

COLLEGE OF
MOUNT SAINT VINCENT



GRADUATE
CATALOGUE
2004-2006

College of Mount Saint Vincent

6301 Riverdale Avenue • Riverdale, NY 10471

www.mountsaintvincent.edu • (718) 405-3322

COLLEGE OF
MOUNT SAINT VINCENT
Riverdale, New York

**GRADUATE
CATALOGUE
2004-2006**



Office of Graduate Studies and Continuing Education
College of Mount Saint Vincent
6301 Riverdale Avenue
Riverdale, New York 10471-1093
Phone (718) 405-3322
Fax (718) 405-3764
www.mountsaintvincent.edu

Important Information	3
Phone Numbers	3
College Calendar	5
Admission	13
Academic Programs	13
International Students	14
Health Record Requirements	15
Tuition and Fees	20
Financial Aid	21
M.S. in Allied Health Studies	23
M.B.A. in Health Care Administration	34
M.S. Nursing	41
M.S. in Education	58
Administration	68
Faculty	68
Service Offices	70
Facilities and Services	71
Directions to Campus	74
Index	75

This catalogue contains the general information necessary for those seeking admission into graduate programs offered by the College of Mount Saint Vincent. A course schedule is available online at www.mountsaintvincent.edu approximately two months in advance of every session (Fall, Spring, Summer). Applicants should be aware that the courses listed for each program may not be offered every semester. The College reserves the right to cancel any course with insufficient registration and to make other changes as needed.

NOTICE

Students are responsible for knowing their program policies and observing all applicable regulations and requirements. Ordinarily, students are obliged to fulfill the requirements for a certificate or a degree as stated in the catalogue effective at the time of their matriculation in a particular program. The right to make changes in catalogue content is reserved by the College.

NON-DISCRIMINATION POLICY

In accordance with the federal, state, and local law, the College of Mount Saint Vincent does not discriminate in its employment practices, or in admission or access to the College’s educational programs and services on the basis of race, color, creed, national origin, alienage, citizenship, religion, age, sex, sexual orientation, disability or marital status.

No person shall be denied admission, or access to programs, classes, or activities solely because of any physical, mental, or medical impairment, provided accommodations required are reasonable. Inquiries concerning this policy and its enforcement may be referred to the Office of the Vice President for Student Affairs.

Office of Graduate Studies and Continuing Education (ADM 304)
 College of Mount Saint Vincent
 6301 Riverdale Avenue
 Riverdale, New York 10471-1093
 Phone Number: (718) 405-3322
 Fax Number: (718) 405-3764
www.mountsaintvincent.edu

Other Important Phone Numbers

College Main Number	(718) 405-3200
Bursar	(718) 405-3297
Financial Aid	(718) 405-3289
Registrar	(718) 405-3254
Vice President for Academic Affairs	(718) 405-3258

Graduate Programs

M.S. in Allied Health	(718) 405-3744
M.B.A. in Health Care Administration	(718) 405-3375
M.S. Nursing	(718) 405-3355
M.S. in Education	(718) 405-3209

HISTORY OF THE COLLEGE

The College of Mount Saint Vincent, a four-year, coeducational, liberal arts college is a private, independent institution in the Catholic tradition and the spirit of the Sisters of Charity, with a total enrollment of approximately 1,600 full-time and part-time students representing various religious, racial and ethnic backgrounds.

Founded in 1847 as an academy for women by the Sisters of Charity of New York, it was originally located on an upper Fifth Avenue tract that is now part of Central Park. In 1857, the Academy of Mount Saint Vincent purchased Fonthill, the Forrest estate overlooking the Hudson River in the Riverdale section of the Bronx. Fonthill Castle, built by Shakespearean actor Edwin Forrest, still stands on the campus.

With the opening of freshmen and sophomore classes in 1910, the Academy expanded into an independent four-year liberal arts college. In 1911, the Regents of the University of the State of New York amended the charter of the Academy of Mount Saint Vincent, changing its corporate name to the College of Mount Saint Vincent and permitting it to confer baccalaureate degrees. In 1988 the Regents of the University of the State of New York further amended the charter of the College of Mount Saint Vincent permitting it to confer Master of Science degrees.

Since the first eight degrees were awarded in 1913, the College has conferred over 11,000 degrees with approximately 200 being awarded annually.

The College's development over the years includes the expansion of its curriculum with graduate programs in Allied Health, Business Administration: Health Care Administration, Nursing, Urban and Multicultural Education, and certificate programs, and by such additions to its physical plant as the two modern residence halls and the Elizabeth Seton Library, which houses 150,375 volumes, 544 periodicals, and 7,544 microforms. In 1972, the College introduced a Division of Continuing Education for adults, which has been assimilated into the Office of Graduate Studies and Continuing Education. In 1964, the College initiated a cooperative program with nearby Manhattan College. The success of this program contributed to the decision made by the Board of Trustees in 1973 to institute a coeducational policy admitting men directly into the College of Mount Saint Vincent in September 1974.

FALL SEMESTER 2004

Aug. 30	Monday	Classes begin – Nursing (NURS)/ Education (EDUC)
Sept. 3	Friday	Last day for Add/Drop/correction of program without fee-NURS/EDUC
Sept. 6	Monday	Labor Day -No classes
Sept. 7	Tuesday	Classes begin - Allied Health Studies (ALHL)
Sept.10	Friday	Last day for Add/Drop/correction of program without fee - ALHL
Oct. 1	Friday	Last day for course withdrawal without academic penalty -ALHL
Oct. 11	Monday	Columbus Day - No classes
Oct. 12	Tuesday	Follow Monday schedule of classes
Nov.16	Tuesday	Last day of classes - ALHL
Nov.16-22	Tues-Mon	Final Examinations - ALHL
Nov.16	Tuesday	Last day for course withdrawal without academic penalty-NURS/EDUC
Nov.24-27	Wed-Sat	Thanksgiving Holiday
Nov.29	Monday	Classes resume
Nov.30	Tuesday	Last day to apply for May graduation in the Registrar's Office
Dec. 1	Wednesday	Last Day to submit Nursing Master's project
Dec. 10	Saturday	Last day of classes - NURS/EDUC
Dec. 13-18	Mon-Sat	Final Examinations- NURS/EDUC

WINTER TRIMESTER 2004-2005

Allied Health Studies and MBA: Health Care Administration

Nov.29	Monday	Classes begin - ALHL/MBA
Dec. 3	Friday	Last day for Add/Drop/correction of program without fee-ALHL/MBA
Dec.21-Jan.9	Tues-Sun	Holiday - No classes
Jan.10	Monday	Classes resume
Jan.17	Monday	Martin Luther King Day - No Classes
Jan.18	Tuesday	Follow Monday Schedule - No classes
Jan.21	Friday	Last day of course withdrawal without academic penalty-ALHL/MBA
Feb.26	Saturday	Last day of classes - ALHL/MBA
Feb.28-Mar.5	Mon-Sat	Final Examinations - ALHL/MBA

JANUARY INTERSESSION 2005

Jan. 4	Tuesday	Classes begin
Jan. 20	Thursday	Last day of classes

SPRING SEMESTER 2005

Jan.24	Tuesday	Classes begin - NURS/EDUC
Jan.29	Saturday	Saturday Classes begin
Jan.26	Monday	Last day for Add/Drop/correction of program without fee-NURS/EDUC
Feb. 6	Friday	Last day to apply for August graduation in the Registrar's Office
Feb.26	Saturday	Last day of classes - ALHL/MBA
Mar. 7	Monday	Classes begin - ALHL/MBA
Mar.11	Friday	Last day for Add/Drop/correction of program without fee-ALHL/MBA
Mar.11	Friday	Last day to notify Dean of intention to participate in Commencement exercise
Mar.19-28	Mon-Sat	Spring Break*
Mar.25-28	Fri-Mon	Easter holiday - No classes
Mar.29	Tuesday	Follow Monday Schedule. Last day for course withdrawal without academic penalty - ALHL/MBA
Apr.12	Tuesday	Last day for course withdrawal without academic penalty NURS/EDUC
Apr.13	Wednesday	Last day to submit Nursing Master's project
May 4	Wednesday	Exam Preparation Day
May 5-11	Thur-Wed	Final Examinations - NURS/EDUC
May 21	Saturday	Commencement. Last Day of classes - ALHL/MBA
May 23-28	Mon-Sat	Final Examinations - ALHL/MBA

*An excessive number of snow days will be made up.

SUMMER 2005

June 6	Monday	Classes begin - ALHL/MBA
July 4	Monday	Independence Day - No classes
July 5	Tuesday	Follow Monday schedule
July 11	Monday	Classes end - ALHL/MBA
July 12-13	Tues-Wed	Final Exams -ALHL/MBA

FALL SEMESTER 2005

Aug. 29	Monday	Classes begin – NURS/EDUC
Sept. 2	Friday	Last day for Add/Drop/correction of program without fee - NURS/EDUC
Sept. 5	Monday	Labor Day - No classes
Sept. 6	Tuesday	Classes begin – ALHL/MBA
Sept. 9	Friday	Last day for Add/Drop/correction of program without fee-ALHL/MBA
Sept.30	Friday	Last day for course withdrawal without academic penalty- ALHL/MBA
Oct. 10	Monday	Columbus Day - No classes
Oct. 11	Tuesday	Follow Monday schedule of classes
Nov.15	Tuesday	Last day of classes - ALHL/MBA
Nov.15-21	Tues-Mon	Final Examinations - ALHL/MBA
Nov.15	Tuesday	Last day for course withdrawal without academic penalty-NURS/EDUC
Nov.23-26	Wed-Sat	Thanksgiving Holiday
Nov.28	Monday	Classes resume
Nov.29	Tuesday	Last day to apply for May graduation in the Registrar's Office
Nov.30	Wednesday	Last Day to submit Nursing Master's project
Dec. 3	Saturday	Last day of classes - NURS/EDUC
Dec.5-9	Mon-Sat	Final Examinations - NURS/EDUC

WINTER TRIMESTER 2005-2006 Allied Health Studies and MBA: Health Care Administration

Nov.28	Monday	Classes begin - ALHL/MBA
Dec. 2	Friday	Last day for Add/Drop/correction of program without fee-ALHL/MBA
Dec.20-Jan.8	Tues-Sun	Holiday - No classes
Jan. 9	Monday	Classes resume
Jan.16	Monday	Martin Luther King Day - No Classes
Jan.17	Tuesday	Follow Monday Schedule - No classes
Jan.20	Friday	Last day of course withdrawal without academic penalty-ALHL/MBA
Feb.25	Saturday	Last day of classes - ALHL/MBA
Feb.27-Mar.4	Mon-Sat	Final Examinations - ALHL/MBA

JANUARY INTERSESSION 2006

Jan. 3	Tuesday	Classes begin
Jan. 19	Thursday	Last day of classes

SPRING SEMESTER 2006

Jan.24	Tuesday	Classes begin – NURS/EDUC
Jan.28	Saturday	Saturday Classes begin
Jan.30	Monday	Last day for Add/Drop/correction of program without fee –NURS/EDUC
Feb. 3	Friday	Last day to apply for August graduation in the Registrar’s Office
Feb.25	Saturday	Last day of classes - ALHL/MBA
Mar. 6	Monday	Classes begin - ALHL/MBA
Mar.10	Friday	Last day for Add/Drop/correction of program without fee-ALHL/MBA
Mar.10	Friday	Last day to notify Dean of intention to participate in Commencement exercise
Mar.13-18	Mon-Sat	Spring Break*
Mar.24-27	Fri-Mon	Easter Holiday
Mar.28	Tuesday	Follow Monday Schedule. Last day of course withdrawal without academic penalty - ALHL/MBA
Apr.11	Tuesday	Last day of course withdrawal without academic penalty-NURS/EDUC
Apr.12	Wednesday	Last day to submit Nursing Master’s project
May 3	Wednesday	Exam Preparation Day
May 4-10	Thur-Wed	Final Examinations - NURS/EDUC
May 20	Saturday	Commencement. Last Day of classes - ALHL/MBA
May 22-27	Mon-Sat	Final Examinations - ALHL/MBA

*An excessive number of snow days will be made up.

SUMMER 2006

June 5	Monday	Classes begin - ALHL/MBA
July 4	Tuesday	Independence Day - No classes
July 10	Monday	Classes end - ALHL/MBA
July 11-12	Tues-Wed	Final Exams -ALHL/MBA

FALL SEMESTER 2006

Aug.28	Monday	Classes begin - NURS/EDUC
Sept. 1	Friday	Last day for Add/Drop/correction of program without fee-NURS/EDUC
Sept. 4	Monday	Labor Day - No classes
Sept. 5	Tuesday	Classes begin – ALHL/MBA
Sept. 8	Friday	Last day for Add/Drop/correction of program without fee-ALHL/MBA
Sept.29	Friday	Last day for course withdrawal without academic penalty-ALHL/MBA
Oct. 9	Monday	Columbus Day - No classes
Oct. 11	Tuesday	Follow Monday schedule of classes
Nov.14	Tuesday	Last day of classes - ALHL/MBA
Nov.14-20	Tues-Mon	Final Examinations - ALHL/MBA
Nov.14	Tuesday	Last day for course withdrawal without academic penalty-NURS/EDUC
Nov.23-25	Wed-Sat	Thanksgiving Holiday
Nov.27	Monday	Classes resume
Nov.28	Tuesday	Last day to apply for May graduation in the Registrar’s Office
Nov.29	Wednesday	Last Day to submit Nursing Master’s project
Dec. 9	Saturday	Last day of classes - NURS/EDUC
Dec.11-16	Mon-Sat	Final Examinations - NURS/EDUC

WINTER TRIMESTER 2006-2007 Allied Health Studies and MBA: Health Care Administration

Nov.27	Monday	Classes begin - ALHL/MBA
Dec. 1	Friday	Last day for Add/Drop/correction of program without fee–ALHL/MBA
Dec.19-Jan.8	Tues-Sun	Holiday - No classes
Jan. 8	Monday	Classes resume
Jan.15	Monday	Martin Luther King Day - No Classes
Jan.16	Tuesday	Follow Monday Schedule - No classes
Jan.19	Friday	Last day of course withdrawal without academic penalty–ALHL/MBA
Feb.24	Saturday	Last day of classes - ALHL/MBA
Feb.26-Mar.3	Mon-Sat	Final Examinations - ALHL/MBA

2004

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2005

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2005

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2006

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MISSION STATEMENT OF THE GRADUATE PROGRAMS

Graduate study at the College of Mount Saint Vincent complements and enhances the undergraduate programs, and serves the general community. In addition, each graduate program builds on a liberal arts foundation and is consistent with the mission of the College.

The College offers graduate programs designed to provide students the opportunity for academic excellence and professional leadership. As a community of scholars, the College provides a stimulating environment that fosters intellectual curiosity and a free exchange of ideas. Our programs reflect a commitment to service. Students are encouraged to continue the development of critical thinking and to acquire an advanced body of knowledge and skills in their respective disciplines.

GRADUATE PROGRAM ORGANIZATION

The Graduate Program operates as an integral but separate unit of the College under the supervision of the Associate Dean for Graduate Studies and Continuing Education, the Vice President for Academic Affairs and each program’s Department Chairs/Directors. While a Director is in charge of each program’s curriculum and policies and assists students in planning their academic programs, the chief administrator of the department is ultimately responsible for all decisions concerning the Graduate program(s) and is, in turn, accountable to the Vice President for Academic Affairs, who is the chief academic administrator of the graduate unit.

The Graduate Council of the College administers the policies governing all graduate programs. The Graduate Council of the College recommends new programs, courses, and policies to the senate. These are then approved by the Vice President for Academic Affairs and by the President.

HOW TO APPLY FOR ADMISSION TO A GRADUATE DEGREE PROGRAM

Obtain an application from the Office of Graduate Studies and Continuing Education (telephone 718-405-3322), located in the Administration Bldg, Room 304. Send in the completed application with a check/money order for the application fee to:

College of Mount Saint Vincent
Office of Graduate Studies, Room 304
Administration Building
6301 Riverdale Avenue
Riverdale, NY 10471-1093

If you have official college transcripts in sealed envelopes, please include them with your application. If not, please request that official transcripts of all undergraduate and graduate courses previously completed be sent to the Office of Graduate Studies and Continuing Education.

ADMISSION

When an applicant applies for admission to a graduate program, the Program Director determines the applicant’s eligibility for admission. The Dean of Graduate Studies and Continuing Education issues a formal letter of admission to the applicant. Applicants who fail to enroll for two consecutive fall and spring semesters after being admitted must ask their Program Directors for a deferment of their admission or they will be required to reapply according to the catalogue requirements in effect at the time of reapplication.

Applicants are required to schedule an interview with the Chairperson/Director of their program or designee after all admissions the Office of Graduate Studies and Continuing Education receive materials.

The following College of Mount Saint Vincent programs are registered with the New York State Education Department.

ACADEMIC PROGRAMS - HEGIS CODE

Program Name	HEGIS Number	Degree
Allied Health Studies	1299	Master of Science
Business Administration:		Master of Business Administration
Health Care Administration	0506.00	
Adult Nurse Practitioner	1203.10	Master of Science
Family Nurse Practitioner	1203.10	Master of Science
Nursing Administration	1203.10	Master of Science
Nursing of the Adult & Aged	1203.10	Master of Science
Urban and Multicultural Education	0899	Master of Science/ Education
Health Care Management	1299	Advanced Certificate
Health Care Systems and Policies	1299	Advanced Certificate
Health Care Counseling	1299	Advanced Certificate
Adult Nurse Practitioner	1203.10	Advanced Certificate
Family Nurse Practitioner	1203.10	Advanced Certificate
Nurse Case Management	1203.10	Advanced Certificate
Nurse Education	1203.12	Advanced Certificate
Middle Level Education	0899	Advanced Certificate
Multicultural Studies	0899	Advanced Certificate
Instructional Technology & Global Perspectives	0899	Advanced Certificate

INTERNATIONAL STUDENTS

International students seeking admission to a graduate program at the College of Mount Saint Vincent must submit all documents to the Office of Graduate Studies. The required documents include:

1. Official score of the Test of English as a Foreign Language (TOEFL) for those whose primary language is not English
2. Translated and properly evaluated documents in English indicating academic work previously completed. Applicants are encouraged to have their academic records evaluated by World Education Services, Inc., P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745.
3. Evidence of financial support for the period of time required to complete a degree program prior to the issuance of an I-20 by the College.
4. Proof of accident, health and sickness insurance coverage.
5. Compliance with all College Health Record requirements prior to enrollment.

International students must meet all admission criteria to be accepted as matriculated graduate students. International students may also be required to complete the GMAT or other examination required for a particular degree program. Students must register for at least nine credit hours each semester in order to maintain their student visa status. The College may require students to be tested to determine if additional English language study is required.

MATRICULATION

There are three types of students: matriculant, conditional matriculant and non-matriculant.

Matriculant

A student who wishes to pursue a graduate certificate or degree program, meets all requirements for admission to a particular program, and has been admitted.

Conditional Matriculant

A student who has applied to matriculate for a particular program, obtains approval to enroll, and must satisfy matriculation requirements before or upon completion of twelve credits.

Non-Matriculant

A student who has not applied to matriculate in a particular program, obtains approval to enroll, and is limited to a maximum of 12 graduate credits.

TRANSFER CREDIT

Individual programs have specific requirements for the number and type of credits accepted.

Requests for approval of transfer credit must be made at the time of application for admission. Grades earned at another institution will not be used in determining a student's cumulative grade point average at the College of Mount Saint Vincent.

1. For credits previously earned either at the College of Mount Saint Vincent or at another institution:

A course in a College of Mount Saint Vincent's Master's degree program may be waived if a course(s) previously taken is sufficiently similar to a course in the College of Mount Saint Vincent's graduate program.

2. Usually, a maximum of twelve graduate credits previously earned in a graduate program at the College of Mount Saint Vincent may be transferred into another graduate degree program, provided the course(s) are accepted by the Director of the graduate program upon admission.

3. A specified number of graduate credits earned at the College of Mount Saint Vincent while a student is completing the requirements for a Bachelor's degree may also be applied toward a graduate degree, provided the specific courses are accepted by the Director of the graduate program upon admission.

4. Decisions on the transfer of credits into a graduate program under these rules requires, in every case, the approval of the Director of the program on a course-by-course basis. The Director's review and determination will take into account such factors as course content, the time elapsed since the course was completed, the unique characteristics of the College of Mount Saint Vincent program, and the total number of credits to be completed at the College of Mount Saint Vincent.

REGISTRATION

Students are required to register for courses during the registration period specified for each term. Continuing students in good standing may register on-line. The dates and places of registration for each session are indicated on the schedule of courses posted by the College (see the College web site). Students are considered registered when they have received both an approved schedule from the Registrar and a Bursar's receipt. All students who are in attendance during the term preceding the one for which they wish to register will receive notification of registration.

HEALTH RECORD REQUIREMENTS

New York State Public Health Law 2165 requires post-secondary students born on or after January 1, 1957 to provide proof of immunization for measles, mumps, and rubella prior to registration and attending classes. All full- and part-time students are required to provide proof of immunization prior to registering for classes. A student who fails to submit proof of immunization by the end of the

first semester will not be allowed to register again until such proof is submitted to the College Health Center. All nursing students who register for a practicum/clinical course must submit a completed health history and physical examination form. Any student who fails to complete this requirement is not permitted to register for the practicum/clinical course. Information regarding these requirements can be obtained at the College's Health Center by calling 718-405-3472.

New York State Public Health Law 2167 pertains to all college students enrolled for six or more credits per semester. The College of Mount Saint Vincent is required to maintain for each student:

- A response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian. This must include information on the availability and cost of meningococcal meningitis vaccine (Menomune) AND EITHER
- A record of meningococcal meningitis immunization within the past ten years, OR
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

ACADEMIC ADVISEMENT

A faculty advisor will be made available to the student for academic matters (e.g., registration, selection of courses) during the course of the Graduate Program. Students are encouraged to meet with their academic advisor at least once a semester. It is the responsibility of the student to make this appointment.

COURSE CHANGES

Adding or withdrawing from a course must be accomplished in the Registrar's Office. All adds and drops must be approved by the student's advisor or the Director/Chairperson of the Graduate Program. Courses cannot be added after the second scheduled class session. Students who drop a course without adding a course are subject to the refund policy as stated in this Catalogue. There is a fee charged to students who drop a course after classes begin.

WITHDRAWAL FROM A COURSE

A student who wishes to withdraw from a course, without academic penalty, must meet with their academic advisor and complete a withdrawal form and pay the fee no later than the dates specified in the College calendar at the front of the catalogue. It is not sufficient to simply inform the instructor. Students who do not follow this procedure are responsible for course fees, and will receive a grade of "F." Courses dropped after the specified dates will be assigned a grade of "WF" and entered on the student's permanent record (transcript).

CONTINUOUS MATRICULATION

Any matriculated graduate student who fails to enroll for consecutive semesters, or three consecutive trimesters, must then pay a continuing matriculation fee for each subsequent semester or trimester in order to maintain matriculated status.

Payment of this fee enables a student to ensure continuing status as a matriculated student, to continue to receive all student correspondence, and to maintain library and other campus privileges. A Continuous Matriculation/Leave of Absence form must be submitted with the fee. Failure to maintain matriculation will result in a student's termination from the program. To be reinstated, a student will need to meet the admissions criteria and degree requirements in effect at the time of reinstatement.

GRADE REPORTS

At the end of each session, the Registrar posts course grades on-line for those students whose financial accounts have been settled. Students can print out copies of the grade reports.

TRANSCRIPTS

Official and unofficial transcripts should be requested from the Office of the Registrar, either in person or by mail. The Office of the Registrar cannot comply with telephone requests. All obligations to the College must be fulfilled before transcripts will be issued. (See Tuition and Fees, page 20).

DEGREE TIME LIMITS

All degree requirements for programs of 36 credits or less must be completed within five years from the initial semester of matriculation. All degree requirements for programs of more than 36 credits must be completed within eight years. The initial semester of matriculation is the semester in which the student is approved for matriculation. Extension of this time limit may be granted due to unusual circumstances upon written request to the Chairperson/ Director of the Graduate Program. Candidates are responsible for planning their programs to assure the completion of all requirements within the stipulated period.

DEGREE REQUIREMENTS

To earn a Master's degree, a student must:

1. Be formally admitted (matriculated) to a degree program;
2. Complete the number of credits required by the graduate program;
3. Maintain a minimum grade point average of 3.0;
4. Complete all the requirements for the degree.

TERMINATION OF MATRICULATION/REGISTRATION

The Office of Graduate Studies and Continuing Education in collaboration with individual Program Directors reserves the right at any time to terminate matriculation if the student fails to make sufficient progress towards the degree or to cancel a student's registration if he/she is registered for courses for which he/she does not have the prerequisites.

CONFERRAL OF DEGREES

Degrees are granted three times a year: the last Friday in August, the last Friday in January, and at the annual Commencement Exercises in May.

APPLICATION FOR A DEGREE

A candidate for the award of a Master's degree must file a graduation application and must pay the graduation fee by the deadline established by the Registrar. If the degree is not earned, a renewal of application is to be filed for reconsideration of the degree award.

GRADES

The grading scale is:

Grades		Quality Grade	Grades		Quality Grade
A	Excellent	4.0	F	Failure	0
A-		3.67			
B+	Very Good	3.33	W	Withdrew/permission	0
B	Good	3.0	I	Incomplete	0
B-		2.67			
C+	Pass	2.33	P	Passing	
C	Passing- but below level expected of a Graduate Student.	2.0	NC	No Credit	
			IP	In-Progress	0

A grade of Incomplete is used when, for reasons satisfactory to the instructor, certain course assignments remain outstanding. Work must be completed by the end of the following semester or the grade of Incomplete becomes an "F" on the transcript. Extensions of time for completion, based on compelling reasons, may be granted by the Chairperson or the Director of the Graduate Program.

In-Progress (IP grade) may be used only for completion of an acceptable Master's project or thesis. The criteria for applying for an IP grade are available from the Director of the program.

ACADEMIC STANDING

Students are expected to maintain a minimum index of 3.0 (B). Students who receive a grade of "C" in a graduate course may be required to repeat that course. When a student's cumulative grade point average (GPA) falls below 3.0, the student will be placed on academic probation. Students on probation are limited to six credits per semester. Students whose GPA falls below 3.0 for the following semester or trimester will be placed on terminal academic probation. Students who fail to earn a cumulative 3.0 GPA by the end of the third semester or trimester will be dismissed from the College. Any appeals to such action will be considered by the Program Director and the Chair of the Department or designee.

COLLEGE GRIEVANCE PROCEDURE

When all other means of solving a problem have been exhausted, a student may appeal a course related or non-course related decision to the Graduate Program. Complaints based solely on dissatisfaction with a grade should be addressed to the faculty member.

ACADEMIC HONESTY

In accordance with the goals of the College of Mount Saint Vincent, and in particular goal five, "To provide a climate of appreciation for religious and spiritual values where students may form strong and enduring value systems based on integrity and respect for the rights of others," The College of Mount Saint Vincent maintains and affirms a strong policy of academic honesty.

Every member of the academic community has a duty to neither cheat nor condone cheating. Principles of honesty should be reflected in all aspects of student work, including examinations, research papers, laboratory work, oral reports, logs and all work submitted in fulfillment of course requirements. These principles also apply to the borrowing and careful use of library and all other learning material.

Examinations, papers, laboratory work, oral reports, logs, and any other materials submitted in fulfillment of course requirements must be the student's work. All types of academic fraud – including the illicit giving and receiving of information on tests, the presentation of false data, plagiarism, and multiple submissions are therefore subject to the following penalties:

The first offense is punishable by an "F" in the test or paper. A record of the incident shall be kept on file for the period of the student's matriculation. A subsequent offense in the same or any other course shall be punishable by an "F" in the course and by possible academic dismissal.

CAMPUS SAFETY

The Committee on Student Life, serving as the Advisory Committee on Campus Safety, will provide upon request all campus crime statistics as reported to the United States Department of Education. Campus crime statistics are published on the United States Department of Education Web site <http://ope.ed.gov/security> and may also be obtained by contacting the Director of Security at (718) 405-3722.

TUITION AND FEES

(Effective 2004-2005 and subject to change for 2005-2006)

Graduate, per credit	\$580
Auditing fee, per credit: (N/A to all courses)	
ALHL, EDUC, MBA and NURS	260
Practicum fee (Nursing), per course	150
Graduate Nurse Clinical NURS-600	175
Application fee (non-refundable)	50
Technology Fee (per semester):	
Full-time - minimum 12 credit	100
Part-time - fewer than 12 credits	60
Drop/Add fee	10
Late registration fee	50
Matriculation Deposit (will count towards tuition)	100
Maintenance of Matriculation (Each semester/trimester)	100
Reactivation of Matriculation	25
Returned check charge	0
Parking fee (non-refundable)	35
Transcript fee	5
Same Day Transcript Fee	10
Graduation Fee	150
Comprehensive Examination Fee (Education)	50
Writing Sample Exam Fee (ALHL)	25

REFUND POLICY

Refunds of tuition will be made in accordance with the following schedule based on the effective date of written notification:

A. Fall & Spring Semester	REFUND
Drop from a course before the first scheduled class of a course	100%
Drop from a course before the second scheduled class of a course	80%
Drop from a course before the third scheduled class of a course	60%
Drop from a course before the fourth scheduled class of a course	40%
Withdrawal from a course after the fourth scheduled class of a course	None
B. Summer Sessions	
Prior to 1st meeting of scheduled class	100%
After 1st meeting of scheduled class	None

FINANCIAL AID

Full or part-time matriculated graduate students may be eligible for the following awards:

Tuition Assistance Program (TAP) - available to full-time students who have been legal residents of New York State for at least one year. Amounts are based on a family's New York State net taxable income. Applications are available through the College's Financial Aid Office.

Stafford Student Loans - (formerly Guaranteed Student Loans) available to full or part-time students. Eligibility for these loans is determined by filing a Financial Aid Form. Applications for Stafford Student Loans are available at local banks.

Students are urged to begin the process of filing applications at least four months prior to the start of the semester for which aid is sought.

For further information please contact:

Office of Financial Aid
 College of Mount Saint Vincent
 6301 Riverdale Avenue
 Riverdale, New York 10471-1093
 (718) 405-3289

Professional Nurse Traineeship Program - available to full-time students who are able to complete the program within one year. Information may be obtained from the Director of Nursing.

Lab Assistants - Each year a number of lab positions are available to qualified graduate nursing students. These positions are offered on the basis of previous

academic performance, the applicability of individual skills and the availability of funding. Applications are made to the Director/Chair of the Graduate Program.

PAYMENT RESPONSIBILITIES

I. Regular Payment Plan

This plan allows for a single payment covering the full cost of tuition and fees, and, if applicable, room and board. The payment for the fall semester is due on or about August 8th; payment for the spring semester is due on or about January 11th.

II. Deferred Payment Plan

Payment Plans are available through Tuition Management Systems. They offer various plans. For more information, call 1-800-356-0350.

III. Deferred Payment Plan - Agency/Institution (subject to change) This plan allows for delayed payment of tuition.

To qualify, the agency must do the following each term:

1. provide a letter stating eligibility for tuition reimbursement along with the percentage or dollar amount; and
2. upon receipt of the student's transcript (grade) for the term, the agency must remit the tuition within two weeks.

If the agency does not cover all tuition costs, at the time of registration, the student will be expected to pay the difference, in addition to the registration fee and/or clinical fees.

ALLIED HEALTH STUDIES

(Admission to these programs is suspended.)

The Master of Science Degree in Allied Health Studies program has been approved and is registered with the New York State Higher Education Department, under the IPEDS code of 1299. In addition, three Advanced Certificate programs are also registered: Health Care Management, Health Care Systems and Policies, and Counseling. Admission to this program has been suspended.

The phone number for the department is (718) 405-3744 and the director's number is (718) 405-3788. The Director of the Allied Health Studies Program is Rita Scher Dytell, Ph.D. rita.dytell@mountsaintvincent.edu

PHILOSOPHY OF THE MASTER OF SCIENCE IN ALLIED HEALTH STUDIES

This graduate program in Allied Health Studies allows students with baccalaureate degrees in diverse disciplines to pursue career-oriented programs which will to enable them to work in health-related settings. Training combines the theoretical with the practical and utilizes specialized field placements.

The Master of Science in Allied Health Studies is a unique program rooted in health psychology and behavioral medicine, newly emerging interdisciplinary fields devoted to understanding the psychological, biological, and social influences on how people stay healthy, why they become ill, and how they respond when they become ill. These behavioral health programs focus on:

- the promotion and maintenance of health
- the prevention and treatment of illness
- etiology and correlates of health, illness, and dysfunction
- the improvement of the health care system and formulation of health policy.

The primary goal is to develop knowledgeable health professionals who have the skills and information necessary to develop, implement, evaluate, coordinate, act as a resource person or advocate, manage and take a leadership role in health, education, and health provider programs and function effectively in all types of health care settings. Consistent with the College mission, this program seeks to alert students to the needs in the community and the world at large and to promote a commitment to service.

PROGRAM OUTCOMES:

1. Articulate a philosophy that reflects a commitment to the development of self and others and the advancement of the health professions.
2. Demonstrate reflective and critical thinking skills as health professionals.
3. Design proposals and implement research in health.
4. Evaluate research knowledge for its application to practice.
5. Design, implement and evaluate cognitive-behavioral health strategies and intervention programs.
6. Demonstrate ability to communicate in a professional and scholarly manner.

7. Evaluate ethical and legal issues affecting health care.
8. Generate collaborative and consultative relationships with health-care providers and consumers to achieve health care goals of multi-cultural populations.
9. Propose, implement, and evaluate strategies that contribute to improvement of health care delivery and influence health care policy.

ADMISSION REQUIREMENTS

(Admission to these programs is suspended.)

Applicants for admission into the Graduate Allied Health Studies program must:

- hold a bachelor's degree from an accredited college or institution;
- have earned an undergraduate cumulative grade point average of at least 3.0; and/or
- have completed twelve credits of graduate work as a non-matriculated student at the College and earned a minimum grade of B in each course;
- complete an admissions interview with the Director of the Allied Health Program;
- submit a completed application and fee with two references and all official undergraduate transcripts;
- pass the Writing Sample Exam - if writing assistance is required, it must be completed before the student is allowed to register for the Practicum.

Students taking graduate courses as non-matriculants must:

- submit a copy of their undergraduate transcript;
- take the Writing Sample Exam during their first semester to make them eligible to register for a second semester;

A maximum of 12 credits may be completed by a non-matriculant.

Graduate Allied Health Studies courses are offered at the College of Mount Saint Vincent in the evenings and Saturdays during the Fall (September, October, and November), Winter (December, January, and February), and Spring (March, April, and May) semesters. There is also an abbreviated summer semester.

GRADES

The pass/fail distinction is used only for the two practicum and Masters Project Seminar courses. All other courses in Allied Health Studies program are evaluated with letter grades.

COLLEGE OF MOUNT SAINT VINCENT UNDERGRADUATE ALLIED HEALTH STUDIES STUDENTS ENROLLING IN GRADUATE COURSES (Admission to these programs is suspended.)

College of Mount Saint Vincent undergraduate Allied Health Studies students in their senior year who have a minimum cumulative quality point average of 3.0 may petition to register for graduate course work for which they meet the pre-

requisites. Students must receive written permission from the Program Director. With enrollment in the integrated 5-year BS/MS program 18 career track graduate credits may be counted toward both the undergraduate and graduate degrees. Students in the combined program status will change from undergraduate to graduate when they: (1) register for ALHL 505; and (2) have completed 126 credits. Both these criteria must be met for reclassification as a graduate student.

DEGREE REQUIREMENTS

The Allied Health Studies Graduate Program currently offers three career tracks: Counseling, Health Care Management, and Health Care Systems and Policies (see the course schedule for current offerings). The curriculum for each track consists of 36 credits: 15 credits of core study, 9 credit concentration, 3 credits for field work, 3 credit masters project, and 6 credits of electives. With approval from the Program Director, a student may put together a unique concentration of courses to meet his/her individual needs.

Common Core:

Foundations of Behavioral Health (ALHL 500); Wellness Management and Stress Control (ALHL 507); Computer Analysis for Behavioral Data and Biostatistics (ALHL 503); Research Methods for Health Professionals (ALHL 501); and Proposal Writing and Ethical Concerns for Health Professionals (ALHL 502).

CONCENTRATIONS:

Counseling - Foundations of Counseling (ALHL 540), Group Counseling, Systems and Process (ALHL 541); Counseling for Illness Management (ALHL 542); Family Counseling (ALHL 573); Counseling in Palliative Care and Bereavement Settings (ALHL580); Helping Children Cope (ALHL571); Children and Youth in Healthcare Settings (ALHL 572); Gerontology (ALHL 574); and Teaching Parenting Skills (ALHL575).

Health Care Management - Foundations of Health Administration (ALHL 550), Financial Mgmt & Budgetary Control (ALHL 551), Law for Health Care Professionals (ALHL 552), Human Resource Management (ALHL 553), The Marketing of Health Care Programs (ALHL 554).

Health Care Systems and Policies - Health and Illness in America (ALHL 560), The Health Care System (ALHL 561), Health Care Policy (ALHL 562), Global Patterns of Illness (ALHL 563), Law for Health Care Professionals (ALHL 552).

Suggested Curriculum Sequence:

	<i>Year 1</i>		<i>Year 2</i>	
Fall	ALHL 500	3.0	ALHL 505	1.5
	CONCENTRATION	<u>3.0</u>	ALHL 502	<u>3.0</u>
		6.0		4.5
Winter	ALHL 503	3.0	ALHL 506	1.5
	CONCENTRATION	<u>3.0</u>	ELECTIVE	<u>3.0</u>
		6.0		4.5
Spring	ALHL 501	3.0	ALHL507	3.0
	CONCENTRATION	<u>3.0</u>	ALHL 600	<u>3.0</u>
		6.0		6.0
Summer	ELECTIVE	3.0		
Total 36 credits				

ADVANCED CERTIFICATE PROGRAMS

The Allied Health Advanced Certificate Programs permit students with baccalaureate degrees in diverse disciplines to earn advanced certificates in Health Care Management, Health Care Systems and Policies, or Counseling. These unique programs allow students to pursue a course of study that includes five health care courses within a narrow health specialization. The programs can often be completed in one year of part-time study.

ADMISSION REQUIREMENTS

- Submission of an official transcript with proof of a Baccalaureate degree from an accredited college.
- Appropriate cumulative GPA of 3.0 (on a 4.0 scale)
- Interview with the Program Director.
- Passing grade on the Writing Sample Exam
- Submission of a completed application, fee and two references.

CURRICULUM

ADVANCED CERTIFICATE IN HEALTH CARE MANAGEMENT (15 CREDITS)

Foundations of Health Care Administration	(ALHL 550)
Financial Management and Budgetary Control	(ALHL 551)
Law for Health Care Professionals	(ALHL 552)
Human Resource Management	(ALHL553)

One of the following:

Gerontology (ALHL 574)/ The Marketing of Health Care Programs (ALHL 554)/ The Health Care System (ALHL 561)/ Health and Illness in America (ALHL 560)/ (ALHL 562) Health Care Policy.

ADVANCED CERTIFICATE IN HEALTH CARE SYSTEMS AND POLICIES (15 CREDITS)

Health and Illness in America	(ALHL 560)
The Health Care System	(ALHL 561)
Health Care Policy	(ALHL 562)

Any two of the following:

Global Patterns of Illness (ALHL 563)/ Law for Health Care Professionals (ALHL 552)/ Foundations of Behavioral Health (ALHL 500)

ADVANCED CERTIFICATE IN COUNSELING (15 CREDITS)

Foundations of Counseling	(ALHL 540)
Group Counseling, System and Process	(ALHL 541)
Counseling for Illness Management	(ALHL 542)
Family Counseling	(ALHL 573)

Any one of the following:

Addictions (ALHL 530)/ Teaching Parenting Skills (ALHL575); Helping Children Cope (ALHL 571); Children and Youth in Health Care Settings (ALHL 572); Gerontology (ALHL 574); or Counseling in Palliative Care and Bereavement Settings (ALHL 580).

ALLIED HEALTH STUDIES COURSE DESCRIPTIONS

CORE COURSES

Fifteen credits provide the conceptual focus for this graduate program. These courses are taken by students in all concentrations. In addition to the common core, all students apply the knowledge and skills gained in their concentrations in practice in a supervised field setting and in the execution of their master's projects.

ALHL 500 - Foundations of Behavioral Health 3 credits

Studies the psychological processes that affect prevention, treatment of already-existing illness, and recovery from or adjustment to ongoing illness. A broad array of theories will be presented and the practice and application of health psychology will be discussed specifically in the development of intervention programs.

ALHL 501 - Research for Health Professionals **3 credits**
 The course will present research methods utilized by epidemiologists, health educators, psychologists, and other health professionals including (1) retrospective and prospective observational studies; (2) natural experiments (ex post facto studies); (3) experimental studies (clinical or community trials, cross sectional or longitudinal studies). In the second part of the course, evaluative research methodology will be covered including formative and summative evaluation research.

Prerequisite: ALHL 503

ALHL 502- Proposal Writing and Ethical Concerns for Health Professionals **3 credits**
 This course teaches the student how to develop an idea into a formal proposal and achieve program funding. The course also attempts to sharpen student awareness of the ethical issues that will confront them specifically in the development of proposals and more broadly in professional practice. Through a review of the ethical frameworks, theories, and principles, the course will help students to apply moral reasoning to some of the ethical dilemmas that health care professionals are called upon to resolve.

ALHL 503 - Computer Analysis of Behavioral Data and Biostatistics **3 credits**
 The course teaches the student how to utilize the computer for statistical analysis of behavioral and physiological data. It will include the use of the operating systems, variable lists, recording and transforming data for use in descriptive and inferential statistics. Specific statistical techniques include correlation and regression, Chi-square, T-Test, analysis of variance, and factor analysis.

ALHL 505 & 506 - Practicum I & II **1.5 credits each**
 Students are required to complete 250 hours of internship in which they must demonstrate the following competencies and skills:

- Relevant field experience in a community health agency, hospital, clinic or other approved setting.
- Expertise in a chosen health-care related area.
- Involvement in the direct or indirect care of patients or with the provision of health services in a supervised learning-oriented environment that may include collaborative and consultative relationships with healthcare providers and consumers.
- Experience in proposing, implementing and/or evaluating strategies that are intended to contribute to healthcare delivery.

Students will work on a team with other healthcare professionals, including networking within and outside various departments at the chosen internship site. Students will meet in a seminar with a faculty member to discuss their experiences and abstract principles. (If a student is working full-time in an approved

health care setting, it may be used in lieu of one field placement for one of the two semesters; however, the student must still attend the seminar.)

Students will plan their master's projects during the first seminar and submit a Topic Proposal. They will execute their projects during the second semester and submit a Progress Report.

Prerequisite: Completion of concentration and satisfactory performance on the Writing Sample Exam.

ALHL 507 - Wellness Management and Stress Control **3 credits**
 The course focuses on the definitions and theoretical models of stress, factors that produce it, its manifestations, and the variety of its consequences behavioral, cognitive, and physical. Theoretical models and adaptive means of coping with and managing stress are covered and applied by each student via a semester-long project that involves maintaining a stress log, constructing an intervention contract and evaluating the success of the intervention.

ALHL 600 - Masters Project Seminar **3 credits**
 The student will write a major paper; the write-up will be guided in this seminar. Content advisement for the master's project is available from the career track advisor who must approve the Topic Proposal, the Progress Report, and the final Masters Project. Upon completion, the student will present the paper to an audience of other students and faculty. Students who (1) come to the seminar punctually and have no more than one absence, (2) submit all required forms and paper work on time, and (3) do not complete their final project manuscript will be awarded an IP (in progress) grade; they will be required to re-register for ALHL 600 the following Fall and as many times as necessary within the five year limits until they submit an approved Masters Project manuscript.

Prerequisites: ALHL 501, 502, 503, 505, 506, and completion of concentration

CONCENTRATION COURSES

All students choose one area (nine credits) of concentration and six credits of electives. A student may individually tailor a concentration with approval of the director.

COUNSELING:

(With Program Director's Approval)

ALHL 531 - Individual and Group Techniques for Addiction Counseling **3 credits**
 Analysis and application of the various counseling strategies necessary in treating the addicted client, In-depth study of group process with emphasis on practical strategies and skills for effective group leadership.

ALHL 540 - Foundations of Counseling **3 credits**
Examination and application of the different skills that are effective in a counseling setting. Cognitive strategies, emotional dynamics and the defense mechanisms frequently brought to the counseling relationship by the client will be explored. Opportunities will be provided for students to practice these skills.

ALHL 541 - Group Counseling, Systems and Process **3 credits**
This course presents an overview of traditional systems of group counseling, examination and understanding of group dynamics that evolve during different stages of the group process, and skills, techniques and interventions that may be applied to this setting. By forming a group, students will be provided an opportunity to practice counseling interventions and analyze the dynamics of a group.

ALHL 542 - Counseling for Illness Management **3 credits**
Serious illness requires patients to make changes in their physical, vocational and social activities – and to integrate their illnesses psychologically – if they are to adapt to their disorders. This course will examine the biological, psychological, and social aspects of chronic diseases. Patients' reactions as they relate to their individual personality traits, their phases of development, their support systems, and the nature of their illnesses will be discussed. Reactions of caregivers, both personal and professional, will also be explored.

Counseling techniques for patients and caregivers will be integrated throughout the course.

Prerequisite: ALHL 540

ALHL 570 - Lifespan Development I: Childhood and Adolescence **3 credits**
This course provides an overview of the typical and atypical development of the changing individual from conception through adolescence. Consideration is given to theories and research findings with respect to physical, cognitive, social, and emotional facets of children as they develop with varying biosocial cultural contexts.

ALHL 571 - Helping Children Cope **3 credits**
This course focuses on helping children and adolescents cope with stress, ranging from developmental transition and family life, through threat of loss and separation due to sickness, hospitalization and death, to the ongoing stress of chronic illness. Students will acquire and practice skills in helping children increase their competence in mastering stress, based on theory and research on vulnerability, resilience, and the effects of stress on children's coping patterns and development.

ALHL 572- Children and Youth in Health Care Settings **3 credits**
This course examines the research and theory on children, youth and their families undergoing health care treatment in hospital, clinic, community and home settings. Practical applications are presented to help children, adolescents and

their families become more competent in coping with stressors such as separation, frightening equipment, and painful procedures.

ALHL 573 - Family Counseling **3 credits**
The course explores the family as a dynamic system, emerging and changing, within psychosocial and cultural-historical contexts. It examines the impact of interdependent relationships on individual behavior within the family and explores contemporary family therapy systems, theoretical issues, practical applications. Through role-playing, students will have an opportunity to observe and practice a variety of family counseling interventions.

ALHL 574 – Gerontology **3 credits**
This course examines the “normal” aspects of aging as they influence family and social relationships, physiological and cognitive functioning, and psychological adjustment. Students will become more aware and sensitive to the culture and cohort of the older adult and will examine and challenge various myths of aging. Applications of psychological and gerontological theory to client care in various settings will be integrated throughout the course. Case studies, readings, and class discussions will link theory to clinical practice. The course will conclude with student presentations and demonstrations of clinical/ programmatic approaches appropriate for adult patients facing difficult medical challenges.

ALHL 575- Teaching Parenting Skills **3 credits**
This course will present skills and strategies of parenting from a developmental foundation that is research based and theory guided. Topics will include: discipline and self esteem enhancement, increasing sensitivity to diverse cultures and special needs, effective communication, encouraging healthy lifestyles, etc.

Prerequisites: Basic course in developmental psychology.

ALHL 580 - Counseling in Palliative Care and Bereavement Settings **3 credits**
This course explores various models for assisting patients and their caregivers in coping with the challenges of terminal illnesses. The psychological issues involved in dying and bereavement will be addressed from individual, family, and societal perspectives. Clinicians' countertransference reactions to the dying will also be explored. Techniques for working with the dying and the bereaved, as potentially applied in home, medical and mental health settings, will be integrated throughout the course.

HEALTH CARE MANAGEMENT:

ALHL 550 - Foundations of Health Care Administration **3 credits**
This course examines behavioral issues in health care organizations to develop an understanding for working with people individually, in groups, and as members of larger organizations. The course also reviews theories and research in the area of effective management, in order to develop a base of understanding for managerial practice and organizational leadership.

ALHL 551- Financial Management and Budgetary Control **3 credits**
An analysis of the “financial health” of the health care system and the provision of health care services within that system. An introduction to the management of a health care facility’s finances, including the operation of its financial accounting system. Evaluation of the organization’s financial situation using financial techniques and financial statements, cash management, credit analysis, capital structure and capital budgeting, funds management, and financial control.

Prerequisite: Basic course in accounting/finance recommended.

ALHL 552- Law for Health Care Professionals **3 credits**
This course reviews the American legal system, including its courts, its statutes, and its common law, in order to provide the health care manager with a basic understanding of the number of significant ways in which legal mandates apply to one’s situation. A number of different areas of law will be studied, each selected for its influence on the management of health care institutions and health care providers. Legal cases will be examined, including significant court opinions, in order to bring students to a basic understanding of the manner in which their actions will be judged by our country’s legal systems. The course will explore the nature of medical malpractice and the effect of medical error on the provision of health care services.

ALHL 553 - Human Resource Management **3 credits**
This course provides the health care manager with a basic understanding of the field of human resource management as it is practiced today. Theories, concepts, terminology, procedures, laws and regulations, are explored and discussed as they apply to the process of maintaining a well-qualified, motivated work force. In particular, students will explore the variety of problems, issues, and conflicts that may arise in the workplace and some of the strategies designed to deal with such problems.

ALHL 554 - The Marketing of Health Care Programs **3 credits**
This course provides students with an overview of the areas of public involvement which affect an organization’s ability to attract, serve, and generate the support of the community in which it is embedded. These include the marketing of the services and programs provided by the institution, the use of positive forms of publicity, and the generation of activities designed to foster a positive relationship with the individuals, organizations, and governments on which the institution depends.

HEALTH CARE SYSTEMS AND POLICY:

ALHL 552- Law for Health Care Professionals **3 credits**
See description above.

ALHL 560 - Health and Illness in America **3 credits**
This course examines social epidemiology, the epidemiological transition, and social factors such as age, gender, race, class, and their relation to health, illness, and life expectancy. Other topics emphasized include: how social forces promote health and illness, why some groups suffer more illness than others, the social meaning of illness, the sick role, access to health care, health care delivery, and managed care. The notion of illness as deviance will be explored.

ALHL 561 - The Health Care System **3 credits**
This course examines the social organization of the vast health care system in the United States today, emphasizing such topics as health expenditures and rising costs, equity in health services, financing health care, insurance (including HMOs), delivery of health care services, discrimination in health care delivery, social legislation, and the social implication of new health care technologies.

ALHL 562 - Health Care Policy **3 credits**
This course focuses on a wide variety of federal and state health care policies as they relate to the provision of health care services. The effectiveness, efficiency, and equitable distribution of the services that are delineated in the policies will be examined. Included within the discussion will be a range of policies including equity in health care delivery (e.g., how to provide care for the elderly, the poor, the homeless, those with cancer, AIDS, and other life threatening illnesses, those chemically dependent), proposals for cost control, regulation of safety, insurance, and the distribution of medical resources.

ALHL 563 - Global patterns of Illness **3 credits**
This course adopts a comparative approach to health care around the world, focusing on health care systems, attitudes toward health and illness, health and illness behaviors, rates of morbidity and mortality, and medical practices in various countries.

ADDITIONAL ELECTIVES:

ALHL 530 - Addictions **3 credits**
A study of the physical, psychological, social, emotional factors related to addiction. Examination of chemical addiction, eating disorders, gambling, sexual addictions, and other compulsive behavior disorders. Treatment strategies are explored.

ALHL 531 - Individual and Group Techniques for Addiction Counseling **3 credits**
Analysis and application of the various counseling strategies necessary in treating the addicted client. In-depth study of group process with emphasis on practical strategies and skills for effective group leadership.

ALHL 532 - Alcohol, Society, and Human Behavior**3 credits**

In-depth study of the use, misuse, and abuse of alcohol and its impact on the individual and the family system. Emphasis on physical and behavioral effects historical perspectives, and evaluation and treatment of alcoholism.

ALHL 533 - Licit and Illicit Drugs**3 credits**

A survey of the drugs used to treat psychiatric, neurological, and behavioral disorders. Topics include: therapeutic efficacies, side effects, abuse potential, and mechanism action of drugs from all the major therapeutic classes, including antidepressants, antipsychotics, anxiolytics, sedatives, and stimulants. Common drugs of abuse as well as “designer drugs” will also be discussed.

ALHL/NURS 509 - Information Management for Health Professionals**3 credits**

This course focuses on the study of information management principles in health care as defined by regulatory agencies, standard-setting institutes and professional societies. Emphasis is placed on the information management strategic plan, confidentiality and integrity of data, the uses of data for the care of patients, and in assisting decision-making.

ALHL 510/511 - Allied Health Field Study and Travel Seminar**3-6 credits**

An analysis of health issues and programs in selected countries, and their sociological, and political and economic relationships to specific geographic areas. Study of the origin, orientation, and purposes of agencies and organizations functioning in the national and international health domain. (Travel plans to be arranged).

ALHL 515 - Special Topics in Allied Health**3 credits**

New course offerings in any area of Allied Health. Topics are listed in the registration book. Descriptions of specific topics are posted in the Allied Health Studies office. Specific requirements will depend on topic.

MASTER OF BUSINESS ADMINISTRATION (MBA): HEALTH CARE ADMINISTRATION

The Department of Business and Economics at the College of Mount Saint Vincent offers the Master of Business Administration degree program with a concentration in Health Care Administration. The M.B.A. degree is considered by business professionals to be *the* primary credential for management careers requiring broad leadership responsibility within both profit and not-for-profit organizations. The M.B.A. program at the College of Mount Saint Vincent equips those who have completed the degree with a broad range of business competencies, including financial analysis, budgeting, marketing and promotion, the management of human resources, and strategic planning and positioning. It should be emphasized that the centerpiece of the program in Health Care Management

at the College is the full complement of M.B.A. courses considered to be the *core* of professional M.B.A. training at business schools throughout the nation.

Embedded within the curriculum that is traditionally part of an M.B.A. program, the Department of Business and Economics has structured an additional component designed as professional preparation for management careers in Health Care. These 18 credits provide the student with in-depth training in health care administration and policy. Considered a *concentration* within the M.B.A. program, this complement of coursework provides the student with career specific competencies necessary for the effective application of the management skills acquired in the business administration core to the student's chosen career field in health care.

As a culminating experience in the program, students in their final year will work with other students on a team consulting assignment in the health care field. Under the mentorship of a faculty member, students will investigate an issue or practical problem in a health care setting, generate appropriate analysis, and create a set of management proposals. This course, the M.B.A. Decision Laboratory, is considered the *capstone* experience in the program.

The Concentration in Health Care Administration (18 Credits)

- 1) BUSN 651 Health Care Administration
- 2) BUSN 652 Health Care Finance
- 3) BUSN 653 Law for Health Care Professionals
- 4) BUSN 654 The Marketing of Health Care Programs
- 5) BUSN 655 The Health Care System
- 6) BUSN 656 Health Care Policy

Capstone Courses (12 Credits)

- 1) BUSN 701 Organizational Leadership, Ethics & Social Responsibility
- 2) BUSN 702 Strategic Management
- 3) BUSN 703 Competing in a Global Business Environment
- 4) BUSN 704 MBA Decision Laboratory

Course Scheduling

The program is offered through a trimester schedule running from September through early June. Generally, students will be able to complete the M.B.A. degree in three years by completing two courses (6 credits) each term during their first year in the program, and then completing 7 credits each term during the final two years. Courses are scheduled in the evening, each course meeting once each week. Each semester extends for approximately 11 weeks.

Academic Requirements

Students must maintain a 3.0 index to remain in good academic standing. A cumulative index of 3.0 is required for graduation. Normally, a student will complete the program in three years of part-time study, but in any case, all requirements for the degree must be completed within 8 years.

Academic Policies and Procedures

Students in the program are required to fully comply with all academic policies and procedures as reflected in the College's Graduate Catalogue. In addition, students are responsible for completing all registration procedures and following program calendars and deadlines published through the College's Office of Graduate Studies and Continuing Studies.

Transfer Credit and Course Waivers

Students may apply to the Director of the MBA Program to transfer into the program courses taken on the graduate level at another institution. Additionally, up to 18 credits may be waived from the MBA program for documented competencies equivalent to course coverage in the M.B.A. program, including academic content competency gained through the academic study of business administration at the undergraduate level.

Program Curriculum Model

The following template is intended as a guide for curriculum planning and coursework sequencing. In order to complete the M.B.A. program in three years of part-time study, students will be expected to complete the courses in the order specified and to carry the credit loads, per term, reflected in this model. Deviations from this structure should be carefully reviewed with the Director of the M.B.A. Program, with an understanding that timely completion of the degree may be compromised by alternate sequencing.

Year One		
FALL Managerial Accounting The Health Care System	WINTER Marketing Concepts & Strategies Managing Human Resources	SPRING Managerial Economics Health Care Policy
Year Two		
FALL Business Law for Managers Health Care Administration Leadership, Ethics & Social Resp.*	WINTER Marketing of Health Care Programs Data Analysis & Modeling Leadership, Ethics & Social Resp.*	SPRING Financial Management Managing Info & Innovation Leadership, Ethics & Social Resp.*
Year Three		
FALL Mgmt/Organizational Theory Interpersonal & Organizational Comm. MBA Decision Laboratory*	WINTER Health Care Finance Competing in a Global MBA Decision Laboratory*	SPRING Law for Health Care Programs Strategic Management MBA Decision Laboratory*

*these courses are 1 credit per trimester

Course Descriptions

BUSN 501: Managerial Accounting **3 credits**
This course will review the process of identification, measurement, accumulation, analysis, preparation, interpretation, and communication of financial information used by management to plan, evaluate, and control within an organization and to assure appropriate use of and accountability for its resources. Management accounting also comprises the preparation of financial reports for non-management groups such as shareholders, creditors, regulatory agencies, and tax authorities.

BUSN 502: Financial Management **3 credits**
This course will review the principles and methods of financing business organizations and evaluating internal control problems and the concepts and analytical techniques applicable to identifying and solving financial management problems.

BUSN 503: Managerial Economics **3 credits**
Managerial Economics is concerned with the application of economic principles and methodologies to the decision-making process of large organizations operating under conditions of uncertainty. Managers are likely to be more successful if they understand how their actions affect market forces, and how market forces affect their firms. A course in managerial economics provides a framework for approaching management decisions such as pricing, employment, and investment with the analytical tools of the professional economist.

BUSN 504: Data Analysis and Modeling for Managers **3 credits**
This course will examine relational and hierarchical data structures used in contemporary electronic retrieval systems. Students will use a database management system to create application software appropriate for use in modern electronic information systems. In addition to a review of the organizational placement and structure of database administration, detailed coverage of the characteristics of successful database administration will be discussed.

BUSN 505: Marketing Concepts and Strategies **3 credits**
Corporate managers seek effective strategies to deal with an ever-changing market environment. They monitor and assess the marketplace, competition, laws and regulations, business cycles, customer needs and other important factors to identify opportunities. This course is designed to evaluate the corporate tasks needed to develop an effective marketing strategy. Decisions related to marketing mix elements, including product, price, distribution, and promotion will be analyzed, as well as the development of a strategic marketing plan.

BUSN 506: Managing Information Technologies and Innovation **3 credits**
Information systems are the backbone and nervous system of every business organization. It is therefore imperative that business students possess a solid

grounding in the principles of the information systems discipline. This course stresses the importance of delivering the right information to the right person, in the appropriate fashion, and at the right time; and the consequent improvements gained in organizational effectiveness.

BUSN 507: Business Law for Managers **3 credits**

This course provides coverage of traditional business law topics and addresses the legal environment in which business must operate. Contemporary business law concepts and cases are discussed, including modern statutory and regulatory law and recent court decisions. In addition to providing the student with an understanding of the American legal system, its structure, procedures and concepts, the course also considers the scope of modern legal issues faced by business and how the law evolves as new business-related issues arise. The course also emphasizes the application of court decisions, statutes, and government relation to business. Legal terminology, concepts, structures, and process are covered.

BUSN 508: Management & Organization Theory **3 credits**

Based upon classical and contemporary theory and empirical research, this course provides an analysis of organizations, focusing on the impact that organizations have upon individuals and society. The course focuses on how managers structure and operate organizations so that they are efficient and effective. In reviewing the field of organization studies, the course considers the past, present and areas of likely significant future development in the study of organizations. Specifically, it surveys the development of rational, natural and open systems theories – from earlier to contemporary versions – and provides a framework to allow students to comprehend past and present theories and to understand current controversies.

BUSN 509: Managing Human Resources **3 credits**

This course provides the manager with a basic understanding of the field of human resource management as it is practiced today. Theories, concepts, terminology, procedures, laws and regulations, are explored and discussed as they apply to the process of maintaining a well qualified, motivated work force. In particular, students will explore the variety of problems, issues, and conflicts that may arise in the workplace and some of the strategies designed to deal with such problems.

BUSN 510: Interpersonal and Organizational Communication **3 Credits**

Effective communication is an essential skill for today's manager. This course covers the key forms of communication in organizations: reading, writing, speaking, listening, and nonverbal communication. It also treats different kinds of writing, such as letters and reports; different kinds of oral communication, such as public speaking, committee meetings, and interviewing; and the study of communication within organizations, especially as it pertains to management. The course considers the importance of communication and increases the student's

understanding of how communication works. The manner in which all aspects of communication are interrelated is also emphasized.

BUSN 651: Health Care Administration **3 credits**

This course serves as an overview of the issues, practices, and responsibilities facing the health care administrator. The course investigates each of the important aspects of health care administration and introduces students to the topics that constantly challenge health care executives. Areas covered include hospital and physician reimbursement, managed care, multi-provider systems, integrated health systems, business ventures in health care, and stakeholder management. This is a course providing the application of organizational management techniques to health care institutions.

BUSN 652: Health Care Finance **3 credits**

An introduction to the management of a health care organization's finances, including the operation of its financial accounting system. Evaluation of the organization's financial situation using financial techniques and financial statements, cash management, credit analysis, capital structure and capital budgeting, funds management, and financial control.

BUSN 653: Law for Health Care Professionals **3 credits**

This course will review the American legal system, including its courts, its statutes, and its common law, in order to provide the health care manager with a basic understanding of the number of significant ways in which legal mandates apply to one's institution. A number of different areas of law will be studied, each selected for its influence on the management of health care institutions and health care providers. Legal cases will be examined, including significant court opinions, in order to bring students to a basic understanding of the manner in which their actions will be judged by our country's legal systems.

BUSN 654: The Marketing of Health Care Programs **3 credits**

This course provides students with an overview of the areas of public involvement that affect the organization's ability to attract, serve, and generate the support of the community in which it is embedded. These include the marketing of the services and programs provided by the institution, the use of positive forms of publicity, and the generation of activities designed to foster a positive relationship with the individuals, organizations, and governments on which the institution depends.

BUSN 655: The Health Care System **3 credits**

This course will examine the social organization of the vast health care system in the United States today, emphasizing such topics as health expenditures and rising costs, equity in health services, financing health care, insurance (including HMOs), delivery of health care services, discrimination in health care delivery, social legislation, and the social implication of new health care technologies.

BUSN 656: Health Care Policy**3 credits**

This course focuses on a wide range of policies including equity in health care delivery (e.g., how to provide care for the elderly, the poor, the homeless, those with cancer, AIDS, and other life threatening illnesses, those chemically dependent), proposals for cost control, regulation of safety, insurance, and the distribution of medical resources.

BUSN 701: Organizational Leadership, Ethics & Social Responsibility**3 credits**

This course is designed to provide students with the opportunity to investigate the social responsibility of business, manners in which business leaders and managers deal with ethical issues, and the role of business professionals in the process of guiding (stewarding) the organization in the ways in which it is willing to acknowledge its influential role in the community and design efforts to respond to the important problems in that community.

BUSN 702: Strategic Management**3 credits**

This course is intended as a capstone course in the MBA program, integrating the various courses in the curriculum as the learning accomplished through the Core Courses and the electives in the student's area of concentration is applied to the process of strategy formation and case review. As students study the process of strategic management, they will focus on the tasks of crafting, implementing, and executing an organization's strategy. Strategy is grounded in the array of competitive moves and business approaches management depends on to produce successful performance. The study of strategy, then, considers management's game plan for strengthening the organization's position, pleasing its customers, and achieving performance targets. Students will learn how managers devise strategies to guide how the company's business will be conducted and to help them make reasoned, cohesive choices among alternative courses of action.

BUSN 703: Competing in a Global Business Environment**3 credits**

This course is intended as a vehicle for producing students who will be comfortable and effective in a worldwide marketplace. Today, all students – even those who will never have an overseas assignment – need to be knowledgeable about the global economy. Students must develop “cultural literacy” in international business, and must be prepared to take advantage of the opportunities and to respond appropriately to the evolving threats that an increasingly competitive global community represents. As a professional manager in today's environment, they must be able to understand the emerging international linkages and foreign outsourcing practices that produce situations exemplified by a U.S. healthcare provider, relying on doctors in India, to provide diagnostic readings of MRI's taken at labs throughout the world. It is the purpose of this course to provide such a foundation for future *managers* who must function in a global competitive environment.

BUSN 704: MBA Decision Laboratory**3 credits**

This course provides an opportunity to apply academic knowledge through participation in a managerial task within an organization (such as setting up a purchasing cooperative, devising an inventory system, developing cost-benefit analyses of a New York City agency program). In other cases, it may be appropriate for students to work outside a business setting on a research-oriented project that has applied objectives. The thrust of the creative response here is toward solving an actual operating problem. In a graduate business program, performance of this type of task is an appropriate way to further develop the knowledge and skills acquired in academic learning.

NURSING

The Master of Science Degree, Nursing Program has been approved and is registered with the New York State Higher Education Department, under the IPEDS code of 1203. The Master's Program is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle NW, Suite 530, Washington DC 20036-1120.

The Department of Nursing is located in the Administration Building, Room 451. The Department phone number is (718) 405-3355. For information about application procedures you may also call the Office of Graduate Studies and Continuing Education at (718) 405-3322. Acting Director of the Nursing Program: Carol Vicino, B.S., M.A., M.Ed., Ed.D. carol.vicino@mountsaintvincent.edu.

MISSION/PHILOSOPHY OF MASTER OF SCIENCE, NURSING PROGRAM

The graduate program in Nursing is based upon baccalaureate education and experience in professional nursing. The curriculum is based on theory and research in nursing and related disciplines. The faculty believe that the Master's prepared nurse should be able to: incorporate theories and advanced knowledge into nursing practice; demonstrate competence in a selected role; participate in research studies in advanced nursing; demonstrate competencies that influence nursing practice, and assume responsibilities for contributing to the improvement of health care, health policy, and the advancement of the nursing profession.

The master's program prepares nurses to function either as clinical specialists, nurse practitioners, or nurse administrators. The emphasis of the Master of Science, Nursing Program is the refinement of critical thinking and scholarly behavior. Graduates of the Master's Program are prepared for doctoral study in nursing. The demand for high quality, cost effective health care services for individuals, families, and communities requires nurses with advanced preparation in nursing.

PROGRAM OUTCOMES

1. Articulate a philosophy of nursing which reflects a commitment to the development of self and others and the advancement of the nursing profession.
2. Demonstrate critical thinking in advanced nursing practice.
3. Design research proposals and participate in the implementation of research.
4. Evaluate theoretical and research knowledge from nursing, the sciences, and humanities for its application to advanced nursing practice.
5. Design, implement, and evaluate nursing strategies based upon clinical knowledge.
6. Demonstrate ability to communicate in a scholarly manner.
7. Evaluate ethical and legal issues affecting advanced nursing practice and health care.
8. Demonstrate leadership in approaching clinical and professional problems and issues.
9. Generate collaborative and consultative relationships with health-care providers and consumers to achieve health care goals of multi-cultural populations.
10. Propose, implement, and evaluate strategies that contribute to improvement of health care delivery and influence health care policy.

ADMISSION REQUIREMENTS

Applicants for admission into the Graduate Nursing Program must:

- hold a bachelor's degree from a National League for Nursing (NLN) or Collegiate Commission on Nursing Education (CCNE) accredited college or institution;
- have earned an undergraduate cumulative grade point average of at least 3.0;
- submit a completed application and fee with two references, a copy of New York State R.N. license, and all official undergraduate transcripts;
- complete an admission interview with the Director or Associate Director of the Graduate Nursing Program;
- have successfully completed undergraduate courses in nursing research and elementary statistics;
- pass the English Essay Examination.

* Applicants who do not possess a baccalaureate degree in Nursing must make an appointment with the Director of the Graduate Nursing Program prior to submission of an application. RNs with a baccalaureate in another discipline are expected to demonstrate the competencies of nurses with a Baccalaureate in Nursing.

Deadline for acceptance of new students for Fall Semester is June 15th and Spring semester is December 1st.

Registered nurses with a B.S. in Nursing can enroll in the program on either a part-time or full-time basis.

In general, graduate Nursing courses are offered at the College of Mount Saint Vincent in the late afternoons and evenings during the Fall and Spring semesters and prerequisite undergraduate courses are offered during the Fall, Spring, Intersession, and Summer sessions. All documents of applicants who have been accepted and who, for extenuating circumstances, cannot register for courses during the session for which they were admitted, will be kept on file for two consecutive fall and spring semesters with the permission of the Program Director. Otherwise, they will be required to reapply under the requirements for admission in effect at that time.

ADMISSION FOR AN RN WITH A BACCALAUREATE DEGREE IN A MAJOR OTHER THAN NURSING

Under special circumstances, registered nurses with degrees in a field other than nursing may be enrolled in the Graduate Nursing Program. Admission requirements include:

- current RN license;
- a baccalaureate degree from a regionally accredited college or university;
- a completed application and fee;
- an admissions interview;
- completion of undergraduate courses in nursing research and elementary statistics;
- successful completion of NURS 209 and NURS 309;
- pass the English Essay Exam.

COLLEGE OF MOUNT SAINT VINCENT UNDERGRADUATE NURSING STUDENTS ENROLLING IN GRADUATE COURSES

College of Mount Saint Vincent undergraduate nursing students in their senior year who have a minimum cumulative grade point average of 3.0 may petition to register for a graduate course for which they meet the prerequisites. Students must receive written permission from the Director or Associate Director of the Nursing program. Students may enroll only in nursing core courses.

WRITING PROFICIENCY

All degree candidates must complete the English Essay Exam prior to their first semester of study. No special preparation is required. Contact the Graduate Program for an appointment to take the examination. Anyone whose proficiency exam demonstrates weakness in writing will be referred to the Academic

Resource Center and/or registered for a non-credit course to improve writing skills prior to enrollment in graduate courses.

TRANSFER CREDIT

See page 13 for general information regarding transfer credit. NURS 599 and NURS 699 will be assigned to transfer elective credits.

GRADES

Passing (“P”) is used primarily for the practicum courses of the Graduate Nursing Program. “Pass” is equivalent to “A” or “B” grades. See specific course syllabi for minimum passing grade. Students who receive an “F” in a course will be dismissed from the program. All Students must achieve a minimum grade of “B” in support and concentration courses in order to progress in the program.

DEGREE REQUIREMENTS

The graduate nursing program offers four specializations: Clinical Nurse Specialist (Adult and Aging); Adult Nurse Practitioner; Family Nurse Practitioner (43 Credits each); and Nursing Administration (36 Credits).

**Suggested Master of Science Part-Time Curriculum Sequence
Administrative Track**

YEAR I

Fall

NURS 501	Advanced Nursing Theory	3 credits
NURS 504	Dynamics of Nursing Leadership	<u>3 credits</u>
		6 credits

Spring

NURS 502	Advanced Nursing Research	3 credits
NURS 505	Ethics and Health Care Policy	<u>3 credits</u>
		6 credits

YEAR II

Fall Trimester

NURS/ALHL 550	Foundations of Health Care	3 credits
---------------	----------------------------	-----------

Mid Trimester

NURS/ALHL 551	Financial Management Budgetary Control	3 credits
---------------	--	-----------

Spring Trimester

NURS/ALHL 552	Law for Health Care Professional	3 credits
NURS 700	Master’s Project Advisement	1 credit

YEAR III

NURS 609	Nursing Administration Theory I	3 credits
NURS 610	Nursing Administration: Seminar/Practicum	3 credits
NURS 700	Master’s Project Advisement	<u>1 credit</u>
		7 credits

Spring

NURS 611	Nursing Administration Theory II	3 credits
NURS 612	Nursing Administration Seminar/Practicum	3 credits
NURS 700	Master’s Project Advisement	<u>1 credit</u>
		7 credits

Total Credits: 36

**Suggested Master of Science Part-Time Curriculum Sequence
Clinical Track: Adult Nurse Practitioner**

YEAR I**Fall**

NURS 501	Advanced Nursing Theory	3 credits
NURS 504	Dynamics of Nursing Leadership	<u>3 credits</u>
		6 credits

Spring

NURS 502	Advanced Nursing Research	3 credits
NURS 505	Ethics and Health Care Policy	<u>3 credits</u>
		6 credits

YEAR II**Fall**

NURS 529	Advanced Pathophysiology I	2 credits
NURS 531	Advanced Health Assessment	<u>3 credits</u>
		5 credits

Spring

NURS 530	Advanced Pathophysiology II	2 credits
NURS 532	Advanced Pharmacophysiology	3 credits
NURS 700	Master's Project Advisement	<u>1 credit</u>
		6 credits

YEAR III**Fall**

NURS 650	Advanced Practice Theory I	3 credits
NURS 651	Advanced Practice Seminar/Practicum II	3 credits
NURS 700	Master's Project Advisement	<u>1 credit</u>
		7 credits

Spring

NURS 652	Advanced Practice Theory II	3 credits
NURS 653	Advanced Practice Seminar/Practicum	3 credits
NURS 700	Master's Project Advisement	<u>1 credit</u>
		7 credits

Summer Session:

NURS 655	Advanced Practice Seminar/Practicum III	3 credits
----------	---	-----------

Total Credits: 40

**Suggested Master of Science Part-Time Curriculum Sequence
Clinical Track: Clinical Nurse Specialist**

YEAR I**Fall**

NURS 501	Advanced Nursing Theory	3 credits
NURS 504	Dynamics of Nursing Leadership	<u>3 credits</u>
		6 credits

Spring

NURS 502	Advanced Nursing Research	3 credits
NURS 505	Ethics and Health Care Policy	<u>3 credits</u>
		6 credits

YEAR II**Fall**

NURS 529	Advanced Pathophysiology I	2 credits
NURS 531	Advanced Health Assessment	<u>3 credits</u>
		5 credits

Spring

NURS 530	Advanced Pathophysiology II	2 credits
NURS 532	Advanced Pharmacophysiology	3 credits
NURS 700	Master's Project Advisement	<u>1 credit</u>
		6 credits

YEAR III**Fall**

NURS 601	Nursing of the Adult and Aging Theory I	3 credits
NURS 602	Nursing of the Adult and Aged: Seminar/Practicum	3 credits
NURS 700	Master's Project Advisement	<u>1 credit</u>
		7 credits

Spring

NURS 603	Nursing of the Adult and Aging Theory II	3 credits
NURS 602	Nursing of the Adult and Aged: Seminar/Practicum	3 credits
NURS 700	Master's Project Advisement	<u>1 credit</u>
		7 credits

Total Credits: 37

**Suggested Master of Science Part-Time Curriculum Sequence
Clinical Track: Family Nurse Practitioner**

YEAR I**Fall**

NURS 501	Advanced Nursing Theory	3 credits
NURS 504	Dynamics of Nursing Leadership	<u>3 credits</u> 6 credits

Spring

NURS 502	Advanced Nursing Research	3 credits
NURS 505	Ethics and Health Care Policy	<u>3 credits</u> 6 credits

YEAR II**Fall**

NURS 529	Advanced Pathophysiology I	2 credits
NURS 531	Advanced Health Assessment	<u>3 credits</u> 5 credits

Spring

NURS 530	Advanced Pathophysiology II	2 credits
NURS 532	Advanced Pharmacophysiology	3 credits
NURS 700	Master's Project Advisement	<u>1 credit</u> 6 credits

YEAR III**Fall**

NURS 650	Advanced Practice Theory I	3 credits
NURS 651	Advanced Practice Seminar/Practicum II	3 credits
NURS 700	Master's Project Advisement	<u>1 credit</u> 7 credits

Spring

NURS 652	Advanced Practice Theory II	3 credits
NURS 653	Advanced Practice Seminar Practicum	3 credits
NURS 700	Master's Project Advisement	<u>1 credit</u> 7 credits

YEAR IV

NURS 656	Family Nurse Practitioner Theory	3 credits
NURS 657	Family Nurse Practitioner Seminar/Practicum	<u>3 credits</u> 6 credits

Total Credits: 43

ADVANCED CERTIFICATE PROGRAMS:

Adult Nurse Practitioner-This program provides, for the nurse who holds a Master's degree in Nursing, the opportunity to acquire an in-depth theoretical understanding of advanced nursing practice, and preparation to function as an adult nurse practitioner. Graduates will also be eligible to sit for the American Nurses Credentialing Center and the American Academy of Nurse Practitioner certification examinations.

Family Nurse Practitioner-This program provides, for the nurse who holds a Masters' degree in Nursing, the opportunity to acquire an in-depth theoretical understanding of advanced nursing practice with individuals and will be eligible to sit for the American Nurses Credentialing Center and the American Academy of Nurse Practitioner examinations.

ADMISSION REQUIREMENTS INCLUDE:

- completion of Master of Science in Nursing;
- current registered nurse license;
- one year of recent professional nursing practice;
- completion of application with fee, reference and official college transcript;
- interview with the Graduate Program Director

Nurse Educator – This New York State Education Department approved program provides, for the nurse who holds a Masters' degree in Nursing, the opportunity to acquire an in-depth theoretical understanding of the nurse educator role and preparation to function as a nurse educator, specifically faculty and staff development roles. Graduates will have successfully achieved the program outcomes for nurse educator, which are congruent with the National League for Nursing core competencies for nurse educators.

ADMISSION REQUIREMENTS INCLUDE:

- completion of Master Degree in Nursing with a minimum cumulative GPA of 3.0
- current registered nurse license with one year of recent professional nursing practice;
- eligible to practice as a registered nurse in New York State;
- completion of application with fee, reference and official college transcript;
- interview with the Director of the Post-Masters Degree Certificate Program: Nurse Educator

**Advanced Certificate Program Curricula:
Family Nurse Practitioner**

YEAR I

Fall

NURS 529	Advanced Pathophysiology I	2 credits
NURS 531	Advanced Health Assessment	<u>3 credits</u>
		5 credits

Spring

NURS 530	Advanced Pathophysiology II	2 credits
NURS 532	Advanced Pharmacophysiology	<u>3 credits</u>
		5 credits

YEAR II

Fall

NURS 650	Advanced Practice Theory I	3 credits
NURS 651	Advanced Practice Seminar/Practicum II	<u>3 credits</u>
		6 credits

Spring

NURS 652	Advanced Practice Theory II	3 credits
NURS 653	Advanced Practice Seminar/ Practicum	<u>3 credits</u>
		6 credits

YEAR III

NURS 656	Family Nurse Practitioner Theory	3 credits
NURS 657	Family Nurse Practitioner Seminar/Practicum	<u>3 credits</u>
		6 credits

Total Credits: 28

* The Post-Masters Nurse Educator Certificate Program is sponsored by an Advanced Nursing Education Grant from the U.S. Department of Health and Human Services, Health Resources and Service Administration.

**Advanced Certificate Program Curricula:
Adult Nurse Practitioner**

YEAR I

Fall

NURS 529	Advanced Pathophysiology I	2 credits
NURS 531	Advanced Health Assessment	<u>3 credits</u>
		5 credits

Spring

NURS 530	Advanced Pathophysiology II	2 credits
NURS 532	Advanced Pharmacophysiology	<u>3 credits</u>
		5 credits

YEAR II

Fall

NURS 650	Advanced Practice Theory I	3 credits
NURS 651	Advanced Practice Seminar/Practicum II	<u>3 credits</u>
		6 credits

Spring

NURS 652	Advanced Practice Theory II	3 credits
NURS 653	Advanced Practice Seminar/Practicum	<u>3 credits</u>
		6 credits

YEAR III

NURS 655	Advanced Practice Seminar/Practicum III	3 credits
----------	---	-----------

Total Credits: 25

**Advanced Certificate Program Curricula:
Nurse Education**

Fall: Semester I

NURS 661	Theories of Learning	2 credits
NURS 662	The Teaching Learning Process	3 credits

Summer or Winter Intersession: Semester II:

NURS 663	The Use of Technology to Enhance Learning	1 credit
----------	---	----------

Spring: Semester III

NURS 664	Curriculum and Course Development	2 credits
NURS 720	Teaching Practicum for the Nurse Educator	2 credits

Total 10 credits

NURSING COURSE DESCRIPTIONS

CORE NURSING COURSES

Twelve credits provide core knowledge essential to advanced nursing practice. The courses are taken by students in all programs of study of e.g., Nursing Administration, Nursing of the Adult and Aged, and Adult Nurse Practitioner.

NURS 501 - Advanced Nursing Theory **3 credits**

This core course critiques selected nursing theories and health related concepts involved in advanced nursing practice. These theories and concepts are derived from the social sciences, psychology, and family and humanistic literature. Concept development will be analyzed in relation to specific areas of students' interests. (3 hours-lecture)

Pre or Co requisites: Undergraduate courses in nursing research and elementary statistics.

NURS 502 - Advanced Nursing Research **3 credits**

Quantitative and qualitative research are examined and evaluated. A major component of this course is the development of a research proposal. (3 hours-lecture)

Prerequisites: NURS 501

NURS 504 - Dynamics of Nursing Leadership **3 credits**

This course is an in-depth study of leadership theories and issues in managed health care. The history of nursing, its culture, and current social, political, and legislative trends are studied for their implications in nursing leadership. Students apply concepts from selected theories in the development of a philosophy of leadership. (3 hours-lecture)

Pre or Co requisites: NURS 501

NURS 505 - Ethical and Policy Issues in Health Care **3 credits**

This course provides an in-depth study of major ethical issues affecting the nursing care of individuals, families, and communities. Ethical frameworks are analyzed for decision-making in relation to selected nursing theories, standards of nursing care, and health care policies. Relationships between ethical decision-making and the implementation of professional practice are explored. (3 hours-lecture)

Pre- or Co requisite: NURS 501

NURSING ADMINISTRATION

NURS 609 - Nursing Administration Theory I **3 credits**

The course focuses on advanced study of business and nursing theories and research that direct, organize and facilitate the delivery of nursing care. Emphasis is placed on the role of the nursing administrator as educator, client, and nurse advocate and collaborator within health care organizations. Students evaluate current methods of nursing care delivery and case management. (3 hours-lecture)

Prerequisites: Completion of Nursing and Business Core Courses

Corequisites: NURS 610, 700

NURS 610 - Nursing Administration: Advanced Practicum/Seminar **3 credits**

This practicum and seminar focuses on the implementation of business, nursing and research that direct, organize, and facilitate the delivery of nursing care. Students observe, analyze, and participate in the role of the nurse administrator in a designated health care delivery system. Students participate in the implementation and evaluation of current methods of nursing care delivery. (8 hours-clinical; 1 hour-seminar)

Co requisites: NURS 609, 700

NURS 611 - Nursing Administration Theory II **3 credits**

This course focuses on the implementation of business and nursing theories and research that evaluate the delivery of nursing care in a managed care environment. Students learn to optimize the effectiveness of organizations. Students implement the role of the nurse administrator as consultant and change agent within health care organizations. (3 hours-lecture)

Prerequisites: NURS 609, 610

Corequisite: NURS 612

NURS 612 - Nursing Administration: Advanced Practicum/Seminar II **3 credits**

This seminar and practicum focuses on advanced study of business and nursing theories and research which evaluate the delivery of nursing care in a managed care environment. Students explore concepts involved in organizing work and optimizing the effectiveness of organizations. Emphasis is placed on the role of the nurse administrator as consultant and change agent within health care organizations. The role of regulatory agencies in the delivery of nursing care is explored. (8 hours clinical; 1 hour-seminar)

Prerequisites: NURS 609, 610

Corequisite: NURS 611

SUPPORT ADMINISTRATION COURSES

ALHL/NURS 550 - Foundations of Health Care Administration **3 credits**

This course examines behavioral issues in health care organizations to develop an understanding for working with people individually, in groups, and as members of larger organizations. The course also reviews theories and research in the area of effective management, in order to develop a base of understanding for managerial practice and organizational leadership.

ALHL/NURS 551- Financial Management and Budgetary Control **3 credits**

An analysis of the "financial health" of the health care system and the provision of health care services within that system. An introduction to the management of a health care facility's finances, including the operation of its financial accounting system. Evaluation of the organization's financial situation using financial techniques and financial statements, cash management, credit analysis, capital structure and capital budgeting, funds management, and financial control.

Prerequisite: Basic course in accounting/finance recommended.

ALHL/NURS 552- Law for Health Care Professionals **3 credits**
 This course reviews the American legal system, including its courts, its statutes, and its common law, in order to provide the health care manager with a basic understanding of the number of significant ways in which legal mandates apply to one's situation. A number of different areas of law will be studied, each selected for its influence on the management of health care institutions and health care providers. Legal cases will be examined, including significant court opinions, in order to bring students to a basic understanding of the manner in which their actions will be judged by our country's legal systems. The course will explore the nature of medical malpractice and the effect of medical error on the provision of health care services.

NURSING OF THE ADULT AND AGED

Twelve credits provide the student with advanced knowledge and practice in their chosen major.

NURS 601 - Nursing of the Adult and Aged Theory I **3 credits**
 This course focuses on advanced study of the biological and psychological changes of the early, middle and late aging processes. Emphasis is placed on the use of diagnostic reasoning for the identification of complex health problems. The design and implementation of nursing interventions for primary, secondary, and tertiary care are examined. (3 hours-lecture)
Prerequisites: Core Nursing courses (12 credits) NURS 530, 531, 532
Co requisites: NURS 602, 532 with permission of faculty

**NURS 602 - Nursing of the Adult and Aged:
 Advanced Practicum/Seminar I** **3 credits**
 This practicum and seminar focuses on the implementation of the nursing process in the care of adult and aged clients with complex health needs. Students will develop new standards for emerging nursing care delivery. (8 hours-clinical; 1 hour-seminar)
Prerequisites: Core Nursing courses (12 credits), NURS 530, 531
Co requisites: NURS 601

NURS 603 - Nursing of Adult and Aged Theory II **3 credits**
 Nursing practice roles of advanced practice nurses are examined through synthesis of theories of nursing and other related disciplines. Governmental regulation policies and advancement of the specialty (in one's area of interest) are addressed. (3 hours-lecture)
Prerequisites: NURS 530, 531, 532, 601, 602
Co requisites: NURS 604

**NURS 604 - Nursing of the Adult and Aged:
 Advanced Practicum/Seminar II** **3 credits**
 This practicum and seminar course focuses on the implementation of the role of

the advanced practice nurse in the delivery of care in a variety of settings. Specialized nursing roles in advanced practice situations are examined. (8 hours-practicum; 1 hour-seminar)
Prerequisites: NURS 530, 531, 601, 602
Co requisites: NURS 532, 603

SUPPORT COURSES FOR THE NURSING OF THE ADULT AND AGED

Ten credits provide the student with advanced knowledge in their area of interest.

NURS 529 - Path physiology for Advanced Nursing Practice I **2 credits**
 This is the first of two courses designed to investigate concepts and processes related to the health care of children, adults and the elderly. Common path physiologic processes are discussed in conjunction with recent research. Path physiology is examined for its use in implementing a nursing plan of care at the advanced practice level. This course focuses on processes occurring at the cellular and systems levels.

NURS 530 - Path physiology in Advanced Nursing Practice II **2 credits**
 This is the second of two courses designed to investigate concepts and processes related to the health care of children, adults and the elderly. Common path physiologic processes are discussed in conjunction with recent research. Pathophysiology is examined for its use in implementing a nursing plan of care at the advanced practice level. This course focuses on disease processes encountered in the primary care setting.

NURS 531 - Advanced Health Assessment/Practicum **3 credits**
 Emphasis is on theory and practice in biobehavioral and psychobehavioral assessment strategies essential for case management of the adult seeking primary, secondary, and tertiary care. Skill development includes obtaining and recording a comprehensive database and demonstrates advanced clinical judgment in the assessment of individuals. Preceptored experiences assist the student in synthesizing the components of the health history and physical assessment. (2 hours-lecture; 2 hours-lab; 1 hour-clinical)
Prerequisites: Undergraduate health assessment course, successful completion of the Health Assessment Placement Examination

NURS 532 - Advanced Pharmacophysiology **3 credits**
 The principles of pharmacokinetics and pharmacodynamics of major drug groups are examined. Emphasis is placed on the application of drug therapy in the management of common health problems in adults and aged. Legal consideration for prescription writing will be incorporated. (3 hours-lecture)
Prerequisites: Completion of Nursing Core Courses

ADULT NURSE PRACTITIONER AND FAMILY NURSE PRACTITIONER**NURS 600 - Continuous Clinical Practicum 0 credits**

Nurse Practitioners must register for the course in order to fulfill 600 clinical hours required for graduation. The students will continue to refine their skills in comprehensive assessment, diagnosis, and nursing management of health care. Clinical sites may include an ambulatory facility, community health center, acute care and/or a long term facility that provides care in the specialty care of interest. A clinical fee will be charged upon registration.

NURS 650 - Advanced Practice Theory I 3 credits

This course will explore the diagnosis and nursing management of frequently occurring common health problems manifested in primary care. Emphasis will be given to episodic conditions that affect the skin, the eye, nose and throat, and the respiratory, cardiovascular, and reproductive systems, as well as affective disorders common in young, middle-aged, and older adults. Health promotion and disease prevention strategies essential in providing holistic primary care to adult populations from underserved areas will be addressed. (3 hours-lecture)

Prerequisites: Core nursing courses, NURS 530

Co requisites: NURS 531, 532, 651

NURS 651 - Advanced Practicum/Seminar I 3 credits

This course will emphasize implementation of theory-based nursing management strategies to promote, restore, and maintain health in young, middle age, and older adults. In a variety of ambulatory settings, the student will implement comprehensive skills in assessment, diagnosis, and management of wellness and common health problems. The seminar will focus on the collaborative role of the nurse practitioner in providing care to patients. (14 hours-clinical; 1 hour-seminar)

Prerequisites: Core Nursing courses, NURS 530

Corequisites: NURS 650, 531, 532

NURS 652 - Advanced Practice Theory II 3 credits

This course will explore the management of chronicity in the adult population. Exacerbations of chronic conditions with multisystem alterations will be discussed. Emphasis will be given to the chronic illnesses that affect the gastrointestinal, genitourinary, endocrine, neurological, and musculoskeletal systems. Teaching strategies essential in coordinating care for adult individuals within the context of the family will be addressed. (3 hours-lecture)

Prerequisites: NURS 650, 651, 531, 532

Corequisites: NURS 653

NURS 653 - Advanced Practicum/Seminar II 3 credits

This course will implement theory-based management strategies to treat chronic health problems. In a variety of clinical settings or in specialty clinics, the student will implement strategies which support clients and their caregivers. The seminar

will focus on the relevance and competence of the nurse practitioner in providing primary care. (14 hours-clinical; 1 hour seminar)

Prerequisites: NURS 650, 651

Corequisites: NURS 652

NURS 655 - Advanced Practicum/Seminar III 3 credits

This 3 credit course will provide an opportunity for the refinement of skills in comprehensive assessment, diagnosis, and nursing management of health care for adults. The student will select an ambulatory facility, community health center, acute care, or long-term facility that provides care in a specialty area of particular interest. The seminar will focus on the conflicts and opportunities that nurse practitioners may encounter in the practice environment. This course is for ANP students only. (14 hours-clinical; 1 hour seminar)

Prerequisites: NURS 652, 653

NURS 656 - Family Nurse Practitioner Theory III 3 credits

This course will explore the diagnosis and management of episodic, chronic, and developmental alterations of women and children. Strategies essential to the treatment and coordination of care of the pediatric population will be addressed. Further issues affecting families will be explored. This course is for FNP students only. (3 hours - lecture)

Prerequisites: NURS 652, 653

Corequisite: NURS 657

NURS 657 - Family Nurse Practitioner Practicum/Seminar III 3 credits

This course will emphasize implementation of theory-based managed strategies for women and children with episodic, developmental, and chronic health problems. In a variety of clinical settings, the student will implement management, preventive, and health-promoting strategies which support clients, families, the community, and their care-givers. The seminar will focus on issues pertaining to the client population. This course is for FNP students only. (14 hours clinical, 1 hour seminar)

Prerequisites: NURS 652, 653

Corequisite: NURS 656

MASTER'S PROJECT COMPONENT**NURS 700 - Master's Project Advisement 1-3 credits**

This synthesis course is designed to refine and implement a Master's Degree project. The project is based on a specific area of interest that has been identified in previous graduate courses. Students may complete research (qualitative or quantitative), teaching or other projects that are consistent with the terminal

objectives of the program. Students' support and guidance for the duration of their project. Students must complete 3 credits of Master's Project Advisement.

NURS 701 –Continuous Master's Project Advisement 0 credits

This course is designed to provide students with continuous advisement in the event that the student has not completed the Master's Project within three semesters (or three credit hours). This course does not carry credit, however, will be billed to the student in the amount equivalent to one credit.

EDUCATION

The Master of Science Degree in Education has been approved and is registered with the New York State Higher Education Department, under the IPEDS code of 0899.

Chairperson of the Teacher Education Program:

Sr. Margaret Egan, Ed.D. margaret.egan@mountsaintvincent.edu

Director of the Graduate Program:

Jennifer Dolan-Waldman, Ed.D. jennifer.dolan-waldman@mountsaintvincent.edu

Assistant to the Director:

Evelyn Lopez evelyn.lopez@mountsaintvincent.edu

Graduate Education phone number: (718) 405-3209

For information about application procedures you may also call the Office of Graduate Studies and Continuing Education at (718) 405-3322.

PHILOSOPHY OF THE MASTER OF SCIENCE IN EDUCATION

The Master of Science in Urban and Multicultural Education is a values-centered program reflecting the belief that learning and culture are inseparable, as are relationships among learner, teacher, environment, and purpose for learning. Educators need to understand the cultures of all children, adolescents, and families through conscientious study and personal interaction. Accordingly, educators must have the appropriate knowledge, skills, and attitude necessary to teach effectively in all school systems, especially in metropolitan area systems where the populations are more culturally diverse.

Consistent with the College mission, the Graduate Program is based on a belief in commitment to service, especially to diverse populations. All young learners have the right to an education appropriate to their individual needs and an education that acknowledges their culture, race, socioeconomic background, and the language of their home.

Graduate education serves to provide teachers with opportunities to pursue aca-

ademic excellence and professional leadership. This program in Urban and Multicultural Education prepares teachers to assume leadership positions as knowledgeable practitioners who can provide productive learning environments in multicultural and multilingual classrooms and schools.

The Graduate program is designed to allow part-time students to pursue and complete their graduate studies typically within two years. Accelerated study is possible based on course offerings and the academic status of the student.

PROGRAM OUTCOMES:

1. Articulate a philosophy of teaching which reflects a commitment to the development of self and others and the advancement of the teaching profession.
2. Demonstrate reflective and critical thinking skills as professional educators.
3. Evaluate research knowledge as it applies to effective schooling.
4. Demonstrate ability to communicate in a scholarly and professional manner.

ADMISSION REQUIREMENTS FOR M.S. IN EDUCATION:

Applicants who possess New York State provisional or permanent certification in education may participate in the program on either a part-time or full-time basis.

Applicants for admission into the Graduate Program in Education must meet the following requirements:

1. Hold a bachelor's degree from an accredited college or institution;
2. Have an undergraduate cumulative grade point average of at least 3.0;
3. Submit a completed application and fee with two references;
4. Provide all official undergraduate transcripts;
5. Provide a copy of the provisional or permanent teaching certificate;
6. Complete an admission interview with the Director of the Graduate Education Program.

NEW YORK STATE CERTIFICATION

Graduates of the Program fulfill academic or program requirements for New York State permanent certification in their area of initial provisional certification.

Graduate students who have New York State certification and the pre-requisite undergraduate academic major may choose the Middle Level Education concentration (nine credits) to obtain Grades 5-6 or 7-9 certification extension in this area.

Graduate students who choose the English As A Second Language concentration do not qualify for New York State certification in Teaching English to Speakers of Other Languages (TESOL). However, the courses of study do provide teachers with essential skills to meet the needs of multilingual youngsters in their class-

rooms. Teachers who wish to pursue additional graduate study in this area have a solid foundation of transferable course work in TESOL.

GRADES

All courses in the education program are evaluated with letter grades. The Pass/Fail distinction is used only with the final comprehensive exam.

DEGREE AND EXIT REQUIREMENTS

The Graduate Program in Education at the College of Mount Saint Vincent offers intensive study in urban and multicultural education and issues. The curriculum consists of 30 credits: nine credits in Foundation studies; a professional core of twelve credits in instructional methodology as applied to urban and multicultural issues and settings; and nine credits of concentration in one of four areas—Special Education, Middle Level Education, English as a Second Language, and Instructional Technology and Global Perspectives.

All students are required to pass a comprehensive examination. Students take this examination at the completion of the program and must register at least four months before the published test administration date.

THE UFT/NEW YORK CITY TEACHER CENTERS CONSORTIUM AND COLLEGE OF MOUNT SAINT VINCENT COLLABORATION

The College of Mount Saint Vincent and the New York City Teacher Centers Consortium work in partnership offering qualified United Federation of Teachers members the opportunity to pursue a Master's Degree through a special off-site program (nine credits are required on-campus).

The College of Mount Saint Vincent is pleased to host an on-campus Teacher Center operated by the UFT/NYCTCC. The Teacher Center at the College of Mount Saint Vincent is the Center for Multicultural Studies and Instructional Technology. For further information about the Center please contact Esta Heitner at (212) 260-7679.

ADVANCED CERTIFICATE PROGRAMS

The Department of Graduate Education offers three New York State approved Advanced Certificate Programs that are derived from the Master of Science in Urban and Multicultural Education. Each program consists of three courses (nine credits). Upon completion of the course of study, students are awarded an Advanced Certificate in the selected area of study.

Students who wish to apply for an Advanced Certificate Program must hold a bachelor's degree, submit a completed application and fee, and meet the academic requirements for admission to the Graduate Program (have an overall GPA of 2.7 or a 3.0 in education).

Advanced Certificate Program in Middle Level Education. This program is

designed to enable teachers to be eligible for Middle Level extension in either PreK-6 or 7-12 provisional or permanent New York State certification.

The program provides the teacher with the knowledge and skills needed to implement middle school philosophy and pedagogy. Program requirements are EDUC 702,704, and 706.

Advanced Certificate Program in Multicultural Studies. This program is of particular benefit to health care, human resource, and business personnel as well as educators. It provides an understanding of the issues, concepts, and strategies needed to understand multiculturalism in today's world.

Program requirements are EDUC 502, 504, and (506). EDUC 502 and 504 are required. As a selection option, the student may choose another of the related graduate courses - according to one's professional interest.

Advanced Certificate Program in Instructional Technology and Global Perspectives. This program is designed to enable elementary and secondary teachers to understand the culture and skills of information technology. It provides teachers with the knowledge, experience, and confidence needed to become more technologically literate. Program requirements are EDUC 732, 734, and 736.

ADMISSION REQUIREMENTS FOR ADVANCED CERTIFICATE PROGRAMS:

Those interested in entering an Advanced Certificate program must hold a baccalaureate degree, and obtain permission of the Director of the Graduate Program prior to registering for courses. Students must complete an admission form for the Certificate Program they wish to enter, pay the admission fee, and submit an official transcript. A student completing a Certificate

Program and wishing to enter the M.S. program may do so and have all nine credits applied towards the M.S. degree if he/she meets the Admission Requirements for the Masters Degree Program as stated.

EXIT CRITERIA:

- A student who successfully completes all academic and professional requirements will be recommended by the Teacher Education Department for permanent New York State certification in the areas of first certification. Academic requirements include completion of all courses with the prescribed grades and grade point average. Professional requirements include demonstration of affective behaviors appropriate to the profession. These requirements for permanent certification are applicable to candidates who have received provisional certification before February 2, 2004. Students who received New York State Initial Certification after February 2, 2004 in Childhood (1-6) or Childhood with a Grade 7-9 extension in a content area will

be academically eligible for Professional certification after successful completion of the MS program.

- All requirements are effective as of September 1999 for candidates for certification in February 2003 and thereafter.

OTHER ADMISSION POLICIES:

Those individuals who do not meet the program requirements for unqualified admission may petition to take courses as non-matriculated students. Permission of the Director of the Program is required. Petitions may be granted or denied at the discretion of the Director. Please also note that anyone granted such permission and admitted into the program without New York State Provisional Certification is responsible for fulfilling all requirements on their own, directly through the New York State Department of Education. While the College of Mount Saint Vincent and the Graduate Program are willing to assist and advise individuals as needed, the College will not be responsible for recommending such an individual for New York State Provisional Certification.

PROJECTED COURSE OFFERINGS FOR 2004-2006

(Subject to change)

FALL 2004 (Classes begin Monday, August 30)

EDUC 502: FOUNDATIONS OF URBAN AND MULTICULTURAL EDUCATION

EDUC 604: METHODS IN MULTICULTURAL EDUCATION

EDUC 602: RESEARCH FOR CLASSROOM TEACHERS

EDUC 714: PRACTICUM IN ASSESSMENT AND INSTRUCTION OF
SPECIAL LEARNERS

EDUC 570: SPECIAL TOPICS: ARTS INTEGRATION

SPRING 2005 (Classes begin Tuesday, January 21)

EDUC 506: LANGUAGE, COGNITIVE DEVELOPMENT, AND CULTURAL
DIVERSITY

EDUC 602: RESEARCH FOR CLASSROOM TEACHERS

EDUC 606: URBAN ENVIRONMENTAL EDUCATION

EDUC 608: CONTEMPORARY HEALTH ISSUES IN URBAN EDUCATION

EDUC 702: EDUCATION AND DEVELOPMENT OF MIDDLE SCHOOL
LEARNERS

SUMMER 2005

EDUC 504: CROSS-CULTURAL COMMUNICATION

EDUC 606: URBAN ENVIRONMENTAL EDUCATION URBAN/
MULTICULTURAL

EDUCATION COURSE DESCRIPTIONS

FOUNDATION COURSES

Nine credits provide knowledge and experience basic to multicultural understanding.

All students take these courses. Either EDUC 502 or EDUC 504 now fulfills the New York City Board of Education human relations requirement.

EDUC 502 - Foundations of Urban and Multicultural Education 3 credits

This course equips teachers with a sound knowledge base in multicultural education. It provides both definition and rationale. Employing historical perspective, and through the use of lecture, video analysis and class reflection, it traces the development of cultures, prejudices, and stereotypes in American society and relates them to economic and political factors.

Students apply this information to urban education and formulate a personal philosophy of urban-multicultural education.

EDUC 504 - Cross-cultural Communication 3 credits

This course focuses on self-awareness, group dynamics, effective communication, and conflict resolution with an emphasis on cross-cultural interactions and prejudice reduction.

EDUC 506 - Language, Cognitive Development, and Cultural Diversity 3 credits

This course examines cognitive development and language acquisition across cultures. Through the supplemental use of various technologies the course focuses on issues of bilingualism and dialectal difference and their relationship to language development. The course explores language diversity as it relates to classroom instruction.

CORE COURSES

Twelve credits provide students with theory and methodology needed to teach effectively in multicultural settings.

EDUC 602 - Research for Classroom Teachers 3 credits

This course examines variations in the structure of educational research as a function of questions under investigation, statistical formulae, and data analysis (including computer applications) as applied to classroom settings. Students will learn to read and interpret research reports and they will develop their own model for a classroom research project. Various technologies are required to effectively fulfill course requirements.

EDUC 604 - Methods in Multicultural Education 3 credits

This course is a study of multicultural teaching approaches, learning processes and evaluation strategies as applied in all curriculum areas. Interdisciplinary approaches to standards-based instruction are studied. Classroom motivation, communication and management are prime considerations. The arts will be presented as a basic component of multicultural education.

EDUC 606 - Urban Environmental Education**3 credits**

This course is a study of the physical environment of the city, natural and built, and the interrelationships between the city and its culturally diverse residents. Students will learn environmental education strategies to reduce the devastation and enhance the beauty of the urban environment. Appropriate technology will be featured and utilized. Fieldwork required.

EDUC 608 - Contemporary Health Issues in Urban Education**3 credits**

This course is designed to increase teacher awareness of significant health and social issues-abusive environments, addiction, illness prevention-that impact American education today. It explores the effect of these issues on diverse populations of students and analyzes implications for school personnel. Emphasis is given to integrating new content into the curriculum, initiating referral procedures, and effective use of community resources.

PROGRAM CONCENTRATIONS

Choose from one of the three program concentrations: Middle Level Education, Special Education, or English As A Second Language. With an advisor's approval, a student may choose one course from each area.

MIDDLE LEVEL CONCENTRATION

Students who choose this concentration are eligible to apply for New York State certification extension, Grades 5-6, or 7-9, if they have provisional certification and an appropriate baccalaureate major in English, mathematics, social studies, science, or a language other than English.

EDUC 702 - Education and Development of the Middle School Learner**3 credits**

This course is an intensive study of the psychodynamics of adolescent development. It explores the unique cognitive, physical, social, and emotional needs of middle school learners. Emphasis is given to the roles of school personnel in responding to the needs of this age group.

EDUC 704 - Curriculum in Middle School Education**3 credits**

This course focuses on interdisciplinary and thematic approaches used in teaching middle grade students. Methods of integration of the arts, language, math, science, and social studies are studied from a multicultural perspective. Teaching strategies and materials that foster the development of skills of inquiry and cognitive processing are examined.

EDUC 706 - Applied Research in Middle Level Education**3 credits**

This course is designed to enable teachers to conduct research related to Middle Level Education. Curriculum, instruction, cooperative learning, interdisciplinary teaching, advisory, team learning and affective development are explored from a multicultural perspective. Intensive field studies will be designed, implemented and reported. Prerequisites: EDUC 702 and EDUC 704 or permission of instructor.

SPECIAL EDUCATION CONCENTRATION

These courses have been approved by the New York City Board of Education as appropriate for fulfilling requirements for regular permanent licensure in the New York City public schools.

EDUC 712 - Strategies for Inclusion of Special Learners**3 credits**

This course is designed to help teachers instruct students with learning and behavior problems in the least restrictive environment. Areas considered are cooperative planning, differentiated instruction, communication, use of special resources (e.g., assistive technology) motivation and behavior management. Participants collaborate in teams to improve their decision-making and problem-solving skills.

EDUC 714 - Practicum in Assessment and Instruction of Special Learners**3 credits**

This course is designed to provide participants with information on standardized and informal assessment procedures and materials and on research-based effective strategies for teaching students with mild to moderate learning and behavior problems. Emphasis is on assessment in literacy and mathematics and appropriate use of technologies including assistive technologies. Focus will also be on those strategies of differentiated instruction that can be effectively implemented or modified within the general education program.

Prerequisites: EDUC 712 or permission of instructor.

EDUC 716 - Life Span Special Education: Transition from Birth to Adulthood**3 credits**

This course will focus on the many transitions which special education students and their families must take throughout their education as well as how teachers, administrators, and other professionals in education can facilitate these transitions. The course emphasizes human motivation and effective communication procedures.

ENGLISH AS A SECOND LANGUAGE CONCENTRATION

This concentration provides teachers with basic knowledge and skills to meet the needs of multilingual youngsters in their classrooms.

EDUC 722 - Teaching English as a Second Language I**3 credits**

This course provides an introduction to the theoretical foundations of second language acquisition that includes an examination of theories and research findings and their applicability to classroom practice. Course work also involves a review of relevant psycholinguistic and socio-linguistic research.

EDUC 724 - Teaching English as a Second Language II**3 credits**

In this course students examine and develop a variety of methods, approaches,

techniques, and materials used in teaching listening, speaking, reading, and writing to speakers of other languages on the elementary, middle school, and high school levels.

Prerequisite: EDUC 722

EDUC 726 - Assessment in English as a Second Language 3 credits

This course includes an examination of procedures and instruments, standardized and informal, used in second language instruction programs. Instruction in design and use of instruments. Focus on assessment as an integral part of instruction.

Prerequisites: EDUC 722 and EDUC 724 or permission of instructor.

**INSTRUCTIONAL TECHNOLOGY AND GLOBAL PERSPECTIVES
CONCENTRATION**

EDUC 732 - Technology for Classroom Teachers 3 credits

Technology for Classroom Teachers examines the philosophy, rationale, ethics, and intercultural value of technology usage. Teachers learn how to implement technology as effective productivity tools. Common platforms (IBM compatibles and Macintosh) and operating Systems (Windows 3.1 and 95, Mac OS and DOS), as well as software of various types are explored. This course emphasizes commercially available applications such as Microsoft Office (word processing, data base, spreadsheet) and Microsoft Publisher (graphic design). Desktop publishing is a featured activity. Trouble-shooting strategies relating to technology use within the classroom are explored.

EDUC 734 - Technology for Communication and Instruction 3 credits

Technology for Communication and Instruction prepares the classroom teacher to use multimedia computers to enhance teaching and learning. Participants explore sources of materials through utilization of print and online (Internet) catalogues and compendia. Criteria for selection of appropriate materials will be developed and applied. Emphasis is on identification, evaluation, and incorporation of published instructional software into classroom instruction and research using the World Wide Web. Application is made to various disciplines.

EDUC 736 - Advanced Technology: Curriculum and Development 3 credits

Advanced Technology: Curriculum and Development explores the use of authoring systems to create discipline-specific multimedia instructional presentations. Students will develop individual curriculum projects that will incorporate text, graphics, animation, video, and scanned images for instructional purposes. The creation of customized websites is a featured activity.

Prerequisites: EDUC 732, EDUC 734. Prerequisites apply to students enrolled in the complete concentration.

SPECIAL COURSES

EDUC 570 - Special Topics 3 credits

An option designed to offer students the opportunity of studying a "special topic" not regularly offered as part of the Graduate Program curriculum. See below for an example of one such topic.

EDUC 570 Arts Integration I: Methods and Materials 3 credits

A comprehensive studio workshop course that exposes teachers to two and three dimensional arts projects. Disciplines such as drawing, painting, sculpture (papier-mâché, clay cardboard, etc) will be utilized. Design, collage, and multimedia, will be explored and basic skills attained. "Setting up" for art projects in the classroom and strategies for classroom management will be taught. Critiques of projects and discussions of age appropriate use of materials and techniques will be a major component of this course. Materials fee: \$45. Fall 2004/Spring 2005

EDUC 614 - Independent Study 3 credits

An option designed to enable students to engage in the pursuit of knowledge in an area of special interest related to urban and multicultural education. This course is designed to foster critical thinking through individualized instruction. Permission and approval of the Director of the program is required.

ADMINISTRATION

Senior Academic Administrators

President

Charles L. Flynn, Jr., Ph.D.

Vice President for Academic Affairs, Dean of Faculty

Susan Apold, Ph.D.

Associate Dean, Graduate Studies and Continuing Education

TBA

Assistant to the Associate Dean for Graduate Studies and Continuing Education

Belgica Collado

FULL-TIME GRADUATE FACULTY

(Date in parentheses indicates year of initial appointment to the College.)

Susan Apold (1989) *Associate Professor of Nursing*
Vice President for Academic Affairs/Dean of Faculty R.N., B.S. Holy Family College; M.S. University of Pennsylvania; Ph.D.; Adelphi University; ANP College of Mount Saint Vincent

Janet Belkin (2001) *Associate Professor of Business/Economics*
A.B., Vassar College; Ph.D. St. John's University; J.D. Hofstra University School of Law; LL.M., New York University School of Law

Karen Bourgeois (2004) *Instructor of Nursing*
R.N., B.S., College of Mount Saint Vincent; M.S., F.N.P., Pace University

Eileen M. Brady (1977) *Professor of Psychology*
B.S., Mercy College of Detroit; M.A., Ph.D. Fordham University

Barbara Jaffin Cohen (1992) *Professor of Nursing*
R.N., B.S., Russell Sage College; M.A., M.Ed., Ed.D. Columbia University

Carol DeFelice (1988) *Associate Professor of Nursing*
R.N., B.S. Hunter College; M.A., M.Ed., Ed.D. Columbia University; ANP College of Mount Saint Vincent

Jennifer Dolan-Waldman (2004) *Assistant Professor of Teacher Education/
Director of Graduate Teacher Education*
B.A., M.S., Queens College; M.S., Pace University; Ed.D., Fordham University

Rita Scher Dytell (1985) *Professor/Director of Allied Health Studies*
B.A., City College of New York; Ph.D. The City University of New York

Sr. Margaret Egan, S.C. (1971) *Professor/Chairperson of Teacher Education*
B.A. College of Mount Saint Vincent; M.Ed. Boston College; Ed.D. Yeshiva University

Beverly C. Fineman (1985) *Associate Professor of Nursing*
R.N., B.S., Boston College; M.Ed., Boston State College; M.Ed., Ed.D. Columbia University; ANP College of Mount Saint Vincent

Mary Fuller (1989) *Associate Professor of Psychology*
B.A. Herbert H. Lehman College; M.A., Ph.D. Fordham University.

Nancy Kavanaugh (2004) *Instructor of Nursing*
R.N., B.S., Wagner College; M.S., C.N.S., F.N.P., Pace University

Muriel Kneeshaw (1991) *Professor of Nursing*
R.N., B.S.N. University of Western Ontario; M.Ed., Ed.D. Columbia University, ANP

Deborah Kramer (1990) *Associate Professor of Nursing*
R.N.; B.S., Lehman College; M.S.N., M. Ed., Ed.D. Columbia University, PNP

Edward H. Meyer (1982) *Professor/Chair of Business and Economics*
B.A., M.A. Fordham University; M.A. Columbia University; M.B.A., New York University; J.D. New York University School of Law

Dale Patrias (1981) *Associate Professor of Sociology*
B.S., M.Ed. Indiana University of Pennsylvania; M.A. Kent State University; Ph.D. New York University

Ron Scapp (1994) *Associate Professor of Teacher Education and Humanities*
B.A. Queens College; M.A., Ph.D. State University of New York at Stony Brook

Justine Taddeo (1988) *Associate Professor of Nursing*
R.N., B.S., Hunter College; M.A., New York University; Ed.D., Columbia University

Carol Vicino (1978) *Professor of Nursing*
R.N.; B.S. Hunter College; M.A., M.Ed., Ed.D. Columbia University

Lizzette Zayas (1998) *Assistant Professor of Business and Teacher Education*
B.A. Princeton University; J.D. Rutgers University School of Law

ADJUNCT GRADUATE FACULTY

Pamela Behrman (1997) *Instructor of Psychology*
B.S. State University of New York Plattsburg; M.S. Long Island University

Martha Magner (1995) B.S., M.S., Ph.D. Fordham University	<i>Instructor of Teacher Education</i>
Michael McCausland (1975) B.A., M.S. the Catholic University of America; M.A., Ph.D. St. John's University	<i>Assistant Professor of Psychology</i>
Shoshana Noble (1997) B.S., M.S., PNP Columbia University	<i>Instructor of Nursing</i>
Ulrich Rosa (1998) B.A. St. Francis Xavier Univ.; M.S. Herbert H. Lehman College; MBA Long Island University	<i>Instructor of Allied Health Studies</i>
Sr. Grace Troisi (1994) B.A. College of Mount Saint Vincent; M.A. Fordham University; M.Ed., Ed.D. Teachers College, Columbia University	<i>Instructor of Teacher Education</i>
John Wurpel (1999) B.S. Belmont Abbey College; M.S. Fairleigh Dickinson University; Ph.D. Pennsylvania State University	<i>Instructor of Nursing</i>

SERVICE OFFICE LOCATIONS

(Located in the Administration Building except where noted)

Academic Resource Center	Room 309
Bookstore	Room 113
Bursar	Room 302
Career Services and Internships	Room 308B
College Health Center (Spellman Hall)	Room 217
Computer Center	Room 410
Counseling Center/Personal Counseling	Room 408
Financial Aid	Castle – 2nd Floor
Graduate Computer Center	Room 412
Graduate Studies and Continuing Education	Room 304
Graduate Fellowships/Scholarships	Room 308B
Identification Cards	Room 306
Registrar	Room 302
Security	Room 108
Writing Center	Room 309

ADMINISTRATION BUILDING

Academic Computer Center: The College Computer Center and the Graduate Computer Center provide students with access to a mainframe computer and a number of IBM personal computers (PCs). A collection of hardware and software programs (including word processing, database, spreadsheet, and presentation software) are available for student use. The Computer Center is located in Rooms 410, 414, and 418. During regular sessions, the help desk (room 414) hours are Monday through Friday, 9 a.m. to 5 p.m. and the computer lab (rooms 410 and 418) hours are Monday through Thursday, 9:00 a.m. to 9:30 p.m.; Friday, 9:00 a.m. to 5:00 p.m.; and Saturday and Sunday, 10:00 a.m. to 4:00 p.m. During the summer and winter sessions, hours are abbreviated. Schedules are posted throughout campus.

The Helene Fuld Nursing Computer Center is located in room 467. Eight additional computers, a large collection of hardware, software, and interactive videodisks are available for student use.

The Nurse Educator Learning Center will be used by the students enrolled in the Advanced Nurse Educator Certificate Program. Technological resources, books and journals will be available to students to facilitate their learning of the nurse educator role(s). This resource room is located in room 467.

The Academic Resource Center aids students who wish to improve their study skills, time management, and/or test-taking strategies. Located in Room 309, the Center offers expanded evening and Saturday hours during the fall and spring semesters. See posted schedule.

Writing Center: The College of Mount Saint Vincent Writing Center, located in Room 309, is available to assist students with all phases of the writing process. A professional tutor is available by appointment during the regular semester. See posted schedule.

Language Lab: Located in Room 415. Students in elementary and intermediate level courses are assigned by class. Available to all students in language courses at hours posted on the door.

Career Services and Internships: The staff assists students in planning a career path and maintains a listing of job opportunities, both full and part-time. The Career Services and Internships office is located in room 308B.

The College of Mount Saint Vincent Bookstore: The Bookstore, located on the first floor supplies course textbooks, paperbacks and stationary, and College-imprinted clothing and souvenir items. The store also carries a supply of non-prescription pharmaceutical and personal items.

Hours: Monday through Thursday, 8:00 am. to 4:00 p.m.
Friday, 9:00 a.m. to 3:30 p.m.
Saturday, as needed.

Evening and weekend hours during the first week of a semester are Monday through Thursday, 8:00 a.m. – 6:30 p.m. Accommodations are made for special events.

Counseling Center: Personal and psychological counseling are available free of charge to all students. The Counseling Center, located in room 408, is open weekdays from 9:00 a.m. to 4:30 p.m. and evenings by appointment.

Benedicts Snack Bar: During regular sessions the Snack Bar, located on the first floor of the Administration Building is open 8:00 a.m. to 7:00 p.m., Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Friday. During January and May Intersessions and Summer Sessions the hours are 8:00 a.m. to 2:30 p.m.

Automated Teller Machine (ATM): The College maintains its own ATM near the Bookstore and across from the security office in the first floor lobby of the Administration Building. The ATM is available for use during the time the Administration Building is open. It is a cash-dispenser only, provides receipts with each transaction, and supplies cash in \$20.00 denominations up to \$200.00 per transaction. The ATM generally follows the same limits that a bank has placed on a particular access card. There is a fee of \$1.00, charged to the user's account, for each cash withdrawal.

ELIZABETH SETON LIBRARY

The Elizabeth Seton Library houses more than one hundred fifty thousand volumes along with complementary collections of periodicals, microfilms, and educational curriculum materials. Through its computer workstations, it provides access to electronic databases as well as to Internet sources. The library also houses a media center with video studios and a computer lab. The library is open daily according to posted hours. Books may be borrowed for four weeks upon presentation of the College I.D. with the current semester validation sticker. Reserve materials are available at the circulation desk and are restricted to on-site use. A college I.D. is required.

The periodical and microfilm collection is available for on-site use, along with access to many electronic sources.

The Media Center, on the lower floor, provides a wide range of audio-visual services. The Media Production facilities have video and audio rooms and equipment which may be used on or off site. The Media Resources Room has an extensive collection of software including films, cassettes and recordings for on-site use.

BOOK DROPS

Books (except periodicals or overdue books) may be returned to the library book drops which are located in the Post Office of the Administration Building and at the front entrance to the Library.

Hours: At the College of Mount Saint Vincent (when classes are in session):

Monday through Thursday, 8:00 a.m. to 11:00 p.m.
Friday, 8:00 a.m. to 4:30 p.m.
Saturday, 10:00 a.m. to 5:00 p.m.
Sunday, 2:00 p.m. to 10:00 p.m.

At other times, the hours of service will be posted at the entrances to the Library and the library website.

Manhattan College Library facilities are also available to graduate students.

RECREATIONAL FACILITIES

GRACE CENTER

The William Russell Grace Center includes facilities for athletic competition, performance, and recreation.

Cardinal Hayes Auditorium is a performance facility seating capacity of 1,100. Ground Floor areas include the College Fitness Center, weight room, health bar and recreation area, lockers and swimming pool.

Main and Second Floor areas include the gymnasium, with seating for 250, the dance studio, squash courts, and Athletic Department offices.

PARKING

Parking stickers are available from the Director of Security, Room 108, Administration Building.

BY AUTO

From the South: Exit Henry Hudson Parkway at West 253rd Street. Bear right back over the Parkway to Riverdale Avenue. Continue on Riverdale Avenue to the campus gate at West 263rd Street.

From the North and East: Exit Henry Hudson Parkway at West 254th Street and Riverdale Avenue. Turn left at the end of exit ramp to reach Riverdale Avenue. Turn right onto Riverdale Avenue and proceed to the campus gate at West 263rd Street.

From Long Island: Take the Throgs Neck Bridge to the Cross Bronx Expressway. Exit Rosedale Avenue/Bronx River Parkway. Take the Bronx River Parkway to the Mosholu Parkway. Turn right at the light and take the Mosholu to the Henry Hudson Parkway South. Exit at 254th Street. Turn left at the stop sign and proceed to Riverdale Avenue. Turn right at the light and proceed to the campus gate at West 263rd Street.

BY SUBWAY

Via IND Subway (Eighth Avenue “A” train) to West 207th Street. Exit station via West 211th Street. Take the “#7-Riverdale, 263rd-Street” bus to the campus gate.

Via IRT Subway (#1 Van Cortlandt and 242nd Street train) to West 231st Street. Take the #7 or “#10-Riverdale, 263rd Street” bus to campus gate.

BY BUS

From Manhattan: Express buses connect the campus with midtown Manhattan. For more information and schedules call Liberty Lines at (718) 652-8400.

In the Bronx: Several buses connect with the #7 and #10 buses at Broadway and West 231st Street. Cross-Bronx #10 and #7 buses stop at the campus gate.

From Westchester County: Change at Getty Square in downtown Yonkers for the Bee-Line #8 Mount Saint Vincent bus.

For directions to Manhattan College, please call (718) 862-8000.

INDEX

Academic Advisement16

Academic Computer Center71

Academic Honesty.....19

Academic Probation.....19

Academic Programs13

Academic Resource Center71

Academic Standing19

Administration68

Admission13

Allied Health Studies23

Application for a Degree18

Bookstore72

Campus Map79

Campus Safety.....20

Career Services and Internships71

College Calendar5-9

Conferral of Degrees.....18

Continuous Matriculation17

Counseling Center.....72

Course Changes.....16

Degree Requirements (General)17

Degree Requirements for M.B.A. in Health Care Administration.....34

Degree Requirements for M.S. in Allied Health25

Degree Requirements for M.S. in Education60

Degree Requirements for M.S. Nursing.....44

Degree Time Limits17

Deferred Payment Plans22

Directions to Campus74

Director, Graduate Allied Health Studies23

Director, Graduate Education58

Facilities and Services.....71

Faculty.....68

Financial Aid.....21

Food (Benedict's).....	72
Grade Reports.....	17
Grades.....	18
Graduate Program Organization.....	12
Grievance Procedure	19
Health Record Requirements	15
History of the College	4
International Students	14
Library	72
Matriculation	14
M.B.A. in Health Care Administration	34
M.S. in Education	58
M.S., Nursing	41
Mission of the Graduate Programs	12
Non-Discrimination Policy	3
Parking	73
Payment Responsibilities	22
Phone Numbers	4
Recreational Facilities	73
Refund Policy	21
Registration.....	15
Service Offices	70
Table of Contents	3
Termination of Matriculation	18
Transcripts	17
Transfer Credit	14
Tuition and Fees	20
Withdrawal from a Course.....	16

The College

An independent, coeducational, liberal arts college, founded as the Academy of Mount Saint Vincent in 1847 by the Sisters of Charity of New York. First baccalaureate degrees were awarded in 1913.

The Place

Riverdale, New York, a serene residential community on the Westchester County line, offers student movies, restaurants, and shopping within a few blocks of the campus. The scenic 70-acre wooded campus overlooks the Hudson River and includes several buildings of architectural and historic interest.

The Program

The College of Mount Saint Vincent awards Bachelor of Arts and Bachelor of Science degrees in a variety of academic majors as well as Associate degree programs for adults. Double and interdisciplinary majors are also available. Pre-dental, pre-law, pre-medicine, international business and teacher education programs are also offered. Currently the College offers graduate programs in Nursing (concentrations in Administration; Clinical Nurse Specialist in Adult and Aging; Adult Nurse Practitioner; Family Nurse Practitioner), Urban/Multicultural Education and Business Administration (with a concentration in Health Care Administration). There are also graduate certificate programs in Nursing and Education.

The People

As of Fall 2004, total enrollment is approximately 1,600 students; 1,400 are undergraduates while the remaining 400 are graduate students. The majority of full-time undergraduates live on campus in one of the College's four residence halls.

Things To Do

College of Mount Saint Vincent students enjoy a full range of campus activities, including clubs, student government organizations, the student newspaper, (*The MounTimes*), and the campus radio station WMSV. The College sponsors men's basketball, cross-country, tennis, volleyball, baseball, soccer, and lacrosse. The women's program includes tennis, cross-country, volleyball, track and field, basketball, softball, soccer, swimming, and lacrosse. The College is a member of the NCAA Division III. Because midtown Manhattan is only a 35 minute bus or train ride from the campus, students can take advantage of extracurricular options such as ice skating in Central Park, exhibits at the Museum of Modern Art, or a game at Madison Square Garden.

The Experience

Over 500 internships or field study are a major part of Mount Saint Vincent student's academic preparation. Our internship program turns practically all of New York City into a career training ground. Recent interns have earned experience at MTV, Shearson Lehman Brothers, Ward Howell International, the New York Botanical Gardens, and other sites. The College also has a cooperative program with nearby Manhattan College, which expands academic and social opportunities with hundreds of students cross-registered between the two campuses.

Accreditation

The College of Mount Saint Vincent is accredited by the Board of Regents of the University of the State of New York, the Middle States Association of Colleges and Schools, the American Chemical Society, and the American Association of Colleges of Nursing.

①

Grace Center

(Cardinal Hayes Auditorium, Gymnasium and Fitness Center)

The air-conditioned auditorium has a seating capacity of 1275. Also located here are the College Fitness Center and Health Bar, and the Athletic Facilities, including the gymnasium, swimming pool, racquetball and squash court, dance studio, and weight room. Tennis courts are directly behind the building.

②

Elizabeth Seton Library

Seats 450 students and houses a collection of 150,375 volumes, 7,544 microfilms, 544 current periodical titles, the curriculum library, national bibliographic data base terminals, and Communications Department. The TV studio, the radio station WMSV, film, video and audio production facilities and media resources are also located in the Media Center.

③

Science Hall

Houses the joined Biology Departments of the College of Mount Saint Vincent and Manhattan College. It contains laboratories, including an environmental lab and field station, an electron microscope, darkroom, a computer center, classrooms, a library, a lecture hall, and faculty offices.

④

Alumnae Hall

is a coeducational residence for 200 students. The first floor informal Lounge has card, pool, and ping-pong tables, snack machines and connects with the formal Lounge where students and faculty frequently meet for conferences and social events. Each of the three floors has its own kitchenette and recreation lounge.

⑤

Spellman Hall

A coeducational residence for 200 students. Each floor has its own kitchen and recreation lounge, the College dining facility and infirmary are located here. Terrace Lounge, on the ground floor, is a popular gathering place for class meetings and social events.

⑥

Seton Hall

Houses both men and women. There are several large lounges on the first floor. The kitchen and dining room on the first floor are frequently used by student groups.

⑦

Administration Building

Houses administrative and faculty offices, the Computer Center, the Academic Resource Center, Writing Center, language and nursing laboratories, and classrooms. Also located here are the Chapel, Post Office, Book Store, "Benedict's Cafe", the Mastronardi Conference Center and Pastorini Dining room, and several student lounges and study areas. Built in 1857, the Administration Building is a New York City landmark.

⑧

Maryvale

Currently being enlarged for a Communications and Fine Arts Center.

⑨

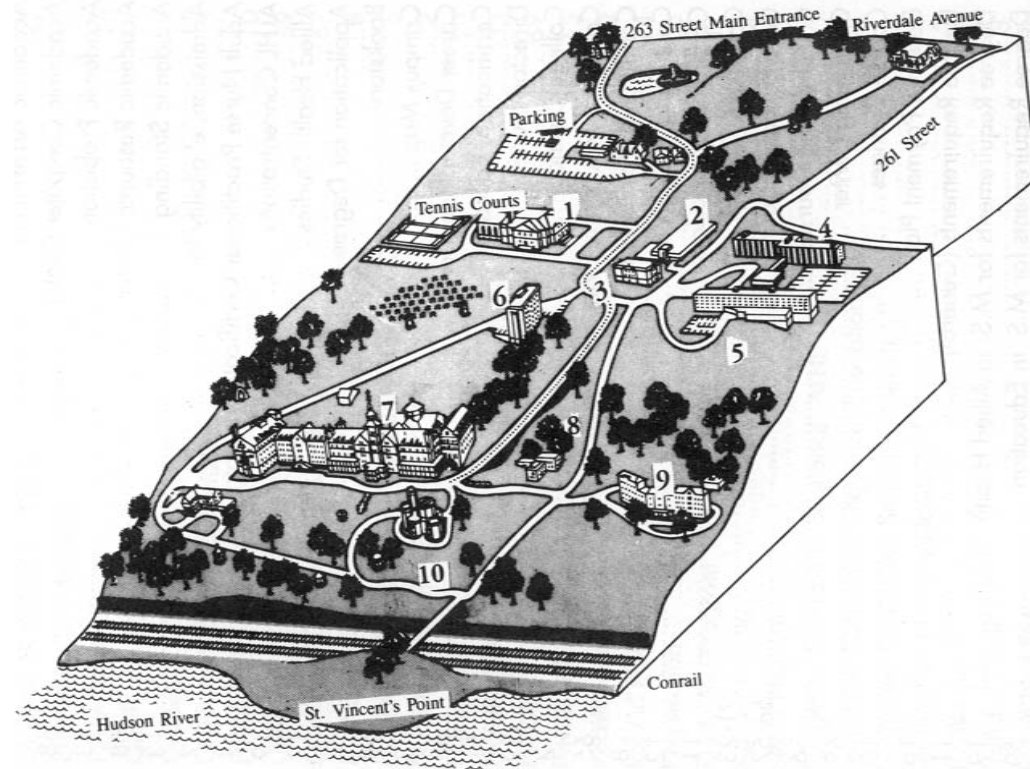
Marillac Hall

Is a residence for upper-class students with an informal atmosphere and many rooms arranged as suites. There are several lounges, kitchen areas and a chapel.

⑩

Fonthill Castle

Is occupied by the Admissions Office, the Financial Aid Office and the Office of Institutional Research. It was built in 1848 and is a New York City landmark.



COLLEGE OF
MOUNT SAINT VINCENT

Office of Graduate Studies and Continuing Education

6301 Riverdale Avenue
Riverdale, New York 10471-1093

Non-Profit
Organization
U.S. Postage
PAID
New Rochelle, NY
Permit No.1484