of PLA credit awarded will be determined by faculty with expertise in the area being assessed, and students are informed of the credit to be granted. Woods Online staff administer the PLA process and communicate the award.

The student indicates the course for which credit is being pursued and submits 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 PLA**

A maximum of 30 credit hours of PLA credit may be awarded toward a bachelor's degree, and 15 credit hours toward an associate degree. If a student enters SMWC needing only 30 credit 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 PLA.

### **Fee for Prior Learning Assessment**

A fee per credit hour will be charged upon awarding of the PLA 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 PLA fees should plan to use refunds for this purpose. Student accounts must be cleared prior to registration; this should be considered when submitting PLA applications.

For additional information and directions for submitting PLA applications go to <http://www.smwc.edu/online-degree/earn-credit>.

### **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 credit 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, go to <https://www.collegeboard.org/clep>. Although SMWC's Learning Resource Center (LRC) is a testing site, students may also use a more convenient testing location. SMWC follows the recommendations of the American Council on Education regarding passing scores and credits awarded. For a current list of CLEP/SMWC course equivalents or for more information about CLEP testing at SMWC contact our LRC at (812) 535-5271 or go to <http://www.smwc.edu/lrc>.

## SECTION III: ACADEMIC POLICIES AND REGULATIONS

### **Adding a Course Once a Semester Has Begun**

In unusual circumstances, a student may want to add a course after the session has begun. With approval of the Director of Woods Online, the advisor, and the instructor, a course may be added after registration. This option should be exercised with caution, since the student will be required to finish the course by the original session end date. A student may begin the add process by contacting his/her advisor or the Woods Online Office. 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.

All courses need to be finished and all assignments (including any required revisions) must be submitted via BrightSpace (D2L) by the last day of the course module (as noted on the [2016 – 2017 Semester Registration Schedule](#)).

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

### **Dropping 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:

- Within the first five days of any 8-week module or first ten days of any 16-week session, a student may drop a course without the course appearing on a transcript.
- From then until the 50% date of the semester, 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.

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). The Request to Drop a Course form is available on the [Forms and Downloads](#) page of our website.

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 will be ineligible for financial aid during that semester and all awarded monies will 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.**

### **Tuition Refunds for Dropped Courses**

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 first day of the term, as stated on the 2016 – 2017 Semester Registration Schedule.

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. Financial aid will disburse aid on the 11<sup>th</sup> day of the semester.

Attendance/academic event(s) in each course you are registered for will be documented. Attendance for campus classes will be recorded, with verification by the Registrar's Office within the first ten days that you have attended class. For online courses, faculty will need to confirm an academic event within the first five days for each of your courses; you will need to submit the required assignments by that day. Failure to submit work and show academic progress in each course will result in an automatic drop from all courses and loss of financial aid.

**Refund Policy for Dropped/Withdrawn Courses:**

**Refund Policy for Dropped 8-week Courses**

<b>If a course is dropped:</b>	<b>Then:</b>
<b>Days 1 –5</b>	Student receives 100% credit for tuition for the course. A \$10.00 drop fee will be processed per course.
<b>After Day 5</b>	Student receives a 0% credit for the tuition charges. A \$10.00 drop fee will be processed per course.

**Refund Policy for Dropped 16-week Courses**

<b>If a course is dropped:</b>	<b>Then:</b>
<b>Days 1 –10</b>	Student receives 100% credit for tuition for the course dropped less a \$10.00 drop fee.
<b>After Day 10</b>	Student receives a 0% credit for the tuition charges. A \$10.00 drop fee will be processed.

The Financial Aid office will check Satisfactory Academic Progress after each session.

**Dropping Hybrid Courses**

If a student registers for a hybrid class and later finds that he/she cannot attend classes, the registration may be changed to the Woods Online format, when available, with approval from the Director of Woods Online, (depending 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 hybrid classes as they are for online courses; if a student does not withdraw from the class 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 | D+ = 1.4                 |
| A- = 3.7         | D = 1.0 Poor, but passed |
| B+ = 3.4         | F = 0 Failure            |
| B = 3.0 Good     | P = Pass (Ungraded)      |
| B- = 2.7         | I = Incomplete           |
| C+ = 2.4         | Au = Audit (No Credit)   |
| C = 2.0 Average  | W = Withdrawal           |
| C- = 1.7         | R = Retake               |

### **Satisfactory Academic Progress**

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).

### **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.

### **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 will include conditions for eligibility to appeal or 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, students may remain on academic probation for no more than two consecutive terms. New students may be accepted on probation (or restriction) based on their prior academic record or deficiencies in basic skills, such as writing.

Requirements and/or limits such as the following may be placed on students who are on probation or restriction:

- 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.

At the end of each semester, the Woods Online Office 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 first semester GPA is less than 2.0 after being admitted on academic restriction/probation, or
- 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.

### **Academic Suspension Appeal Process**

Students may appeal academic suspension by writing to the Director of Woods Online within 30 days of the date on the suspension letter. The student may mail a letter or send an email from the student's SMWC email account to begin the appeal process. The student must address why they anticipate a successful outcome if given the opportunity to continue. A plan of action for subsequent semesters is often required.

### **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.

### **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.

### **Withdrawal From SMWC**

A student who wishes to withdraw from Woods Online, should write to the Director of Woods Online or submit a withdrawal request; the request must include the student's signature. The request form is available on the [Forms and Downloads](#) page of our website. Email communication from the student's SMWC email account is acceptable as well.

### **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 Woods Online Office for an extended period of time or has not enrolled in a year. An administrative withdrawal from a semester will be processed for students who fail to submit any work within the first 5 days of a course module.

### **Re-entry to College and Woods Online**

A student must reapply through Woods Online Admission if they have not been in classes at SMWC for a year or more. Readmitted students must satisfy the academic requirements in effect at the time of readmission. Students who have been suspended from SMWC and are allowed to be re-admitted will be on restriction or academic probation during their first semester back. Students who do not finish the semester with at least a 2.0 GPA may not be allowed to continue in Woods Online.

### **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.

### **Administrative Appeal Board**

To initiate this 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.

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.

### **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 students' opinions, 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/purchase 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 credit hours graded and passed at Saint Mary-of-the-Woods College (not including PLA or CLEP credit).
- A cumulative GPA of 2.0 at SMWC.

Students who wish to participate in The College Ring Day ceremony, (spring of each year) must notify Woods Online Office staff of interest no later than January 1. 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 Woods Online Office for receiving the ring at a later time.

### **Dean's List**

All undergraduate students who achieve a minimum 3.50 grade point average and higher while earning 6 or more St. Mary-of-the-Woods College semester credit hours with no grade of F, W, or I, will be recognized as having earned Dean's List honors. Honors will be recognized by the following increments upon completion of the fall, spring, and summer terms:

Dean's List Honors: 3.5-3.749

Dean's List High Honors: 3.75- 3.899

Dean's List Highest Honors: 3.90-4.00

The honors will be listed by term on the student's academic transcript as well as published by the College upon completion of grade processing at the end of the semester.

### **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.

Diplomas will be mailed out shortly after the graduation date for graduates who did not receive them at Commencement. Transcripts and diplomas will not be released until all financial obligations to the College have been resolved.

### **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, 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 or above merits graduation “with Honors”.

**Eligibility for Special Graduation Awards**

Each academic year undergraduate 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 Commencement ceremonies.

In addition, undergraduate students may be eligible for the Alumnae Leadership and Service Award, given to one (campus or online) undergraduate and one graduate student each year.

## SECTION IV: STUDENT SERVICES

Services available to Woods Online students are detailed on the College web site <http://www.smwc.edu>. The site also has links to various student resources, College offices and their offerings.

### Student Publications

**The Woods** (campus newspaper) - [The Woods Newspaper](#) Each edition is made available on the SMWC website.

**Aurora** (annual literary journal) – Woods Online students are encouraged to submit artwork, photography, and essays to be considered for a place in this journal. For submission guidelines or a copy, email [auroraeditor@smwc.edu](mailto:auroraeditor@smwc.edu)

### Student Peer Mentors

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 peer mentor, a current Woods Online student or recent graduate, who will be a supporter and cheerleader during the first semester.

### Virtual Academic Support Team

Online students who begin at SMWC with a GPA below 2.0 or have not had much online or college experience may be supported by a Virtual Academic Support Team mentor during their first semester. An assigned faculty or staff member on this team corresponds with individual students, discussing any issues and offering suggestions for overcoming obstacles.

### Career Development Center (CDC)

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 smooth transition from college to graduate/professional school or to a career position.

The CDC focuses on building connections between students, alumnae/i, faculty and potential employers. Each year planned events, networking opportunities, and professional development activities are available to students. Staff members are happy to assist in career and graduate school guidance.

In addition to individual advising appointments, students may use the Online Career Resource Center at <http://career.smwc.edu>. Current students have 24/7 access to job and internship postings, event registration, an alumnae/i mentor database, and links to 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 BrightSpace (D2L) Career Development resource site.

For more information, please contact:

Career Development Center  
142 Le Fer Hall  
(812) 535-5188

[career@smwc.edu](mailto:career@smwc.edu)  
[career.smwc.edu](http://career.smwc.edu)

## **Learning Resource Center (LRC)**

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

- Tutoring Services
- 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 April. Online tutoring is offered throughout the year in a number of subjects including math, English/proof reading, and more!

### **CLEP Testing**

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. SMWC is a CLEP test site.

### **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 such as: *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 visit the LRC website at [www.smwc.edu/lrc](http://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@smwc.edu](mailto:library@smwc.edu) Telephone: (812) 535-5223

Judy Tribble, Library Director, [jtribble@smwc.edu](mailto:jtribble@smwc.edu) or (812) 535-5255

### **Technology**

Woods Online students are provided with a number of technology resources to support you as you go through our program. During the initial enrollment process, information on logins and passwords are distributed to students.

Included among the technology resources are:

- Microsoft Office Professional (available at <http://portal.office.com> with your SMWC login approximately one week prior to student's first term).
- A college email address (accessed via the student's Internet service provider at <http://email.smwc.edu>). It is important to sign up for the automated password reset system at <http://passwordreset.smwc.edu> to ensure continuous access to your account.
- BrightSpace (D2L), your course management system for online courses.
- The SMWC CampusPortal serves as a one-stop hub for many of your needs as a current Woods Online student. The site can be accessed at <http://my.smwc.edu>. It provides easy ways to access your schedule, accept your financial aid and payment plan and pay your tuition, see your grades, and view the classes you have taken at SMWC.

### **Introduction to BrightSpace (D2L)**

You will be enrolled in online courses in a program called BrightSpace (D2L), which you access from your home or other sites through an internet connection. You must have high speed internet access to take online courses at SMWC. Our Online Readiness Course, which each new student is enrolled in before their first registration date, gives directions on using tools in BrightSpace.

The SMWC website for BrightSpace is: <http://woodsonline.smwc.edu>. The first page you see will contain announcements when necessary. This is usually when we know there is a problem, the system is down, or maintenance is scheduled.

## SECTION V: FINANCIAL AID

Financial assistance to help with the cost of education comes in a variety of forms. Most commonly used by online 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](http://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](http://www.studentaid.ed.gov)
- [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Indiana state grants: [www.ssaci.in.gov](http://www.ssaci.in.gov)

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

- Academic year 2016-2017 begins July 1, 2016 and ends June 30, 2017.
- Academic year 2017-2018 begins July, 1, 2016 and ends June 30, 2018.

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 courses in August and again in January.

### 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)

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 or officially withdraw. 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 67% 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 67% completion rate must make up the deficit in their next semester. Therefore, students must successfully complete 67% 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.

**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 the 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](http://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. It is vital 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 PLA.
- You may be eligible for tax breaks for educational expenses; consult your tax preparer.

### **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.)**

### **Ask about SMWC grants for degree seeking online students:**

- Military Service – Yellow Ribbon Program
- SMWC TEACH Grant
- SMWC Transfer Grant
- Online degree scholarships <http://www.smwc.edu/resources/financial-aid/scholarships/online-degree-financial-aid/>

### **Financial Aid Handbook**

[http://www.smwc.edu/files/4714/6668/3174/SMWC\\_FA\\_Policy\\_-\\_CURRENT.pdf](http://www.smwc.edu/files/4714/6668/3174/SMWC_FA_Policy_-_CURRENT.pdf)

For additional information on financial aid, please consult the SMWC website (<http://www.smwc.edu/resources/financial-aid/>) or email [finaid@smwc.edu](mailto:finaid@smwc.edu).

## **SECTION VI: STUDENT FORMS**

The following forms and downloads are available on the [Current Online Students](#) Page of the SMWC Website:

Request for Change of Major

Request to Drop a Course

Request to Enroll for a Course at Another Institution

Student Evaluation of Instruction

Request for Military Leave

Cover Sheet for Prior Learning Assessment (PLA) Application

Notification of Withdrawal

**SECTION VII: WOODS ONLINE DIRECTORY**

Sara Boyer, Director of  
Undergraduate Academic Affairs  
Course evaluations, special needs,  
faculty training & development  
[sboyer@smwc.edu](mailto:sboyer@smwc.edu)  
812-535-5114

Kathy Moon, Student Services  
Transcript evaluations, course assignments  
PLA & CLEP, Ring Day, Commencement  
[kmoon@smwc.edu](mailto:kmoon@smwc.edu)  
812-535-5117

Marilee Bridgewater, Systems Manager  
Database management, registration,  
Instructor scheduling and payroll  
[mbridgewater@smwc.edu](mailto:mbridgewater@smwc.edu)  
812-535-5185

Becky Barbour,  
Executive Assistant for Academic Affairs  
Main phone, assists online and campus students  
and faculty, maintains student records  
[rbarbour@smwc.edu](mailto:rbarbour@smwc.edu)  
812-535-5285

Office hours: 8:00-5:00 Eastern time, Monday-Friday;  
Office: (812) 535-5285  
Online@SMWC.edu  
Fax: (812) 535-1178

**SMWC Web sites:**  
[www.smwc.edu](http://www.smwc.edu)  
[www.woodsonline.smwc.edu](http://www.woodsonline.smwc.edu)  
[www.smwc.bkstr.com](http://www.smwc.bkstr.com)

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

**OTHER SMWC OFFICES (812) 535-**

Admissions..... 5106  
Bookstore ..... 5228  
Business Office ..... 5124  
Career Development ..... 5188  
Financial Aid ..... 5100

Library..... 5223  
College Relations ..... 5212  
Registrar’s Office ..... 5269  
Security..... 5253  
Switchboard..... 5151

**Appendix I: SMWC Policies**

### **Email Policy**

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

The College uses SMWC email for all official communication with students and expects that such communications will be read by students in a timely manner. Check your SMWC email on a frequent basis to stay current with College-related communications. College-related email will be sent only to 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 or having problems with email should contact: [helpdesk@smwc.edu](mailto: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:

2. 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.
3. 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.
4. 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 be 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 manner. 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 either of the following: Vice President for Academic Affairs or Vice President for Student Life.