

Undergraduate Catalog of Courses

Volume 2014 2014-2015

Article 3

7-1-2014

SECTION I

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/undergraduate-catalog>

Recommended Citation

Saint Mary's College of California (2014) "SECTION I," *Undergraduate Catalog of Courses*: Vol. 2014 , Article 3.
Available at: <http://digitalcommons.stmarys-ca.edu/undergraduate-catalog/vol2014/iss1/3>

This Section I is brought to you for free and open access by Saint Mary's Digital Commons. It has been accepted for inclusion in Undergraduate Catalog of Courses by an authorized editor of Saint Mary's Digital Commons. For more information, please contact digitalcommons@stmarys-ca.edu.

THE CAMPUS

The Saint Mary's College campus is located in the rolling hills of the Moraga Valley. The 420-acre campus offers spaciousness and beauty with proximity to the cultural centers of the San Francisco Bay Area.

INFORMATION

For more information about Saint Mary's College programs, services and activities call the campus operator who will direct you to the appropriate office: (925) 631-4000.

DIRECTIONS TO CAMPUS

From San Francisco Bay Bridge or San Rafael/Richmond Bridge:

Take Highway 580 toward Hayward and then Highway 24 toward Walnut Creek. Once through the Caldecott Tunnel, take the second exit, which will be marked Orinda/Moraga. Turn right and follow Moraga Way about five miles. Turn left onto Moraga Road, then right onto Saint Mary's Road. The College is about one mile further on the right.

From Walnut Creek/Highway 680:

Take Highway 24 west (Oakland direction) to the Central Lafayette exit. Go right under freeway, right onto Mt. Diablo Blvd. one block, left onto Moraga Road 1/3 mile, and left onto Saint Mary's Road about four miles. The College will be on the left.



From BART (Bay Area Rapid Transit):

Take the SFO/Millbrae–Pittsburg/Bay Point train to either the Orinda or the Lafayette station. From there, take the County Connection bus (Route 106) to Saint Mary's College. County Connection buses operate to and from the College from approximately 6 a.m. until 6 p.m., Monday through Saturday. Buses also run from 9:30 p.m. to 1:25 a.m. on Thursday and Friday, from 6:30 p.m. to 1:25 a.m. on Saturday, and from noon to 1:25 a.m. on Sunday. For exact times of bus schedules or more information, phone County Connection at (925) 676-7500.

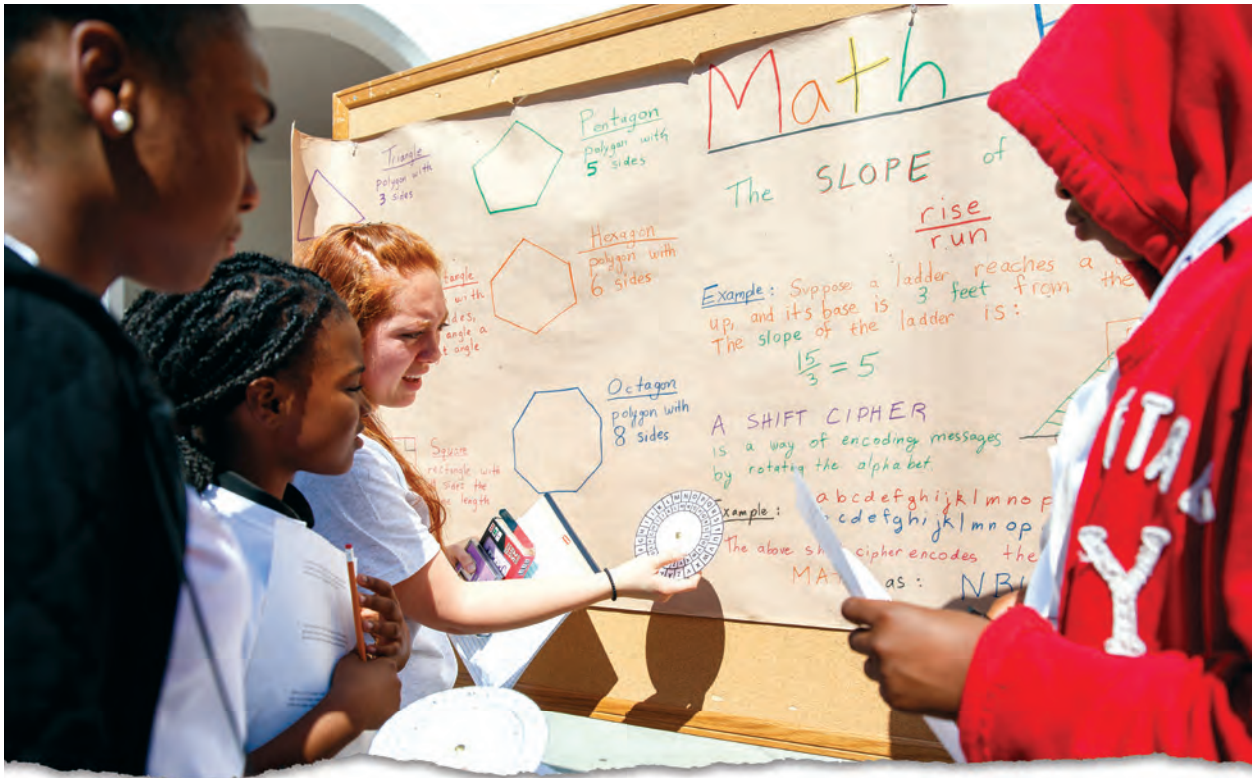
UNDERGRADUATE ACADEMIC CALENDAR

FALL TERM 2014

September 1 MONDAY	Labor Day Holiday
September 2 TUESDAY	Fall Term CLASSES BEGIN
October 23–24	Midterm Holiday
November 26–30	Thanksgiving Recess
December 8–11	Final Exams
December 12–January 2	Christmas and New Year's Recess

JANUARY AND SPRING TERMS 2015

January 5 MONDAY	January Term CLASSES BEGIN
January 19 MONDAY	Martin Luther King, Jr. Holiday
January 30 FRIDAY	Last day of January Term
January 31–February 8	Spring Recess
February 9 MONDAY	Spring Term CLASSES BEGIN
March 28–April 6	Easter Recess
May 18–21	Final Exams
May 23 SATURDAY	Undergraduate Commencement



The College

SAINT MARY'S COLLEGE OF CALIFORNIA

Saint Mary's is a comprehensive college—offering undergraduate and graduate programs that integrate liberal and professional education built upon a foundation of Catholic, Lasallian and liberal arts traditions.

The core Lasallian principles of social justice, faith in the presence of God, respect for all persons, inclusive community and quality education are reflected in every aspect of campus life and learning. Rooted in the Christian Brothers' commitment to teaching and learning, Saint Mary's student-centered education shapes individual lives that can transform society.

The Catholic tradition fosters a Christian understanding of the whole person and defends the goodness, dignity and freedom of each individual in a community that values diversity of perspective, background and culture.

The liberal arts tradition at Saint Mary's College seeks to educate and engage the intellect in an attempt to resolve the great questions that arise from common human experience through a search that probes for fundamental principles and causes.

This approach develops the intellectual abilities of the whole person, preparing students for life beyond the knowledge and skills for any particular profession. It develops critical thinking, an understanding of and respect for different ways of knowing, and a desire for lifelong learning.

The College provides a welcoming environment knowing that the best academic achievement and social and personal development are realized in an environment that is culturally, spiritually and ethnically diverse, where every voice is heard and each student has the opportunity to grow, succeed and serve.

Saint Mary's faculty are deeply committed to teaching and interacting with students, while also being accomplished scholars. They are active members of a close community characterized by small classes, lively discussion and deep relationships.

The campus, known for its great natural and architectural beauty in the Moraga Valley, is only 20 miles east of San Francisco. Surrounded by hills and woods, the white buildings with red tile roofs are designed in Mission Renaissance style, with the College Chapel as its architectural and spiritual heart

HISTORY

Saint Mary's College of California is one of the oldest colleges in the West. Founded in 1863 by the Roman Catholic Archdiocese as a college for men, the school was originally located in San Francisco, operating for several years under Archdiocesan direction.

In 1868, the De La Salle Christian Brothers assumed direction of the school. Theirs is the world's largest Roman Catholic order dedicated to teaching, founded 320 years ago by St. John Baptist de la Salle, who devoted his life to the ministry of Christian education, especially for the poor. Brother Justin McMahon, FSC, was the first Christian Brother president of Saint Mary's, who traveled to San Francisco accompanied by nine other Brothers. Under their leadership, the College's student body quickly increased from 50 to 200 students, with the first SMC bachelors' degrees awarded in 1872.

The Brothers added a commercial curriculum to the classical and scientific curricula when they arrived in 1868. The College was incorporated by the state of California on May 20, 1872, and the following year the first Master of Arts degree was conferred. Since that time the Brothers have directed the College and exercised an indispensable role in its administration, instruction and funding, working collaboratively with distinguished clerical and lay colleagues who fill many significant administrative and faculty appointments.

In 1889, the Saint Mary's campus moved from San Francisco to Oakland to the corner of 30th and Broadway, occupying a facility affectionately known as the "Brickpile." The College operated there until 1928, when it was moved to its current location in Moraga. The original Moraga campus was much smaller than the current campus; eleven of the original buildings, constructed in 1928 and 1929, are still in use today. They include the Chapel, Dante Hall and Galileo Hall.

In 1940, the Saint Mary's hillside was graced with the addition of "La Cruz de la Victoria," the Cross of Victory. The cross has become a familiar landmark among Saint Mary's students, alumni, professors and staff. Hiking up to the cross is a popular activity.

After the attack on Pearl Harbor in December of 1941, the United States Navy began using the Saint Mary's campus for pilot training. The Navy's presence on the campus led to significant changes, including moving the main entrance to the front of campus; this resulted in the clear view of the chapel that greets visitors today. The Navy also built Assumption Hall (now a freshman residence hall) and the world's largest indoor pool, which no longer exists.

Saint Mary's has evolved and changed over the years, with location, size and demographics completely transformed. Life for SMC's first students in the 19th century was quite different from the student's experience today. Tuition was \$60 per academic year for day students, and \$250 for boarding students. A student's day was rigidly scheduled, awakened at 6 a.m. for a day filled with an unvarying schedule of study, class, prayer, meals and recreation, then lights out at 8:30 in the evening.

Nevertheless, traces of the College's past remain—like the ringing of the chapel bells, the same bells that every Saint Mary's student has heard and remembers. And the College's commitment to service, learning and community remains very true to its origins. As the SMC community looks to the future of Saint Mary's, we will continue to honor the common thread that connects generations of Gaels.

CHRONOLOGICAL HISTORY

- 1863** Saint Mary's College on Mission Road in San Francisco dedicated on July 9 by Archbishop Joseph Sadoc Alemany.
- 1868** Arrival of the Christian Brothers, August 11, commercial curriculum established.
- 1872** Chartered by the state of California, May 20, Saint Mary's conferred its first bachelor of arts and its first bachelor of science.
- 1873** First master of arts degree conferred.
- 1889** Saint Mary's College moved to 30th and Broadway in Oakland; the Brickpile dedicated on August 15.
- 1894** Fire severely damaged the Brickpile; the College returned to the San Francisco campus for a year during rebuilding.
- 1901** Civil and mechanical engineering curriculum established.
- 1905** Art curriculum established at Saint Mary's College, the first Catholic college west of the Mississippi to offer a full art curriculum.
- 1906** School of Commerce established.
- 1910** Pre-medical curriculum established.
- 1921** School of Engineering and School of Foreign Trade established.
- 1924** School of Education and School of Law (evening) established.
- 1927** The College became the first Catholic men's college to join the Northwestern Association of Schools and Colleges.
- 1928** Saint Mary's College moved to the Moraga campus and was dedicated on September 3; School of Law remained in Oakland and closed in 1931.
- 1933** School of Economics and Business Administration established.
- 1935** School of Arts and Letters, and School of Science (engineering, pre-medical, pre-dental and science curricula combined) established.
- 1941** World Classics Core Curriculum (now Collegiate Seminar) established.
- 1942-46** After the attack on Pearl Harbor, the Navy conducted preflight training at the College.
- 1946** School of Liberal Arts established.
- 1969** Brother Mel Anderson, FSC, became president of Saint Mary's College; 4-1-4 calendar established for undergraduate programs.
- 1970** Women are admitted to Saint Mary's College.
- 1974** Graduate and extended education divisions established.
- 1981** Intercollegiate baccalaureate program in nursing with Samuel Merritt College established.
- 1985** School of Extended Education and School of Education established.
- 1987-88** 125th anniversary of the College's founding; its 60th year in Moraga.
- 1997** Brother Mel Anderson, FSC, D. Litt., L.H.D., retired after 28 years as president of Saint Mary's, and Brother Craig Franz, FSC, Ph.D., named new president of Saint Mary's.
- 1999** School of Education established College's first doctoral program, Ed.D in Educational Leadership.
- 2004** Brother Ronald Gallagher, FSC, Ph.D., named new president of Saint Mary's; Geissberger Observatory opens.
- 2007** Brousseau Hall christened, honoring Brother Alfred Brousseau.
- 2008** New home to the Kalmanovitz School of Education—Filippi Academic Hall—opens.
- 2012-13** Saint Mary's College celebrates its sesquicentennial or 150th anniversary.
- 2013** James Donahue, Ph.D., named new president of Saint Mary's.

STATEMENT OF MISSION

Saint Mary's College in the 21st century celebrates the three traditions that have sustained it since its earliest years and seeks its future in them: the classical tradition of liberal arts education, the intellectual and spiritual legacy of the Catholic Church, and the vision of education enunciated by Saint John Baptist de La Salle and developed by the Brothers of the Christian Schools and their colleagues in a tradition now more than 300 years old.

THE MISSION OF SAINT MARY'S COLLEGE IS:

- > **To probe deeply the mystery of existence by cultivating the ways of knowing and the arts of thinking.**

Recognizing that the paths to knowledge are many, Saint Mary's College offers a diverse curriculum which includes the humanities, arts, sciences, social sciences, education, business administration and nursing, serving traditional students and adult learners in both undergraduate and graduate programs. As an institution where the liberal arts inform and enrich all areas of learning, it places special importance on fostering the intellectual skills and habits of mind which liberate persons to probe deeply the mystery of existence and live authentically in response to the truths they discover. This liberation is achieved as faculty and students, led by wonder about the nature of reality, look twice, ask why, seek not merely facts but fundamental principles, strive for an integration of all knowledge, and express themselves precisely and eloquently.

- > **To affirm and foster the Christian understanding of the human person which animates the educational mission of the Catholic Church.**

Saint Mary's College holds that the mystery which inspires wonder about the nature of existence is revealed in the person of Jesus Christ, giving a transcendent meaning to creation and human existence. Nourished by its Christian faith, the College understands the intellectual and spiritual journeys of the human person to be inextricably connected. It promotes the dialogue of faith and reason; it builds community among its members through the celebration of the Church's sacramental life; it defends the goodness, dignity and freedom of each person, and fosters sensitivity to social and ethical concerns. Recognizing that all those who sincerely quest for truth contribute to and enhance its stature as a Catholic institution of higher learning, Saint Mary's welcomes members from its own and other traditions, inviting them to collaborate in fulfilling the spiritual mission of the College.

- > **To create a student-centered educational community whose members support one another with mutual understanding and respect.**

As a Lasallian college, Saint Mary's holds that students are given to its care by God and that teachers grow spiritually and personally when their work is motivated by faith and zeal. The College seeks students, faculty, administrators and staff from different social, economic and cultural backgrounds who come together to grow in knowledge, wisdom and love. A distinctive mark of a Lasallian school is its awareness of the consequences of economic and social injustice and its commitment to the poor. Its members learn to live "their responsibility to share their goods and their service with those who are in need, a responsibility based on the union of all men and women in the world today and on a clear understanding of the meaning of Christianity." (From *The Brothers of the Christian Schools in the World Today: A Declaration*).

The College

FACULTY

The College is, in every sense, a community of scholars. Faculty members are teacher-scholars. They are selected for their dedication to and skill in teaching, and for their desire to share their passion for learning and discovery.

The small size of the College and the commitment of its faculty foster an extraordinarily close and informal relationship between faculty and students. Faculty members are available to students not only in the classroom but outside it as well, for academic advice, guidance and mentoring. Faculty are expected to teach courses at all levels, from freshman through graduate, and faculty members make themselves available to students at all levels, rather than isolating themselves among small groups of advanced students. Our small class size and faculty advising system foster close and frequent contact between professors and students.

The College values faculty scholarship because it enhances the intellectual vitality of the faculty and directly animates the entire campus community. Scholarly research ensures that faculty members have a thorough and up-to-date knowledge of the subjects they teach, as well as the appropriate pedagogy in those fields. As part of a community committed to shared inquiry and active learning, faculty scholar-teachers provide models from which students can learn the value and techniques of inquiry and from which they can learn to value the life of the mind.

The College prides itself on a faculty of remarkable distinction and continually renewed commitment to scholarship and teaching.

ACADEMIC ORGANIZATION

Saint Mary's College is organized into four schools that provide the programs of study for students at the undergraduate and graduate levels.

The School of Liberal Arts offers the degree of Bachelor of Arts in 17 major fields, a Bachelor of Arts in the Integral Program; the Master of Arts in Leadership and in Kinesiology; a Master of Fine Arts in Creative Writing and a Master of Fine Arts in Dance; and two B.A. degree completion programs, one in the Performing Arts and one in Leadership & Organizational Studies.

The School of Science offers the degree of Bachelor of Science in seven major fields. There is a 3+2 program in engineering in conjunction with a number of universities.

The School of Economics and Business Administration offers the degree of Bachelor of Science in three major fields, as well as the Bachelor of Arts in one major field. It offers the degree of Master of Business Administration.

The Kalmanovitz School of Education offers undergraduate courses in teaching and Montessori education. There are nine programs in the School of Education offering three preliminary teaching credentials, service and administrative credentials, as well as master's degrees. A doctorate in educational leadership is also offered.

See the Graduate Catalog for a full description of graduate and professional programs. Kalmanovitz School of Education and the School of Economics and Business Program also publish separate brochures describing these programs. See pages 16–17 for contact information for these programs.

ACCREDITATION

The administration of Saint Mary's College is vested in the Board of Trustees and the president of the College, and is empowered by the charter of 1872 granted by the state of California to confer upon students who satisfactorily complete the prescribed courses of studies in the College such academic and/or professional degrees and/or literary honors as are usually conferred by universities and/or colleges in the United States.

Saint Mary's College is nationally recognized as a standard four-year college and is accredited by the Western Association of Schools and Colleges, 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, phone (510) 748-9001. The credential programs in the School of Education are also accredited by the California Commission on Teacher Credentialing. The business and accounting programs are accredited in the School of Economics and Business Administration by the Association to Advance Collegiate Schools of Business (AACSB). The Montessori program is affiliated with the American Montessori Society and accredited by the Montessori Accreditation Council for Teacher Education. The Saint Mary's College Museum of Art housing the Hearst Art Gallery is the only art museum in Contra Costa County accredited by the American Association of Museums.



College Policies and Disclosure Summaries

Below is a brief summary of some of the College's policies and disclosures that apply to students. Full policy statements and other disclosures can be found in student, faculty and staff handbooks, as well as in a variety of other publications of the College.

NON-DISCRIMINATION DISCLOSURE

In compliance with applicable law and its own policy, Saint Mary's College of California is committed to recruiting and retaining a diverse student and employee population and does not discriminate in its admission of students, hiring of employees, or in the provision of its employment benefits to its employees and its educational programs, activities, benefits and services to its students, including but not limited to scholarship and loan programs, on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, gender identity, marital status, medical condition (including genetic), physical or mental disability.

SECTION 504 AND ADA COORDINATOR

The Americans with Disabilities Act prohibits discrimination against the disabled in all phases of employment (including recruitment and hiring) and in their access to the facilities, goods and services of most public places, including all colleges, universities and other educational institutions. The student Section 504 and ADA coordinator, Jennifer Billeci, (925) 631-4164, is responsible for evaluating and working with qualified students regarding requests for reasonable accommodations.

College Policies and Disclosure Summaries

SUMMARY OF THE POLICY PROHIBITING DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL HARASSMENT AND SEXUAL VIOLENCE) AND RETALIATION

Saint Mary's College of California is committed to creating and maintaining a community in which all persons who participate in Saint Mary's programs and activities can work and learn together in an atmosphere free of all forms of discrimination, exploitation, intimidation, or harassment (including sexual harassment and sexual violence) based on a legally protected characteristic or status. Every member of the Saint Mary's community should be aware that Saint Mary's will not tolerate harassment or discrimination on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, medical condition, or physical or mental disability, gender stereotyping, taking a protected leave (e.g., family, medical, or pregnancy leave), or on any other basis protected by applicable laws. Such behavior is prohibited both by law and by Saint Mary's policy. It is Saint Mary's intention to take whatever action may be needed to prevent, correct and, if necessary, discipline behavior which violates this policy, which may include suspension, termination, expulsion, or another sanction appropriate to the circumstances and violation. All members of the Saint Mary's community, including faculty, students and staff are responsible for maintaining an environment that is free of sexual harassment (including sexual violence and sexual assault) and other forms of discrimination, harassment and retaliation as described in this Policy.

Reports under this policy that involve undergraduate students or undergraduate student visitors may be made initially to the Dean of Students (925) 631-8510, in addition to or instead of the Assistant Vice President, Human Resources, Eduardo Salaz, (925) 631-4212.

All questions regarding the College's non-discrimination policy and compliance with it and the various laws, and any complaints regarding alleged violations of College policy, should be directed to the Assistant Vice President, Human Resources, Eduardo Salaz, who serves as the Equal Employment Opportunity Compliance Officer and, with respect to employees, the ADA Coordinator for the College, (925) 631-4212.

A full statement of the College's discrimination, retaliation and amorous relationship policies can be found in the student, staff and faculty handbooks, located on the SMC website.

TITLE IX COORDINATOR

Inquiries regarding compliance with Title IX may be directed to the Assistant Vice President of Human Resources, Eduardo Salaz, who is the Title IX Coordinator for Saint Mary's College of California. He may be contacted at (925) 631-4212 or by email at els3@stmarys-ca.edu. In addition, the following individuals are Deputy Title IX Coordinators and may also be contacted if you seek support or wish to report an incident of sexual harassment or sexual misconduct: Evette Castillo Clark, Dean of Students ecc4@stmarys-ca.edu (925) 631-4238; Peter Chen, Director of Employee Relation & Compensation and HR Consultation, phc1@stmarys-ca.edu, (925) 631-4102; and Kami Gray, SWA/Associate Director of Athletics, kgray@stmarys-ca.edu, (925) 631-4521. Additional information regarding Title IX compliance can be found at stmarys-ca.edu/node/40236 and the College's Sexual Assault & Sexual Misconduct, Retaliation and Whistleblower Policies can be found in the Student Handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974: A BRIEF INTRODUCTION

FERPA stands for the "Family Education Rights and Privacy Act of 1974." You might also hear it referred to as the "Buckley Amendment." This law protects the privacy of student education records. FERPA applies to all schools that receive funds through an applicable program of the U.S. Department of Education, and thus most colleges and universities are covered by FERPA.

FERPA defines the phrase "education record" broadly as "those records, files, documents and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution.

Annually, Saint Mary's College informs students of their rights and obligations under FERPA. A statement of Saint Mary's College's complete FERPA Policy can be found in the Office of the Registrar, the Student Handbook and on the College's website.



Signature Programs

SAINT MARY'S CORE CURRICULUM

The Core Curriculum consists of skills, knowledge and values that provide the foundation of student learning at Saint Mary's College. It is an intentional, developmental and integrated program of study designed to educate students in three broad intellectual areas: Habits of Mind, Pathways to Knowledge, and Engaging the World.

Habits of Mind: Fundamental to a liberal arts education are the habits of mind that prepare students for a lifetime of learning and critical engagement with the world. Beginning in their Collegiate Seminar and Composition courses, and continuing in their major and throughout the curriculum, students develop their skills in *Critical Thinking, Shared Inquiry, Written & Oral Communication and Information Evaluation & Research Practices.*

Pathways to Knowledge: An understanding of the diverse ways that humans encounter and explain the world is a central component of a liberal arts education. Through specially designated courses in the disciplines, the SMC Core assures that students will learn to tread the most important pathways to knowledge: *Artistic Understanding, Theological Understanding, Mathematical & Scientific Understanding, and Social, Historical & Cultural Understanding.*

Engaging the World: An education is only complete when it ventures beyond the walls of the classroom. In fulfillment of the Catholic, Lasallian and Liberal Arts mission of the College, the SMC Core asks all students to engage with the world in substantive and meaningful ways. Through participation in curricular and co-curricular experiences that fulfill the goals of *American Diversity, Global Perspective, the Common Good and Community Engagement,* students will explore issues of justice, civic responsibility and social difference that facilitate a critical reflection on what it means to be an ethical citizen in today's world.

Signature Programs

COLLEGIATE SEMINAR PROGRAM

Since 1941, the Collegiate Seminar Program has played a key role in the undergraduate experience at Saint Mary's College. The Collegiate Seminar Program seeks to engage Saint Mary's students in a critical and collaborative encounter with the great texts of the Western tradition and with great texts of other traditions. Attending to the dialogue among traditions, students take part in the Great Conversation. The Program seeks to help them develop as curious, thoughtful members of an intellectual community. Designed to serve the College's goals of a liberal education, the Program strives to put students in possession of their powers to think clearly, critically and collaboratively, and articulate their ideas effectively in speaking and writing—powers that will serve them for the rest of their lives.

Collegiate Seminar involves all undergraduate students and faculty throughout the schools and academic departments of the College. For both students and faculty, engagement in the seminar transcends individual disciplines and programs of study. The program is based on a genuine sense of collegiality and reflects the core identity of the College as an intellectual community. It offers students and faculty from all areas of campus the opportunity to meet and to interact. The program promotes civil dialogue and respect for multiple perspectives and interpretations; though given to different ways of seeing and thinking, students and faculty join to share a common experience.

The Collegiate Seminar Program fosters collegiality and intellectual community by providing an authentic forum: students read and discuss shared, challenging texts from diverse genres, traditions and periods and, under the guidance of faculty from many disciplines, test their own experience and their notions of authentic humanity against them. Through common, conversational inquiry, students enhance their powers of understanding, analysis and evaluation; they develop their appreciation for the diverse ways of knowing that the texts embody and for the intellectual threads that connect the texts prospectively and retrospectively through history; they lay the bases for life-long, reflective pursuit of meaning and for the deep learning that accepts ambiguity just as it seeks clarity, in the hope of truth.

JANUARY TERM

Since 1970, January Term has offered both students and faculty the opportunity to explore courses and experiences that depart from the constraints of the regular semester. Here, students are encouraged to explore beyond their major, minor or core requirements. Each January Term is organized around a central theme, chosen by the community, and faculty develop a new curriculum composed of content and approaches designed to stimulate the imagination and experiment with both subject matter and technique.

Like Collegiate Seminar, all undergraduate students and faculty participate in January Term. Students and faculty are freed from disciplinary constraints to create innovative learning experiences. Students are required to take one January Term course each year. The College offers both on-campus courses and off-campus travel courses throughout the United States and many parts of the globe. Many courses emphasize experiential learning through service, community-based research and on-site learning relevant to the region.

Each January promises new and innovative opportunities. Since students enroll in only one course, which equals a full semester credit, faculty members expect more and tend to increase the pace of instruction. January Term is designed to suspend the ordinary and engage the extraordinary!



The Schools

SCHOOL OF LIBERAL ARTS

A liberal arts education is the ideal preparation for citizen leaders of the Twenty-first Century. The School of Liberal Arts at Saint Mary's College has three educational purposes:

1. To free the mind from ignorance and error;
2. To foster self-discovery and personal development;
3. To promote understanding of the world and one's place in it.

The School of Liberal Arts offers an education that lasts a lifetime—one that honors cooperative as well as individual achievement, promotes the application of learning to progressively complex problems, and fosters creativity, self-awareness, and civic engagement. No matter what they study—the fine arts, the humanities, the social sciences—liberal arts students not only complete a degree in their chosen academic area, they also learn to think critically, gather and assess information, solve problems, express themselves with clarity and precision, and collaborate effectively with others.

The hallmark of a liberal arts education is the preparation it gives students for lifelong learning. Technical skills may become obsolete over time, but the skills and values gained through liberal arts coursework will not. Almost every profession requires the intellectual habits of rational analysis, integrative thinking, and ethical decision-making. Today's organizations value students with a liberal arts education because their knowledge, values and skills better prepare them for changing economic conditions than pre-professional courses.

The Schools

The undergraduate departments, programs, and curricular areas of the school are:

Anthropology
Art & Art History
Classical Languages
Communication
English
English Composition Program
Ethnic Studies Program
Global and Regional Studies Program
History
Integral Program
Justice, Community and Leadership
Kinesiology
Modern Languages
Performing Arts: Dance, Music and Theatre
Philosophy
Politics
Sociology
Theology and Religious Studies
Women's and Gender Studies Program

Saint Mary's College confers the Bachelor of Arts degree on completion of the general College requirements and a major in one of the following areas: anthropology, art/ art history, classical languages, communication, English, French, history, kinesiology, performing arts: music, dance and theatre, philosophy, politics, sociology, Spanish, theology and religious studies, and women's and gender studies. The Bachelor of Arts is also conferred in the Integral Program. Interdisciplinary majors are available in American Studies, Environmental Studies, Global and Regional Studies, Health and Human Performance, Justice, Community and Leadership, and Cross-Cultural Studies. Minors are available in all of the major disciplines as well as in Ethnic Studies, East Asian Studies, German Studies, Italian Studies, Archaeology, and Justice and Community. Academic programs in foreign countries are offered in both semester and summer programs.

In the School of Liberal Arts, Saint Mary's College offers a Bachelor of Arts degree-completion program in professional performing arts (Liberal Education for Arts Professionals, L.E.A.P.), a Bachelor of Arts degree-completion program in Leadership & Organizational Studies (BALOS), a Master of Arts degree in Kinesiology: Sports Studies; a Master of Arts degree in Leadership; a Master of Fine Arts in Creative Writing, and a Master of Fine Arts in Dance.

For information on the bachelor degree-completion program for Leadership & Organizational Studies (BALOS), please contact Louise Goeckel (lag4@stmarys-ca.edu) or Sue Norton Costa (snc4@stmarys-ca.edu) or phone (925) 631-8715.

For information on the bachelor degree-completion program for arts professionals, write L.E.A.P. Program, P.O. Box 4700, Saint Mary's College, Moraga CA 94575-4700, or phone (925) 631-4538.

For information on the master's degree in Kinesiology: Sports Studies, write Department of Kinesiology, P.O. Box 4500, Saint Mary's College, Moraga, CA 94575-4500, or phone (925) 631-4377.

For information on the Master of Fine Arts Program in Creative Writing, write MFA Program in Creative Writing, P.O. Box 4686, Saint Mary's College, Moraga, CA 94575-4686, or phone (925) 631-4088.

For information on the Master of Fine Arts in Dance, contact the Department of Performing Arts, mfadance@stmarys-ca.edu or write P.O. Box 3001, Saint Mary's College, Moraga, CA 94575-3001, or phone (925) 631-8183.

For information on the Master of Arts in Leadership, phone (800) 621-4715 or contact Tammy Appling-Cabading (tappling@stmarys-ca.edu) or Ann Marie Foley (afoley@stmarys-ca.edu).

SCHOOL OF SCIENCE

The School of Science has as its primary objective the development of a scientific and mathematical inquiring mind in the context of humanistic values. Students are introduced to fundamental scientific theories and their supporting data, and are encouraged to develop their powers of observation, synthesis and analysis, as well as their quantitative skills. Familiarity with the scientific methods of knowing and investigative inquiry is enhanced through laboratory experiences and research opportunities.

Incoming freshmen have the opportunity to join a residential community of science students. For details, see Living and Learning Communities (p. 36).

The departments and programs of the School of Science are:

- Allied Health Science**
- Biochemistry**
- Biology**
- Chemistry**
- Environmental and Earth Science Programs**
- Mathematics and Computer Science**
- Physics and Astronomy**
- Psychology**
- 3+2 Engineering Program**

The academic programs of the School of Science are designed to provide preparation for a wide variety of scientific and professional careers. Graduates obtain advanced degrees (M.S., Ph.D.) in many mathematical and scientific disciplines, going on to serve in higher education and research. Graduates enter professional schools in such health care areas as medicine, dentistry, veterinary medicine, physical therapy and pharmacy. They may pursue careers in all of the major fields of engineering through the 3+2 Engineering Program. Many graduates of the School of Science find satisfying careers in secondary schools, in business and industry, and in government service.

Saint Mary's College confers the Bachelor of Science degree on completion of the general College requirements and a major concentration in one of the following areas: biochemistry, biology, chemistry, earth science, environmental science, environmental studies, mathematics, physics and psychology. In addition, the Bachelor of Science degree is awarded upon completion of the interdisciplinary major in allied health science. Students who wish to major in engineering may begin their studies at Saint Mary's through the 3+2 Engineering Program, transferring after their junior year to an affiliated engineering program elsewhere. On completion of the engineering major, they receive a Bachelor of Arts from Saint Mary's in addition to a Bachelor of Science in engineering from the affiliated university. See 3+2 Engineering Program. Saint Mary's also confers the Bachelor of Arts degree in mathematics.

SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION

Built upon the Lasallian, Catholic and Liberal Arts traditions of Saint Mary's College, the School of Economics and Business Administration strives to develop business and community leaders with global and responsible perspectives. We prepare our graduates to be professionally skilled, culturally aware, socially responsible and ethically principled. As teachers, scholars and mentors, we offer students a rigorous, innovative and diverse learning experience by leveraging on our practice-relevant, pedagogical and discipline-based research.

The School of Economics and Business Administration is committed to the values that are central to Saint Mary's College: academic excellence, personal integrity, ethical behavior and respect for human dignity. These values are integrated into an academic program that prepares students for a successful and meaningful professional career, community contribution, a life of personal satisfaction and individual fulfillment.

The School of Economics and Business Administration offers distinguished undergraduate programs in Accounting, Economics and Business Administration. The School confers the following degrees: the Bachelor of Science in Accounting, the Bachelor of Science in Business Administration, and the choice of a Bachelor of Arts or Bachelor of Science in Economics. Our Business Administration majors have an opportunity to choose a concentration in any of the following areas: Marketing, Finance, Global Business and Entrepreneurship. In addition, Business Administration majors can also choose an interdisciplinary concentration called Digital Media. The business administration and accounting programs are AACSB-accredited.

The concepts and analytical approaches drawn from the three disciplines are intended to prepare students to understand and function effectively in the highly competitive, technologically complex, politically volatile and culturally diverse global economy of the 21st century. Consideration of the ethical implications and social responsibilities of economic activity and business enterprise is an integral part of each major.

The curricula in the School of Economics and Business Administration consist of coherent groups of courses that seek to balance the need for developing analytical and presentation skills, theory and practice. A major strength of the school is that many instructors have years of professional experience in the fields they teach. As a result, the student is introduced to the business fields in a relevant manner. The subject matter within the three disciplines is discussed thoroughly and systemically, and in a way that challenges students to approach problems critically and to solve them efficiently. The curriculum provides the mathematical and information-technology skills needed for the advanced courses as well as for

The Schools

careers and graduate studies. Graduates of the school are trained to assume leadership roles as entrepreneur, manager, financier, teacher, lawyer, investor or researcher. Many graduates go on to graduate study in business, law or economics.

The School also offers internship and experimental learning opportunities as well as the innovative 4-year professional development "Career Gateway" program. The "Career Gateway" program offers a wide variety of workshops ranging from interviewing techniques, time management, resume writing, and cross-cultural skills to technology, social media and other paramount seminars that prepare our graduates to be successful upon graduation as they pursue different career paths. In addition, a number of student clubs and organizations are available for SEBA students to get involved either in leadership roles or participate as active members. These include the Business Club, American Marketing Association Collegiate Chapter, Economics Club, Accounting Association and Enactus Chapter.

The School of Economics and Business Administration also offers graduate degree programs, which include the Professional MBA, Executive MBA, Hybrid Executive MBA, Trans-Global Executive MBA, the M.S. in Financial Analysis and Investment Management, and the M.S. in Accounting.

For information on the graduate programs, please send your inquiries to: Graduate Business, Saint Mary's College, 380 Moraga Road, Moraga, CA 94556. Phone: (925) 631-4888. Email: smcmba@stmarys-ca.edu.

KALMANOVITZ SCHOOL OF EDUCATION

The mission of the Kalmanovitz School of Education (KSOE) is to prepare teachers, administrators and counselors to be competent practitioners and agents for positive personal and social change. The Kalmanovitz School of Education is a student-centered learning community that inspires innovation in education and counseling. We empower our students to deliver excellence and to lead change according to the principles of environmental and social justice.

Although the School of Education's primary orientation is toward graduate degrees and helping students fulfill state of California credential and/or licensure requirements, various courses are offered to undergraduate students as preliminary preparation for careers related to child development and education.

UNDERGRADUATE PROGRAM

At the undergraduate level, the School of Education offers course work applicable toward the state of California Elementary and Secondary Teaching Credentials, the Montessori Early Childhood and Elementary Credential Programs and the California Child Development Permit.

AMERICAN MONTESSORI SOCIETY AFFILIATED TEACHER TRAINING PROGRAM

The Montessori Teacher Education Programs are affiliated with the American Montessori Society (AMS) and accredited by the Montessori Accreditation Council for Teacher Education (MACTE). The academic phase of the Early Childhood Credential Program may be taken in whole or in part by undergraduates. This program forms the minor called Montessori Thought (p. 103) but is also open to students in other majors. For those wishing to pursue the American Montessori credential, the classes taken in the minor are prerequisites to the paid internship which takes place at the graduate level and leads to the awarding of the international Montessori credential. Courses may apply toward the Montessori elementary or early childhood teaching credential requirements and the California Child Development Permit requirements.

For further information, consult with a Justice, Community and Leadership Program advisor and/or the coordinator of the Montessori Program in the School of Education.

PROGRAMS OF STUDY

The School of Education offers coursework leading to basic teaching credentials; specialist and service credentials; Master of Arts, Master of Education and Doctorate of Educational Leadership degrees; and various teaching, counseling and administrative permits, certificates, and license preparation. Courses are organized into nine main programs of study:

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

Teaching English to Speakers of Other Languages (TESOL) Certificate
Master of Arts Degree

EARLY CHILDHOOD EDUCATION

Master of Arts Degree
Master of Education Degree in Applied Developmental Education

EDUCATIONAL LEADERSHIP

Preliminary Administrative Services Certificate, Tier I
Master of Arts Degree
Master of Arts in Teaching Leadership Degree
Doctorate of Educational Leadership Degree

GRADUATE COUNSELING

Master of Arts Degree: Counseling
Career Counseling
College Student Services
Marriage and Family Therapy/Professional Clinical Counselor (LMFT and/or LPCC license preparation)
School Counseling: Pupil Personnel Services Credential (PPS)
School Psychology: Pupil Personnel Services Credential (PPS-SP)

MONTESSORI EDUCATION

Minor for undergraduate students in Montessori Thought
American Montessori Society
Early Childhood Credential
American Montessori Society
Elementary Education Credential
Master of Arts Degree
Master of Education Degree

MULTIPLE SUBJECT

Preliminary Multiple Subject Credential
Master of Arts in Teaching

READING AND LANGUAGE ARTS LEADERSHIP

Reading Certificate
Reading and Language Arts Specialist Credential
Master of Arts Degree
Master of Education Degree

SINGLE SUBJECT

Preliminary Single Subject Credential
Master of Arts in Teaching

SPECIAL EDUCATION

Preliminary Mild/Moderate Education Specialist Credential
Master of Education Degree
Master of Arts in Teaching

In addition, special programs in reading recovery and beginning teacher support and assessment are offered for practicing teachers.

The School of Education publishes a separate student handbook and catalog of courses describing its graduate programs. Please consult the KSOE website: stmarys-ca.edu/academics/schools/school-of-education.



Enrollment and Admission

ENROLLMENT

VICE PROVOST FOR ENROLLMENT

The vice provost for enrollment is responsible for the offices and procedures which serve students in the recruitment, admissions and enrollment processes of the College. Working collaboratively with colleagues in academic and student affairs, the vice provost spearheads and coordinates institution-wide retention efforts. To better understand the needs of students and to assist the College in its assessment and planning efforts, Enrollment Services gathers and reports on institutional data. The offices and functions included within Enrollment Services are admissions, financial aid, the Registrar, articulation and transfer, international recruitment and admissions.

REGISTRAR

The Registrar is responsible for creating and managing registration functions which serve members of the academic community in the enrollment process. In this role, the Registrar is responsible for the following registrarial functions: academic records (issuance of transcripts and grades, grading policies); enrollment (preregistration and registration procedures, leave of absence, withdrawal from school, verification of

enrollment, progress toward the degree (academic probation, petitions for special action, declarations of majors and minors); determination of degree requirements (graduation candidacy, granting of degrees, academic evaluations); and the academic calendar (class schedule, room assignments, final examination schedule).

ARTICULATION AND TRANSFER

The director of articulation and transfer serves as the institutional advocate for the articulation and transfer of courses at Saint Mary's College. In this role the director is responsible for developing, updating and maintaining articulation agreements between the College and community colleges and appropriate independent junior colleges. The director is an important liaison with community colleges. The director provides advanced standing evaluations for new enrolling transfer students as well as preliminary advanced standing evaluations for transfer students applying to or accepted at the College. The director is also responsible for evaluating students' petitions for readmission to the College. In addition, the director ensures that the needs and concerns of transfer students are adequately addressed in the orientation program, residence life policies and procedures, academic requirements, registration procedures and financial aid.

ADMISSION

FROM SECONDARY SCHOOL

Saint Mary's College welcomes applications from students qualified by scholastic achievement and personal character to pursue successfully the program of studies leading to the bachelor's degree. In evaluating a candidate for admission, the dean of admissions, together with the Committee on Admissions, reviews the following credentials: the completed application; secondary school record; recommendations from principals, counselors or teachers; scores on the SAT I of the College Board or the ACT of the American College Testing Program; and a required essay. Each candidate for admission receives individual consideration. The chief qualities sought in a candidate are intellectual preparation, seriousness of purpose and moral integrity. The secondary school record is considered the most reliable measure of potential college ability. However, extra-curricular accomplishments may strengthen an application insofar as they indicate special talents, perseverance and maturity.

HIGH SCHOOL PREPARATION

Each candidate is expected to complete at least 16 units of secondary school course work, to include four years of English, three years of mathematics (algebra, advanced algebra or the equivalent, and geometry), two years of the same foreign language, two years of science (at least one laboratory), one year of U.S. history, and one additional year of social studies or history. Students who plan to major in a science or mathematics are expected to show particular strength in their scientific and mathematical preparation.

Applications for admission are reviewed on an individual basis, and minor deficiencies in preparation may be waived if justified by superior marks, test scores and recommendations.

APPLICATION DEADLINES

To receive full consideration for admission, applicants should submit their application materials as early as possible, but postmarked no later than:

1. February 1 if applying for admission to the fall term as a first-time freshman. Early Action applicants must apply by November 15 to be considered for freshman admission for the subsequent fall.
2. July 1 if applying for admission to the fall term as a transfer student.
3. December 1 of the previous calendar year if applying for admission to the spring semester.

SAT I AND ACT

All candidates for admission are required to take either the SAT I administered by the College Board or the ACT administered by the American College Testing Program. The writing portion of the ACT is optional. Information concerning SAT I test dates and applications for the tests may be obtained from secondary school counselors or directly from the Educational Testing Service, 1000 Broadway, Suite 310, Oakland, CA 94607 (for residents of Eastern states, the address is P.O. Box 6200, Princeton, NJ 08541). The number 4675 should be used in requesting SAT scores be sent to Saint Mary's College. Information concerning ACT test dates may be obtained from secondary school counselors or directly from the American College Testing Program, P.O. Box 168, Iowa City, IA 52243-0168. The number 0386 should be used in requesting ACT scores to be sent to Saint Mary's College.

APPLICATION PROCEDURES

Saint Mary's College undergraduate applicants apply using the Common Application. It is available at commonapp.org/CommonApp/default.aspx or via the Saint Mary's Admission website at smcadmit.com. Application procedures are also available via these sites.

Applicants are required to complete a Saint Mary's College supplemental application. Additionally, a recommendation is required from the secondary school principal, counselor or teacher in a college preparatory subject. Recommendation forms are to be completed by the appropriate official and forwarded directly to the College with the official transcript of record. A non-refundable application processing fee of \$55 must accompany the application form.

HIGH POTENTIAL PROGRAM

Saint Mary's College has a fundamental mission to provide access to education for deserving students from groups that historically have not had these opportunities. The High Potential Program, affectionately known as HP, is designed to support the needs of college students of diverse backgrounds including first-generation college students as they transition from high school to Saint Mary's College.

Approximately 90 first-year students are welcomed into the High Potential Program each fall, and the greatest consideration is given to individuals who are highly motivated to obtain a baccalaureate degree and who present evidence of leadership in their schools, communities, churches or through other activities. Once accepted into Saint Mary's, applicants are required to submit an application to the High Potential Program and are selected based on this supplementary information and self-inventory. High Potential Program students are invited to participate in an intensive two-week summer residential program and in fall and spring semester First Year Advising Cohort courses. These courses provide students with a broad range of academic and personal support programs designed to build a solid foundation for high achievement. Through collaborative programming with select faculty, Student Engagement and Academic Success, tutorial support and other resources of the College, the HP

Enrollment and Admission

program provides students with structured academic guidance, personal support and student development activities to provide a solid foundation for academic and life achievement. Students wishing to apply to the High Potential Program should contact the Office of Admissions or call the High Potential Office at (925) 631-4349. For more information on the program, see High Potential Program under Student Engagement and Academic Success.

INTERNATIONAL STUDENTS

Saint Mary's welcomes qualified international students to campus. Since national educational systems differ from country to country, each applicant is evaluated individually. We take into consideration the specific academic assessments of each student's home country, and determine an American equivalency. Secondary school records or mark sheets, results on national external examinations, letters of recommendation and potential for success in American higher education are factors considered for admission.

To apply to the College, international students must submit the following: a completed Common Application with International Student supplements and the application fee; original secondary school records and a certified translation if the original is issued in a language other than English; proof of academically successful secondary school graduation; certified copies of national or other examination results; a letter of recommendation from a teacher, counselor, principal or school director; and official TOEFL, IELTS or Pearson Test of English results. The SAT I exam is not required for admission of international applicants but will enhance an application. It can be submitted in lieu of other English language proficiency test results and may be used for placement purposes if submitted. The College will require a Certificate of Finances when a student is admitted; the College must receive this document before SEVIS documents can be issued.

The TOEFL (Test of English as a Foreign Language) is required of all students whose first language is not English. Saint Mary's College of California code for ETS is 4675. Students may submit IELTS (International English Language Testing System) or Pearson Test of English results in place of the TOEFL. The minimum TOEFL result must be 79-iBt or 550 paper based; the minimum IELTS result must be a 6 band; the minimum 53 must be earned on the Pearson Test of English.

The English Proficiency requirement may be waived if the student completes any of the following: four consecutive years of non-English study at a high school in the United States (in which case ACT or SAT scores would be required); completion of high school or equivalent in a country where the official language is English; SAT 1 Critical Reading exam result of 450; OR an ACT English exam result of 21. English language proficiency can also be demonstrated through successful performance on University of Cambridge GCSE O or A level examinations in English.

Students who meet admission requirements may be accepted as full-time undergraduate students. Transfer students whose first language is not English must meet the English composition requirement (see Written English Requirement p. 53 and 55). Saint Mary's does not offer English as a Second Language courses.

International students are expected to finance their educational expenses. While part-time employment may be available on campus, any such earnings would not be sufficient for payment of educational costs. Qualified students who adhere to application deadlines are eligible to be considered for partial Saint Mary's College first time freshman or transfer academic scholarships, which are determined at the time of acceptance.

Saint Mary's College of California is authorized under federal law to enroll non-immigrant students.

HONORS PROGRAM

The Honors Program is a selective program that provides a dynamic, rigorous learning experience within and beyond the classroom for first-year students of noteworthy achievement and motivation. The Honors Program provides challenging academic course work and engaging extracurricular learning opportunities that encourage students to pursue education for social justice and the common good. Students in the Honors Program view their goals and achievements through the broad lens of personal and social responsibility. The hallmark of Honors Program students is their commitment to serve and contribute to the larger community. They recognize and act on their personal responsibility and obligation to the educational community, the local community, and to our shared national and global community. For information about the expectations and benefits of the Honors Program, visit stmarys-ca.edu/honors-program, or contact the Honors Program Coordinator by phone at (925) 631-8157.

TRANSFER STUDENTS

Students entering Saint Mary's College from other colleges or universities must meet the standards set forth previously concerning admission from secondary school. They must also present records of college performance of a minimum cumulative GPA of 2.3 in academic transferable courses. Transfer students who would not qualify for admission to Saint Mary's College directly from secondary school will normally be required to present records of at least one year's work at other colleges with a minimum cumulative GPA of 2.3 in 23 or more academic semester units or 34.5 academic quarter units transferable to the University of California system from California community colleges or another accredited college or university. The units should be completed with letter grades rather than Pass, Satisfactory, or Credit. Transfer students should complete any high school course deficiencies prior to transfer.

The Admissions Committee requires that students complete two years of high school algebra (Algebra I and Algebra II) and one year of high school geometry or their equivalent with a grade of C– or better prior to enrolling at Saint Mary’s College.

All transferable grades from other colleges are considered in determining eligibility for admission. When courses are repeated, only the highest grade will be computed into the grade point average in determining the minimum admission standard of 2.3. Saint Mary’s does not accept as transferable for credit any courses in remedial subjects, vocational fields, non-academic areas such as typing, and secondary school mathematics.

If students transfer from schools that do not compute grades below a C into the overall grade point average, their application will be evaluated on the basis of the number of courses they complete in making normal progress toward graduation.

Upon transfer, only courses with grades of C– and above are acceptable for advanced standing toward graduation. The maximum number of lower-division course credits which are transferable from any college is 19. This is approximately equivalent to 95 quarter units or 64 semester units. (Saint Mary’s “course” equivalence: 3.5 semester units or 5 quarter units = 1.00 course credit.) Students must take the majority of their major courses at Saint Mary’s College.

ADVANCED PLACEMENT

The College grants up to a full year of college credit through the College Level Examination Program administered by the College Entrance Examination Board. Credit is given only for the subject examinations, which correspond to particular college courses, not for the general examinations, and the subject examinations must be passed at the median level or higher.

In addition, college credit, advanced placement, and reduction of prerequisites may be granted to entering freshmen who, in the judgment of the appropriate department, have demonstrated advanced scholastic attainment. The principal criteria used are the Advanced Placement examinations of the College Entrance Examination Board, International Baccalaureate examination results, school records and personal interviews. The advantages of advanced placement are admission to courses ordinarily not open to freshmen, and greater freedom to pursue independent study or research in the senior year. Each academic department determines minimum score requirements and amount of college credit (also, see Credit by Examination under Academic Requirements).

The College also grants advanced credit to students with successful performance on University of Cambridge GSCE A-level examinations.



Tuition and Fees

Saint Mary's College is an independent institution and receives no operating support from public funds. The College charges each student a tuition fee that covers approximately three-fourths of the cost of general educational services provided. The balance of these costs is met by income from endowment support of the Brothers of the Christian Schools, and gifts from trustees, parents, alumni, other friends, corporations and foundations interested in the type of education this institution provides.

GRADUATE PROGRAMS

See separate bulletins.

PAYMENT

All students assume financial responsibility for any charges and/or fees posted to their account. All students further assume the responsibility for understanding Saint Mary's official policies concerning payment deadlines, financial policies, registration deadlines and satisfactory academic progress. Finally, students are responsible for updating their current address information as changes occur.

Tuition and room and board charges are due in two installments. The charges are due approximately one month prior to the first day of the term, with fall payments generally due the first week in August and spring payments generally due the first week in January. Lab fees, extra course charges and other miscellaneous fees are billed as incurred during the academic year. All such charges are due and payable upon notice from the Business Office. Students failing to make payment will have their account placed on hold, will be denied registration, will be unable to attend class or use campus facilities, and will be assessed late fees. Participation in commencement exercises will not be allowed, nor will a diploma, transcript of credit or honorable dismissal be issued until all College bills have been paid in full. Transcripts will not be issued to former students with past due balances, including past due balances on Federal Perkins loans or other loans. Saint Mary's College further reserves the right to refer student accounts to collection and credit bureau reporting and to recover all costs involved with collection due to non-payment of the outstanding balance.

Saint Mary's College does NOT accept credit card payments for tuition and fees. Payments may be made by mailing a check (payable to Saint Mary's College) to PO Box 4600, Moraga, CA 94575-4600, by electronic check via our website, by cash at our office window or by wire transfer. In order to ensure proper posting, please notify the Business Office at business@stmarys-ca.edu if payment will be made by wire or ACH transfer. Payments made via our website are posted in real time to student accounts, while wires and ach transactions may require extra time due to manual notification and posting. For more information, please visit stmarys-ca.edu/tuition.

MONTHLY PAYMENT PLAN

Undergraduate students may choose to pay for their tuition and fees monthly. Information on our monthly prepayment plan is available at stmarys-ca.edu. This is an interest-free monthly payment option offered by a third party partner. The payment option is available for a small enrollment fee and includes personal account service, automated account information, and access to your account through their website.

BILLING

The official billing method of Saint Mary's College of California is electronic billing, known as ebill. With ebill, an email notification is sent to the student's Saint Mary's email account each time a new bill is available. Students access their ebill by logging into their GaelXpress account. Students are encouraged to set up authorized payers by creating profiles for their parents, grandparents or anyone that may require access to view the bill and/or make online payments. Setting up an authorized payer is highly recommended.

Opening bills for fall are posted in July with a due date of early August. Opening bills for spring are posted in December, with a due date of early January. Monthly ebills are sent for any unpaid balance. All bills are sent electronically. It is the students' responsibility to read and manage their Saint Mary's email account in order to ensure timely notification of the ebill. Students may forward their Saint Mary's email account to a personal email account.

WITHDRAWAL AND REFUND POLICY

TUITION

Credit is given in the fall and spring semesters to undergraduate students only after receipt of the written application of the withdrawing student, according to the following schedule: 85% tuition refund to the end of the first week of class; 80% tuition refund to the end of the second week of class; 75% tuition refund to the end of the third and fourth week of class. No refunds will be made for withdrawal after the fourth week of the term. The above schedule is based on the date the official notice of withdrawal is given to the Registrar's Office. January Term and Summer Session have different refund schedules. Inquiry should be made with the Business Office for the current refund policy on these terms.

ROOM AND BOARD

Students who live in Saint Mary's College housing assume contractual responsibility for occupancy for the entire academic year (fall through spring). Students who live in College residence halls are required to contract for meals. Students living in College townhouses may voluntarily elect to purchase one of the various meal options provided. For more information on the dates of coverage, refer to the Residence Hall and Dining Hall License or contact the Campus Housing office.

OVERPAYMENTS OR FINANCIAL AID PROCEEDS

Refunds will only be issued on credit balances after all allowable charges have been covered and any payment plan is paid in full. Refunds of overpayment may be requested in person or in writing to the Business Office. Refunds from federal loan proceeds (if any) will be issued within 14 days of disbursement. If the disbursement creates a credit, the refund will be issued to the borrower of the loan. Once the academic term begins, refunds will be available every Tuesday and Thursday afternoon for all valid requests received within the previous 48 hours. Refunds will not be processed prior to the beginning of the term or for any pending aid not yet disbursed. Students have the option to pick up their refund, have it mailed to the address on file, or directly deposited to their checking or savings account. Valid bank numbers must be entered through GaelXpress "my Bank Acct/eReimbursement" for the direct deposit option to take effect. Refunds will not be mailed to campus housing. During the first two weeks of each semester, refunds are held for pick-up in the Business Office unless the student has selected to be refunded by eReimbursement. Any check not picked up within the first two weeks of each semester will automatically be mailed to the permanent address on file. If the student is no longer eligible to receive financial aid or student loans, his/her account will be adjusted accordingly. Any refund received from these funds must be repaid to Saint Mary's College immediately.

STUDENT INSURANCE

To ensure that all students have health insurance coverage, including basic sickness and accident insurance, the College has instituted a mandatory health insurance requirement. All full-time undergraduate students are required to have health insurance coverage. Students are automatically enrolled in and billed for the College's provided plan. A credit is applied to the account once proof of coverage is documented. The waiver to provide proof of coverage is found online. The waiver must be completed prior to the start of each academic year to receive the credit. Students who are non-U.S. citizens or whose primary residence is abroad are required to purchase the school health insurance. No waiver is available to these students.

All full-time undergraduate students are covered by a secondary accident insurance policy that provides protection during regulatory attendance on the campus, and while attending college-sponsored activities. The

Tuition and Fees

policy covers only accidents and should not be considered to be a replacement for a comprehensive health insurance plan. Any loss or injury sustained resulting from the use of alcohol and/or drugs is not covered.

PART-TIME ENROLLMENT

Students matriculate into Saint Mary's College as full-time enrolled students. After matriculating into the College, students may choose to participate on a part-time basis due to extenuating circumstances. In these instances, the student must complete a Declaration of Part-Time Enrollment Status that is available in the Business Office. Part-time enrollment is defined as **enrollment in less than 7.0 course units in an academic year (fall-January-spring terms)**. Part-time enrollment is not calculated on a semester basis, with two exceptions:

- Graduating seniors registered in a fall semester with less than three course units needed to complete graduation requirements. Seniors are required to submit a Declaration of Part-Time Enrollment Status when appropriate.
- New students who begin their Saint Mary's College enrollment in the spring semester. In this instance part-time enrollment is defined as less than three course units. New spring enrolled students wishing to enroll part-time are required to submit the declaration form.

The Declaration of Part-Time Enrollment Status must be submitted to the Business Office, with all appropriate signatures, by the **end of the drop/add period** in the semester that the student realizes she/he will be enrolled part-time for the academic year. The Business Office will adjust the student's tuition in accordance with the current Part-Time Tuition rate, following the submission of an appropriately signed declaration form, and verification of the number of enrolled course units for the specified academic year. Part-Time enrollment does not carry over to subsequent years.

Students who declare part-time status are not permitted to live on campus (except by approval of the Dean of Students in consideration of extenuating circumstances), participate in the tuition monthly payment plan, or enroll in the College sponsored insurance plan. Students who drop to part-time status after the deadline to waive the medical insurance will be liable for the full medical insurance charge. Eligibility for financial aid will likely be affected by a change of enrollment status. Time to graduation may also be affected.

Please note: All College policies are subject to change without notice. Visit stmarys-ca.edu/tuition for more information regarding billing and payment.

TUITION

STUDENTS

Full-time (7.00 to 9.00 full credit courses per year)	\$ 41,230
Part-time (less than 7.00 courses per year, per course).....	\$ 5,160
Additional courses (more than 9.00 full credit courses per year, with advisor approval).....	\$ 4,588

Open Enrollment (per course).....	\$ 3,084
(No more than 4 courses per year—2 per term only)	

ROOM AND BOARD

Room—Double.....	\$ 7,710
Room—Single.....	\$ 8,570
Room—Triple.....	\$ 6,340
Room—Townhouse (includes \$50 flex) per year....	\$ 8,830
Room—Townhouse Triple (includes \$50 flex for year).....	\$ 7,940
Carte Blanche (includes \$75 flex) per year.....	\$ 6,430
14 meals per week (includes \$75 flex) per year....	\$ 6,260
10 meals per week (includes \$150 flex) per year....	\$ 6,110
8 meals per week (includes \$150 flex) per year....	\$ 5,770
5 meals per week (includes \$100 flex) per year....	\$ 4,160
(Available only to Townhouse residence or commuting students)	

MISCELLANEOUS FEES

Application fee (this fee is required with all applications for admission and non-refundable)	\$ 55
Registration fee (Required of all new undergraduate students at time of initial registration; payable once, non-refundable).....	\$ 30
Tuition commitment deposit (Required of all new students. Applied to tuition, non-refundable).....	\$ 300
Room reservation deposit (Required of all resident students. Applied to room and board; non-refundable)....	\$ 350
Orientation fee (Required of all new undergraduate students)-\$	250
Late payment fee (monthly service charge)	\$ 25
Student activity fee (required of all full-time students).....	\$ 150
Medical insurance fee (required, see above).....	TBA
Commencement activities fee	\$ 115
Late registration fee	\$ 175
Transcript of record.....	\$ 5
Laboratory fees.....	TBA
(see description of courses in course catalog)	

The additional course credit is proportionately applied to course credits in excess of 4.00 in each term. Open enrollment students may take no more than four courses per year, no more than two courses per term. These courses are offered on a space available basis only.

.25 courses: Students may take quarter-course credit (.25) classes with no additional fee. See Student Classification (p. 43).

The schedule of fees is effective July 1, 2014 and subject to change without notice.



Financial Aid

FINANCIAL AID PROGRAM

Saint Mary's College, through its Financial Aid Office, is committed to helping students and families obtain the needed assistance, both monetary and advisory, to make attendance possible.

The basic philosophy governing financial aid is that students and their parents will first contribute as much as is reasonable toward the cost of attending Saint Mary's College. The amount expected will be the same as the amounts expected from other students and families having the same financial circumstances. Eligibility for financial aid will be the difference between what it costs to attend and what the student can reasonably be expected to pay. The Financial Aid Office uses the Free Application for Federal Student Aid (FAFSA) to collect information used to determine the student's eligibility for federal and institutional funds.

Students are eligible for Saint Mary's aid for a maximum of four years only. It is important that students plan their academic schedules accordingly to ensure graduation within four years to maximize their financial aid. In

addition to demonstrating financial need, applicants for aid must:

1. Be citizens or permanent residents of the United States
2. Be enrolled or accepted for enrollment at Saint Mary's College on at least a half-time basis but for Saint Mary's institutional aid students must be full-time;
3. Be making satisfactory academic progress toward a degree or certificate (maintaining a grade point average no lower than 2.0, or C average).

Students who are placed on Satisfactory Academic Progress Probation a first semester will still receive their aid. Students who are placed on financial aid probation for a second consecutive term may be ineligible for financial aid until the probationary status is removed or an appeal is granted. Students who do not make progress after their second term will lose their aid eligibility. Probationary status includes special academic probation (see Academic Standing).

Full-time students in four-year degree programs who fail to complete a course of 4 credits in Fall and Spring, respectively, and 1 credit in January Term, and part-time students who fail to complete at least five courses at the

Financial Aid

end of each academic year will be ineligible for financial aid until the minimum number of courses (7.25 credits) is completed. At the end of each term, a review will be made to ensure compliance with the requirements of satisfactory academic progress. The course completion requirements will be reviewed at the end of each academic year.

Students can appeal to the Director of Financial Aid if they have extenuating circumstances that might affect the decision of the Financial Aid Office after the initial review.

APPLYING FOR AID

NEW STUDENTS

1. Complete an application for admission to Saint Mary's College and arrange to have SAT I scores and high school/college transcripts sent to the Office of Admissions before February 1.
2. Complete the Free Application for Federal Student Aid (FAFSA) by February 15. Follow the instructions at fafsa.gov to file the form and be sure to enter "Saint Mary's College, Moraga, CA (Federal School Code 001302)" as the recipient of the form.
3. California residents should complete the GPA Verification Form by March 2 to apply for the state grant programs. Forms are available in high school and college counseling centers, online at calgrants.org, or from the Financial Aid Office.

STUDENTS CONTINUING AT SAINT MARY'S COLLEGE

Students wishing to renew their aid for a subsequent year should file the FAFSA by March 2. Only new applicants for Cal Grants need to file the GPA Verification Form (see item 3 above).

SELECTION CRITERIA

Saint Mary's College uses a priority deadline of February 15 for new students and March 2 for currently enrolled students for all financial aid programs administered by the College. All students who are enrolled or accepted for enrollment by their respective priority deadlines and who have filed the required financial aid documents by that date receive equal consideration for Saint Mary's College scholarships, in relation to their financial need. Federal funds under the control of the College are limited, and generally are awarded only to students with considerable need. Students completing the application process after March 2 will be considered for institutional and limited federal financial aid only if funds are available. Financial aid notification letters for those who have met the priority deadline are mailed to new students in late March and notification of financial aid awards available on GaelXpress are emailed to continuing students in late June.

PACKAGING FOR FINANCIAL AID

It is often not possible to meet all of a student's need with scholarship or grant aid. In such cases, student loans or student employment may be included as a part of the financial aid package. If for any reason the student wishes to decline the loan portion of the aid package, he or she may do so without affecting scholarship or grant awards.

It should be noted, however, that refusal of a loan or campus job will not result in a larger scholarship award. If the student is eligible, the Cal Grant A or B and the federal Pell Grant will be included in the total award package. California residents are required to apply for a Cal Grant A and/or Cal Grant B from the California Student Aid Commission. If the Commission deadline (March 2) is missed, the student may still be considered for assistance from Saint Mary's College, although the College will be unable to offer scholarships to replace Cal Grants that would have been received had an application been made on time.

FINANCIAL AID FROM SAINT MARY'S COLLEGE

SAINT MARY'S COLLEGE SCHOLARSHIPS

Tuition scholarships are awarded by Saint Mary's College to full-time undergraduates who demonstrate academic ability and financial need. The amount of each tuition scholarship varies according to the financial need of the recipient and his/her family. (For further information see Saint Mary's College Scholarship Policy Statement, available in the Financial Aid Office.) Priority deadline: March 2.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

SEOG awards of \$500 per year are federally funded grants administered by the College and available to undergraduate students with exceptional financial need. Normally, students must be enrolled full-time. Availability of these awards is based on federal funding. Priority deadline: March 2.

SAINT MARY'S COLLEGE TUITION ALLOWANCE

Families enrolling four or more children at Saint Mary's College are granted a 50% tuition discount for each child after the third. No financial statement is required. Completion of the Free Application for Federal Student Aid (FAFSA) is recommended if additional financial assistance is required. To apply, contact the Financial Aid Office.

SAINT MARY'S COLLEGE ATHLETIC GRANT

Full and partial grants-in-aid are offered to a limited number of men and women athletes in several sports. For further information concerning these awards, contact: Athletic Director, Saint Mary's College, Moraga, CA 94575.

FEDERAL PERKINS LOAN

This is a federal loan program administered by the College. Perkins Loan recipients must be pursuing at least full-time course of study and must be able to demonstrate financial need. Availability is based on federal funding. Priority deadline: March 2.

STUDENT EMPLOYMENT

Saint Mary's College offers a wide variety of part-time, on-campus jobs in most College offices and departments. These student jobs are provided through two separate programs, the Federal College Work-Study program and the Saint Mary's College student employment program. Availability is based on federal funding.

Students who qualify for the Pell Grant may be awarded Federal College Work-Study as part of the annual award. The award letter will list the funds reserved to pay the student during the academic year. Listings of work-study positions are available in the Career Development Center, Brother Urban Gregory Hall. Job listings are also available on the College's intranet site: SMCnet. Students may view current listings at smcnet.stmarys-ca.edu/studentjobs.

The Career Development Center also posts notices of general student employment opportunities both on- and off-campus. These jobs are open to any undergraduate or graduate student enrolled at least part-time at the College. In addition to the distribution of student job applications to employing departments, the Career Development Center offers career counseling, résumé writing and interview workshops, internships and job placement services.

The bookstore, Sodexo Food Services and the janitorial services are independent of the College and do their own hiring.

The Human Resources Office, Filippi Hall, is responsible for all wage and salary determination. All students who are hired for any on-campus job must complete the necessary tax and I-9 documentation before employment can begin.

FINANCIAL AID FROM STATE AND FEDERAL AGENCIES**CAL GRANT A**

\$700–\$8,056 per year. Awarded by the California Student Aid Commission, the Cal Grant A is based on academic achievement (as measured by high school or college grades) and financial need. Eligibility is limited to California residents for a maximum of four undergraduate years. Applicants must file the Free Application for Federal Student Aid (FAFSA) and the GPA Verification Form (available from high school counseling offices or college offices of financial aid). Deadline: March 2.

CAL GRANT B

\$1,473–\$9,529 per year. The Cal Grant B is awarded by the California Student Aid Commission primarily to students from low-income backgrounds. Eligibility is limited to California residents for a maximum of four undergraduate years. Applicants must file the Free Application for Federal Student Aid (FAFSA) and the GPA Verification Form. Deadline: March 2.

FEDERAL PELL GRANT

\$602–\$5,735 per year. The Pell Grant is a federal grant program which offers assistance to low- and middle-income undergraduate students who are U.S. citizens or permanent residents and who demonstrate financial need. (Need is defined according to a federal eligibility formula.) Application for the Pell Grant may be made by means of the Free Application for Federal Student Aid (FAFSA). Forms are available online at fafsa.gov.

FEDERAL SUBSIDIZED DIRECT LOANS

Federal Direct loans are loans of \$3,500–\$5,500 (depending on the student's grade level) for students' educational costs. Students who demonstrate financial need up to the requested loan amount will have the interest on the loan paid (subsidized) during their enrollment on at least a half-time basis. The interest rate is 3.4 percent beginning July 1, 2012.

FEDERAL UNSUBSIDIZED DIRECT LOANS

Unsubsidized federal Direct Loans are available for students who do not qualify, in whole or in part, for the need-based subsidized federal Direct Loan. Borrowers may receive both subsidized and unsubsidized federal loans totaling up to the applicable loan limit, if they do not qualify for the full amount permitted under the subsidized Direct Loan program. The terms for the unsubsidized loan are the same as the terms for the subsidized loans, except that the interest is accruing for the life of the loan. The interest rate on an unsubsidized Direct Loan is fixed at 6.8 percent.

Undergraduate dependent students may borrow an unsubsidized loan of \$2,000. For independent students and for students whose parents are unable to secure loans through the federal Parent PLUS program, the unsubsidized loan maximum is \$6,000 per year for first- and second-year students, and \$7,000 per year for all other students.

Financial Aid

FEDERAL PLUS LOANS

PLUS loans are made to parents of undergraduate students by the federal government. The maximum loan cannot exceed the cost of education less any financial aid received by the student. The interest rate on the PLUS Loan is fixed at 7.9 percent.

ALTERNATIVE PAYMENT PLANS

GIFTS AND LOANS TO CHILDREN

Parents are advised to take advantage of a number of federal tax benefits, including credits, deductions and savings incentives, to offset college costs.

TEN-MONTH PAYMENT PLAN

This plan offers parents a low-cost method of paying tuition and room/board charges over a 10-month period, June through March. For further information concerning this plan, contact the Business Office at Saint Mary's College, or go online to smcnet.stmarys-ca.edu/payment.

COLLEGE REFUND POLICY

Students who withdraw during an academic term will have tuition charges adjusted according to the schedule shown on p. 23.

The College is required to follow the refund regulations published by the U.S. Department of Education for students who receive Title IV financial aid funds (federal Perkins Loans, federal SEOG, federal Pell Grant, federal College Work-Study, federal Subsidized and Unsubsidized Loan funds, and Cal Grant funds). Student recipients of any of these funds who withdraw from all of their classes within the first 60 percent of an enrollment period will have their financial aid adjusted. The amount of federal aid that will be returned will be determined by the number of calendar days not completed in an enrollment period divided by the total number of calendar days in that period. If that percentage is less than 40 percent, no adjustment is required.

Should regulations governing refund policies for federal student aid recipients change, Saint Mary's College will implement those changes. Current refund policy information may be requested from the Financial Aid Office.

DISBURSEMENT OF AWARDS

Financial aid awards normally cover a full academic year. Funds are disbursed in two equal installments at the time of registration for the fall and spring terms.

GIFTS AND ENDOWMENTS

Saint Mary's College is a private institution and receives no direct support from taxes or other public funds, or direct financial assistance from the Diocese of Oakland. Annual operating expenses of the College are met principally, but not fully, by tuition and fees. The difference between that income and the actual cost of instruction and other services is underwritten by the contributed services of the Christian Brothers, by donations from alumni, parents and friends, and by income from an endowment principal of approximately \$160 million. Through these contributions, all students, including those paying full tuition, are aided in financing their College education.

Those individuals who wish to support the College may do so by making contributions for unrestricted support, scholarships or athletic grants-in-aid at stmarys-ca.edu/giving. Those interested in gift opportunities related to new buildings, endowed professorships, endowed scholarships or program endowments should contact the Saint Mary's College Development Office. Gifts may be made to the College through the Development Office, Saint Mary's College, PMB 4300, Moraga, CA 94575. For information, call (925) 631-4509.

VETERANS BENEFITS

Saint Mary's College participates in the Veteran Affairs Yellow Ribbon Program. Education Benefit Program applications for members of the armed services should be sent to the Registrar's office on campus. Letters seeking advice or information concerning the program should be addressed to: Veterans, PMB Box 4748, Saint Mary's College, Moraga, CA 94575-4748.

Saint Mary's College of California is approved for the training of veterans and their eligible dependents under the various public laws that come under the direction of the Department of Veterans Affairs.

Details and procedures are available from the Department of Veterans Affairs, Regional Office, P.O. Box 8888, Muskogee, OK 74402-8888 or 1(800) 827-1000 or (888) 442-4551, or visit gibill.va.gov.

CALIFORNIA STATE BENEFITS FOR VETERANS AND ELIGIBLE DEPENDENTS

Applications and information may be obtained from the following office: California Department of Veterans Affairs, Division of Veterans Services, 1227 O Street, Suite 105, Sacramento, CA 95814-5840 or visit cdva.ca.gov.



Academic Officers and Services

ACADEMIC OFFICERS

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS OF THE COLLEGE

The provost provides strategic and operational leadership, vision and direction for the design and implementation of the College's academic programs, student and residential services and programs, and enrollment services. The provost initiates plans and direction for the establishment and maintenance of a physical environment conducive to teaching, learning and living as well as providing academic and administrative leadership to the College's students, faculty and staff. The provost works collaboratively with the entire College community, including the Board of Trustees, the president, the faculty and the staff to advance the mission of the College.

VICE PROVOST FOR UNDERGRADUATE ACADEMICS

The Office of the Vice Provost for Undergraduate Academics provides curricular and academic support programs that touch all students at Saint Mary's College. These programs support the integration of undergraduate students' experience across disciplines, degrees and schools on behalf of our mission to link students' intellectual, existential, affective, and spiritual lives.

In collaboration with Faculty Development, Undergraduate Academics ensures that the faculty of Saint Mary's College share pedagogical strategies and teaching experiences outside their departments and schools. We aspire to create a culture of commencement by concentrating especially on practices that increase student engagement, persistence, and graduation.

DEANS OF THE SCHOOLS

The deans of the schools, in collaboration with the provost and vice provost, are responsible for the academic affairs of the schools, including the recommendation to the provost and vice provost of appointment, promotion, and retention of their school faculty and administrative staff; matters relating to orientation and evaluation of faculty and staff; curriculum planning, academic policies and programs; and all other aspects of the academic enterprise in their respective schools.

Academic Officers and Services

ACADEMIC OFFICERS AND SERVICES

DIRECTOR OF FACULTY DEVELOPMENT

The director is responsible for administering the Office of Faculty Development that provides faculty and student support services, as professional and scholarly development and collaborative faculty/student research funds and technology grants are distributed through FD Office by the Faculty Development Fund Committee and the Faculty Technology Group.

DEAN FOR LIBRARY AND ACADEMIC RESOURCES

The dean for library and academic resources is responsible for the development, programming and administration of the information and learning resources of the Saint Albert Hall Library and the Hearst Art Gallery. The dean is responsible for the quality and evaluation of services, collections, facilities and staff, allocation of these resources across academic disciplines and programs at all levels, and implementation of policy and procedure. The dean determines an appropriate balance among print, media and digital academic resources to support the educational programs of the College through broad-based collaboration with faculty and administrative staff.

STUDENT SUCCESS OFFICE

The Student Success Office strengthens collaboration among professional staff and faculty to foster a culture of commencement in which successful graduation is a shared universal expectation. To uphold that expectation, SSO supports an expanded understanding of student success, including academic, personal, and psycho-social well-being. SSO is committed to providing undergraduates with the guidance and services necessary to help them find the correct balance of support, challenge, structure and independence needed to realize their full potential. Under the leadership of the Vice Provost of Undergraduate Academics, the Student Success Office comprises Student Engagement and Academic Success, High Potential Program, Tutorial and Academic Skills Center, Student Disability Services, Career Development Center, Office of Faculty Advising, and Office of Student Academic Rights, Responsibilities, and Institutional Compliance.

STUDENT ENGAGEMENT AND ACADEMIC SUCCESS (SEAS)

Student Engagement and Academic Success (SEAS) assists students with identifying and engaging in opportunities to effectively integrate their academic and personal development. SEAS specialists provide strategies, resources and programs that support: academic and personal success, transitional to college, balancing home and college, values, interests, skills and ability assessment, four-year planning, culturally relevant advising, first generation college students, and transfer students. SEAS is committed to providing students with the guidance to fully realize their maximum academic potential and assisting students in developing strategies to achieve their goals.

HIGH POTENTIAL PROGRAM (HP)

The High Potential Program provides academic, personal and social support to first-generation students from diverse backgrounds who are transitioning into Saint Mary's College. (See Admission for eligibility and admission procedures.). The HP student success initiatives provide a range of services and individualized support:

- **Summer Bridge Program**—an intensive two-week residential experience focused on transitioning to college. The activities and classes focus on both personal and academic development, and provide students with a campus residential experience. Summer Bridge students receive academic credit, and are provided an opportunity to meet professors, advisors, peers, and peer mentors.
- **Peer Mentor Program**—student mentors offer academic and social support beginning in the Summer Bridge Program and continuing throughout the students' first two years at Saint Mary's.
- **HP First Year Advising Cohort**—High Potential students complete a partial credit course for both fall and spring semesters of their first year. Through this course, students receive academic support and guidance from a faculty advisor and a Student Engagement and Academic Success specialist. The course assists students with essential academic skills such as time management, study habits, using campus resources effectively, and tracking self-progress.
- **Semi-monthly advising**—in addition to their faculty advisor, HP students meet twice monthly with the Student Engagement and Academic Success specialist for frequent and focused individualized mentoring to help ensure steady progress toward academic and personal goals.

OFFICE OF FACULTY ADVISING (OFA)

The Office of Faculty Advising supports faculty members in their roles as undergraduate academic advisors. In conjunction with the First Year Advising Steering Committee, the Office of Faculty Advising is responsible for the administration, logistical coordination, and curricular management of the First Year Advising Cohort (FYAC) Program.

Through participation in the mandatory FYAC Program, each first year student is assigned a faculty advisor from a discipline or field closely related to the student's academic interest. The FYAC Program is designed to help students navigate the complex issues and options encountered as they transition into the college environment, and to provide guidance in establishing longer range goals and strategies for academic success.

Beginning in the sophomore year, when students declare a major they are assigned to a faculty advisor from the appropriate academic department or program. Specialized advisors are provided for allied health science, pre-med, and pre-law students.

TUTORIAL AND ACADEMIC SKILLS CENTER (TASC)

The Tutorial and Academic Skills Center (TASC) offers a variety of support services and programs to students who are seeking to achieve greater academic success regardless of their level of academic performance. The center offers tutorial services for all currently enrolled undergraduate students. Tutoring is available in almost all courses taught at Saint Mary's, in individual and group settings depending on the subject and demand. Tutoring and workshops are also available for students who wish to complement their study efforts through enhanced academic skills development such as time management, note-taking, writing skills, study techniques and reading comprehension.

CAREER DEVELOPMENT CENTER (CDC)

The Career Development Center helps all students and alumni explore career options and prepare for the job search process. Through a variety of personal and career assessment activities and tools, used in tandem with individualized counseling, the center provides opportunities for students to explore majors and their relationship to careers and career choice. Students are provided opportunities to learn job search preparation skills such as resume writing, interviewing, business etiquette, professional social networking, and preparation for a variety of internships that may lead to the ideal career. The Career Development Center also assists students interested in non-profit and volunteer opportunities.

Additionally, the Career Development Center helps students prepare for graduate and professional school (i.e., law). These services include identifying and selecting schools, application assistance, identifying and approaching references, essay and personal statement writing, and standardized test preparation.

The Career Development Center also provides on- and off-campus part-time and full-time job listings for undergraduate, graduate students, and alumni as well as hosting an annual Career/Internship/Non-Profit/Grad School Fair and On-Campus Interviewing opportunities. All current job listings are online: stmarys-ca.edu/GaeLink.

STUDENT DISABILITY SERVICES (SDS)

Student Disability Services is dedicated to ensuring access to all academic programs, services, resources and activities at Saint Mary's College for qualified students with disabilities. The goal is to promote educational advancement in a safe, nondiscriminatory environment through equal opportunity for participation and enjoyment of Saint Mary's College educational and campus life activities. Individualized assistance for reasonable and appropriate accommodations is provided for students with appropriately documented learning, health, psychological or physical disabilities.

STUDENT ACADEMIC RIGHTS, RESPONSIBILITIES, AND INSTITUTIONAL COMPLIANCE (SARRIC)

Student Academic Rights, Responsibilities, and Institutional Compliance promotes academic responsibility, integrity, accountability, and respect among Saint Mary's College students and faculty, ensuring compliance with and support of the college's academic standards and policies. SARRIC focuses on students who are experiencing difficulties in their academic journey by fostering an environment of student success that balances student rights and support with responsibilities. SARRIC is a multipurpose service that educates students about their responsibilities, and serves as a consultant to and resource for students, faculty, staff, and parents concerning academic policies, standards, and student academic performance and standing. SARRIC has responsibility for the following core functions:

- Coordinate the academic probation and disqualification review process
- Convene the Academic Probation Review Board and coordinate the academic disqualification appeal process
- Hear student appeals and grievances to the Academic Probation Review Board decisions
- Hear student and faculty disagreements pertaining to student disability accommodations
- Review and act on petitions for substitutions to academic requirements based on appropriately documented disabilities
- Adjudicate student grievances against faculty and staff noncompliance of disability accommodations
- Review and act on student petitions for exceptions to academic policies

CENTER FOR ENGAGED RELIGIOUS PLURALISM (CERP)

Founded in 2008, CERP is the academic center at Saint Mary's for promoting interreligious understanding and interfaith engagement across religiously diverse and non-faith perspectives in service of the College's goal of "inclusive excellence" and its mission, which states in part: "Recognizing that all those who sincerely quest for truth contribute to and enhance its stature as a Catholic institution of higher learning, Saint Mary's welcomes members from its own and other traditions, inviting them to collaborate in fulfilling the spiritual mission of the College."

CERP's professional staff and its student interns produce interfaith awareness and engagement programs and events to enrich and complement Saint Mary's curriculum, often in partnership with other organizations and with academic departments on campus. In so doing, CERP supports the College's commitment to collaboration and dialogue, to diversity, to prepare students for ethical and effective engagement in a diverse and global environment, and to build leadership that advances social justice.

Academic Officers and Services

CATHOLIC INSTITUTE FOR LASALLIAN SOCIAL ACTION (CILSA)

Founded in 1999, CILSA is the academic center at Saint Mary's College for promoting a culture of service and social justice education consonant with Catholic social teaching and integrating the three traditions of the college: Catholic, Lasallian and liberal arts. The goal of CILSA is to support students, faculty, staff, campus units and community partners to work together to promote intellectual inquiry and student leadership and development through action in academic, co-curricular, and community settings to foster personal and social responsibility for the common good. CILSA utilizes the framework and integration of "head, heart, and hands" to guide its work:

Head – CILSA programs foster students' intellectual and personal development through academic exploration of issues related to justice that prompt critical thinking in and outside the classroom. For faculty and staff, CILSA provides resources, materials and education in best practices to integrate social justice within the curricular and co-curricular experience.

Heart – CILSA programs nurture students' critical reflection of their experiences as they relate to meeting academic, intellectual, and other personal goals. The process promotes an understanding premised on knowledge coupled with compassion.

Hands – CILSA programs provide an array of service activities through coursework and co-curricular experiences that enable students, faculty, and staff to apply their knowledge and understanding in order to engage critical social issues and promote social justice for the common good.

Over 40% of SMC students engage in service in the local community, at the state and national levels, and internationally. Service opportunities include one-time and ongoing volunteer experiences, year-long programs including the Social Action Leadership Team (S.A.L.T.), Jumpstart, Student Leaders in Community Engagement (SLICE) program, and community-based courses devoted to service and social justice. Students may also participate in summer fellowship experiences such as the MICAH Summer Fellowship or the Alumni Association Summer Fellowship in cities such as Denver, San Diego, and Palmer, Alaska. Students can also serve as an Engaged Learning Facilitator (ELF) to support faculty and community partners in community engagement courses.

COMMUNITY ENGAGEMENT & COMMON GOOD COURSE DESCRIPTIONS

With the support of CILSA, Saint Mary's Core Curriculum offers learning experiences focused on community engagement and the common good. These courses and activities provide opportunities in which students engage in purposeful actions that address community goals.

Through critical reflection, students integrate the action with academic objectives to develop civic responsibility and an understanding of social justice.

Community Engagement can include courses that may incorporate service-learning or community-based research. Some co-curricular activities that do not bear any course credit may also meet the Community Engagement requirement through intentional service activities.

The Common Good component of the Core Curriculum typically includes traditional campus-based courses that focus on and explore a variety of social justice issues.

These experiences and programs contribute to the college's national standing as a recipient of the Carnegie Foundation Community Engagement Classification Award and President's Higher Education Community Service Honor Roll Award.

For more information on social action opportunities, check the CILSA website at stmarys-ca.edu/cilsa. You can also stop by the CILSA first floor Ferroggiaro office, or call (925) 631-4975 to schedule an appointment. CILSA staff will assist you in finding a service opportunity that matches your interests.

CENTER FOR INTERNATIONAL PROGRAMS

The Center for International Programs (CIP) develops and supports international programs and activities on and off campus to support the Core Curriculum intellectual area—Engaging the World—which asks students to engage with the world in substantive and meaningful ways. Saint Mary's offers study abroad programs throughout the world, which offers students the opportunity to immerse themselves in a new culture and deepen their understanding of the world and their role in it. Furthermore, on campus, the Center promotes global understanding through a variety of events, workshops, presentations and programs that provide a platform for discussion and exchange of ideas. The Center staff guides inbound and outbound students through the process of discovery and assists students as they explore the option of study abroad and assimilation to American culture.

The Center oversees the immigration advisement of F-1 and J-1 international students and scholars and leads orientations focusing on visa requirements. Orientation occurs throughout a student's four-year program as international students make their transition to a new academic culture. Orientation includes a weekend retreat, a Global Fair, country specific presentations and opportunity for interchange and exchange. The International Club, referred to as the iClub, offers domestic and international students an opportunity to be involved in an organization specifically focused on all things global. The iClub is mentored by a CIP staff member. The International House (iHouse) is a living and learning community focused on intercultural communication. Sophomore international and domestic students discover a "common ground" where they can communicate across cultures.

A wide variety of study abroad programs are offered to students during the fall and spring semesters. Current destinations include Australia, China, England, France, Germany, Italy, Mexico, South Africa and Spain. Saint Mary's has also established semester exchange programs with partners in Japan and Spain Through the Lasallian Consortium, Saint Mary's students have additional study abroad opportunities in Argentina, Costa Rica, Poland and Ireland. All students are eligible to receive academic credit for successfully completing courses completed during the term abroad. Through Saint Mary's sponsored study abroad programs, students are able to apply their financial aid and SMC scholarships to cover most of the overseas program costs. For more information: (925) 631-4107 or studyabroad@stmarys-ca.edu.

The Center is committed to enriching all students' life experiences, whether in the United States or abroad.

THE LIBRARY

Saint Albert Hall was named for the 13th Century philosopher and theologian, Saint Albert the Great, and houses the Library.

The Library provides students with physical space to study, learn and work together, expert research librarians and Information Technology staff, and a wealth of scholarly resources. Students can get the help and advice of professional librarians by coming to the library reference desk, phoning, or sending an inquiry via email, chat or text. Librarians work closely with faculty to support class research assignments. Both undergraduates and graduate students can make an appointment with a librarian specializing in a subject area to obtain individualized help and tutoring in research skills.

The Library's teaching and learning collections include print and electronic books and journals, a course reserve collection of high-use materials, and a variety of electronic media including films, music, and newspapers. In addition the SMC Library partners with thousands of other libraries to share materials. Through these sharing agreements, students have access to millions of books and articles worldwide. We also have a small "best sellers" collection for recreational reading and an extensive film and video collection. The *Byron Bryant Film Collection* includes award winning and significant feature films released in movie theaters. The *Instructional Video Collection* includes documentaries, theatrical performances (dance, opera, theater), interviews and some television series.

In the Library, students will find computers and printers as well as technical assistance to students. There are three group study rooms reserved for student use by reservation on a first-come, first-served basis. All group study rooms are equipped with a television, DVD/VHS player, and a whiteboard. One study room is also equipped for students to practice and record their own presentations and lectures.

The Library also houses the College Archives and Special Collections Service which includes rare and original materials on California and Western Americana, the Life and Times of Cardinal Newman, and the Library for Lasallian Studies, a collection by and about Saint John Baptist de La Salle, the founder of the Christian Brothers teaching order.

TECHNOLOGY AND MEDIA SERVICES

CHIEF TECHNOLOGY OFFICER

The chief technology officer (CTO) oversees the strategic intent of the College's adoption and use of technology resources while also coordinating and managing the College's Information Technology Services department (ITS), which includes instructional technology services, audio/visual and media services, the IT service desk and tech bar, desktop computing, administrative information services, web and Internet services, infrastructure and operations services, telephone services and digital library support. The CTO is responsible for enterprise technology planning and budgeting, in accordance with the College's mission and strategic plans. With the guidance of the Technology Planning and Policy Committee, the CTO is responsible for development and implementation of technology policies and procedures, as well as assessment of the effectiveness of technology services.

Saint Mary's College has developed a wide variety of computer-based resources to support the curricular and research activities of faculty and students, campus communication and information dissemination services. The Saint Mary's network is built upon the foundation of a high-speed fiber-optic infrastructure that extends throughout the campus. This network links faculty and staff offices, student computer laboratories, electronically enhanced classrooms, residence halls and the library. The College's networked data and voice communications resources are procured, developed and maintained by ITS and are also available to students, faculty and staff via the Internet when off campus.

TECHNOLOGY IN TEACHING, LEARNING AND SCHOLARSHIP

ITS is dedicated to the core mission at Saint Mary's in teaching, learning and scholarship. An instructional technology team works closely with faculty as consultants to best support the adoption and use of technology in relation to the College's academic mission. This team also provides focused support for various classroom-based and online academic/instructional applications, providing "tech camps" for faculty each academic year as a means to enhance understanding of the instructional technology resources and services available to faculty.

Academic Officers and Services

Media Services is a team within ITS which maintains and supports media equipment to serve faculty, students and the business needs of the College, as well as events and conferences for external groups. This department also provides some support for the development and promotion of instructional media by students, faculty and staff.

The Media Services Center, located on the second floor of the library building, makes multimedia development systems available to the College community and offers training and assistance to faculty and students in the areas of digital video editing, computer image scanning and manipulation transfer of materials from analog to digital format, and media support services for all venues across campus. Media Services staff manages all requests involving scheduling and delivery of media equipment to all venues on the campus. The professional staff plans, supports and maintains instructional media systems installed in classrooms and labs; they also provide training for all members of the campus community in the use of the college's media equipment.

ITS has a dedicated Client Services team responsible for smooth function in classrooms and computer laboratories located in Garaventa Hall, Brousseau Hall, Galileo Hall, Filippi Academic Hall and the Saint Albert Hall library, along with some academic support at remote sites. This team operates an IT service desk that provides service and support for all students, faculty and staff, and meets its mission by observing extended hours of operation. IT service desk support is available by phone or walk-in, and laptop computers are available for students to borrow and use outside of the lab facilities. The ITS department page on the College's official web site offers the array of services and support available to students, faculty and staff, along with contact information, hours of operation for the service desk and a variety of IT self-help options. All needs for ITS service and support begin at the IT service desk.

SAINT MARY'S COLLEGE MUSEUM OF ART

Saint Mary's College Museum of Art has a reputation for innovative, diverse exhibitions and educational programs. The first gallery, devoted to the exhibition of paintings by William Keith, was established in 1934 by Brother F. Cornelius Braeg, FSC. With the aid of a grant from the Hearst Foundation, the Hearst Art Gallery opened in 1977.

Exhibition and secure, climate controlled collection storage space was expanded by 50 percent in 2011, thanks to the generosity of private donors and the allocation of a portion of one art studio by the Department of Art for the expansion project. The new Museum is made up of the Hearst Gallery, the Brother Cornelius/Walker Foundation Gallery, the Keith Gallery, the Armistead Gallery and the Studio Gallery. Expanded facilities enable larger portions of the College's art collection and multiple exhibitions to be on view at all times that the museum is open.

Highlighting the Museum's permanent collection of more than 3,600 objects are 180 paintings by William Keith, California's finest late 19th Century landscape painter, and the Andy Warhol and Stanley Truman photography collections. The collection also includes contemporary art, prints, religious art and more than 600 ethnographic objects from Africa, Oceania and Asia. Selections from the campus collection are on view in the library and in offices throughout the campus.

Temporary exhibitions include retrospectives of major California artists, contemporary and historic landscapes, photography, sculpture, works on paper, religious imagery, ethnographic, scientific and history displays and work by the College's faculty and students. Museum publications include exhibition catalogs, highlighted by the *The Comprehensive Keith: The Hundred Year History of the Saint Mary's College Collection of Works by William Keith*, published in 2011.

Saint Mary's College Museum of Art is accredited by the American Alliance of Museums. For further information, see stmarys-ca.edu/museum.



Student Life

STUDENT LIFE PROVIDES INTEGRATED LEARNING EXPERIENCES, EMPOWERING STUDENTS TO BECOME ENGAGED, GLOBAL AND ETHICAL PERSONS.

Student Life is guided by the Lasallian Core Principles:

- FAITH IN THE PRESENCE OF GOD
- CONCERN FOR THE POOR AND SOCIAL JUSTICE
- QUALITY EDUCATION
- RESPECT FOR ALL PERSONS
- INCLUSIVE COMMUNITY

Students who engage in the Student Life experience at Saint Mary's College will apply the habits of mind to achieve the following outcomes:

1. The ability to reflect on and articulate the multiple and evolving dimensions of their personal identity
2. The ability to demonstrate an understanding of personal and social responsibility
3. Competence in making connections with others and experiencing a sense of belonging
4. The ability to advocate for the dignity of all people
5. The ability to practice leadership as a means for positive social change
6. Knowledge of and ability to model behaviors that support a balanced and healthy lifestyle

VICE PROVOST FOR STUDENT LIFE

The Vice Provost leads the Student Life area in building, sustaining and enhancing a community focused on student learning by providing services and support for students outside the classroom. Student Life areas include: Dean of Students Office, Residential Experience, Community Life, New Student and Family Programs, Campus Housing and Conference Services, Counseling Center, Health and Wellness Center, Student Involvement and Leadership, Intercultural Center, Women's Resource Center and Public Safety. Student Life administrators and staff work together and in association with other campus departments to form key relationships for the benefit of our students.

Student Life

DEAN OF STUDENTS

The Office of the Dean of Students is a department within the division of Student Life and serves as a key link between students and other areas of campus life to support student success. The Dean of Students' staff and programs enhance the out-of-classroom experiences of students in an effort to develop responsible, civic-minded, and engaged citizens. The Dean of Students staff coordinates the College's response to crisis situations that involve students and frequently serves as a liaison between students, faculty, and other administrators or offices in a variety of situations. The four offices that report to the Dean of Students focus on various elements of student life. Residential Experience is responsible for student programs, building community, and living experiences in the residence halls. Community Life encourages personal integrity through the student discipline process. New Student and Family Programs supports the transition of students to the College. Campus Housing and Conference Services offers opportunities for year-round use of College facilities, as well as school-year living arrangements in the residence halls. The Dean of Students is available to guide students and families to resolve complex issues and provide resources to enhance the Saint Mary's experience.

RESIDENTIAL EXPERIENCE

The Office of Residential Experience creates a home for residential students by developing a safe, engaging and inclusive environment that supports resident learning and emphasizes personal and social responsibility. Committed to the College's Catholic, Lasallian and liberal arts traditions, Residential Experience intentionally fosters a living environment that promotes the academic, spiritual, emotional and personal growth of each resident. The atmosphere is supported by a dynamic team of residential staff, the student programming body (Residence Hall Association or RHA), and a variety of campus partners who support our Living Learning Communities. Through intentional connection with the academic community, the Office of Residential Experience carefully assesses the holistic learning of students in the context of the residential community.

The Office of New Student and Family Programs and the Office of Residential Experience function as a unit. As experts on transition, these offices provide an engaging residential experience and focus on the development of personal and social responsibility.

LIVING LEARNING COMMUNITIES

Saint Mary's College offers students residential opportunities to extend their education beyond the classroom. There are several themed living learning communities in the residence halls. A Saint Mary's College living learning community provides resident students:

- A unified theme and shared sense of goals within the community
- Intimate engagement with Saint Mary's through conscious contribution and fellowship
- Improved academic and social transition in each stage of student development
- Increased personal and academic learning and development
- A supporting and challenging environment in which students engage in ideas and explore diverse views and values

INTERNATIONAL HOUSE — A GLOBAL LIVING AND LEARNING COMMUNITY

The International House (iHouse) is a global living and learning residential community that fosters a friendly environment and caring community where cultural diversity and respect for difference is valued and at the forefront of all interaction. The iHouse is a safe and engaging place where both international and domestic students can learn and practice skills important in cross-cultural communication and engaging globally. The iHouse serves to orient international students and prepare domestic students for study abroad in their second semester sophomore, junior or senior years. Residents of the iHouse participate in service projects, attend 3 global/cultural presentations, participate in iClub activities and annual Global Fair, participate in international cooperative cooking nights, and develop new and interesting globally focused gatherings. The iHouse is located in Claeys Hall North and is sponsored by the Center for International Programs and in partnership with the Office of Residential Experience. It is only open to students with sophomore standing. For more information, contact the Center for International Programs by phone at (925) 631-4352 or email at studyabroad@stmarys-ca.edu.

HONORS LIVING AND LEARNING COMMUNITY

The Honors Living Community invites students with a commitment to academic and civic excellence to live and work in an inclusive and supportive cohort. The first-year Honors Community in Assumption Hall eases honors students' transition into college by acquainting them with faculty and by providing tutoring and a variety of recreation and service activities. Incoming first-year Honors students have the opportunity to apply for the Honors Living Community in Assumption Hall. Residents of the First Year Honors Living Community:

- Have access to free tutoring from live-in, upper-division mentors versed in the sciences and humanities and benefit from increased support in common first-year courses.
- Are eligible to participate in formal and informal community activities, including field trips, study groups, meals with faculty, trips to Bay Area attractions.
- Have access to a full kitchen, a spacious study and a recreation lounge.

If you are an incoming first-year Honors Program student and wish to participate in this community, indicate your interest on the Honors Program Questionnaire you will receive in May after you have confirmed your enrollment at Saint Mary's College. For more information, contact the Honors Program, at honors@stmarys-ca.edu or by phone at (925) 631-8157.

Both the Honors and Science Living and Learning Communities are housed in the same building and students are welcome and encouraged to apply to both if applicable.

SCIENCE LIVING LEARNING COMMUNITY

For incoming first-year students who have expressed an interest in pursuing a science major, a special living learning community exists in Assumption Hall, just across the street from the Brother Alfred Brousseau Science Building. Science-focused students seeking a residential community with peers who are taking calculus, chemistry, physics or biology, and who are committed to an atmosphere where there is quiet time for studying at night, find this option attractive. In addition to the opportunity to live in an intellectually stimulating environment, students in the Science Living Learning Community are supported in their academic endeavors by the presence of older students, skilled in the sciences and the humanities, who are available as mentors and tutors. Students have access to a range of enrichment activities such as going to the San Francisco Symphony, Bay Area museums. The Science Living Learning Community is sponsored by the School of Science in partnership with the Office of Residential Experience. For further information contact Professor Chris Jones of the Math Department (925) 631-8047, or cjones@stmarys-ca.edu. Students enter a lottery to live in the Science Living and Learning Community through an online roommate preference questionnaire included in materials distributed to new students. Both the Honors and Science Communities are housed in the same building and students are welcome and encouraged to apply to both if applicable.

GREEN LIVING LEARNING COMMUNITY

The Green Living Learning Community at Saint Mary's College is a coalition of sophomore students seeking to work with their peers in adopting sustainable practices and reducing their environmental footprints. Housed in Claeys Hall South, students in the Green Community have a unique opportunity to carry out the Catholic, Lasallian, and Liberal Arts traditions of the College through campus leadership in projects such as Recycle Mania, Flip the Switch, Food Justice and Green Consumer Guide. Ultimately, the Green Living Learning Community will serve as a model, growing into a sustainable legacy that will influence following generations of students. For more information about the Green Living Learning Community, contact coordinator Julie Welch at jlw8@stmarys-ca.edu.

LASALLIAN LIVING LEARNING COMMUNITY

For sophomore students, the Lasallian Living Learning Community at Saint Mary's College is a residential experience grounded in the themes of faith, service and community. Students seeking intentional and deeper ways of living the themes of this community in their own life are drawn to this program. In addition to living together in Becket Hall, participants in Lasallian Community engage in regular service opportunities at a local elementary school, enjoy fellowship with one another during community nights, and participate in weekly classroom discussions as students enrolled in or auditing a .25 course in the Department of Theology and Religious Studies each semester: Listening to Life: Living Lasallian I (TRS 017) and II (TRS 018). The Lasallian Community is sponsored by the Mission and Ministry Center in partnership with the Office of Residential Experience. For more information, contact the Mission and Ministry Center at (925) 631-4366 or mmc@stmarys-ca.edu.

SANTIAGO LIVING LEARNING COMMUNITY

For juniors and seniors, the Santiago Community at Saint Mary's College is a residential community grounded in the themes of faith, service and community. Upper-division students seeking mature and intentional ways to live the themes of this community are drawn to this program. Some students participate in Santiago Community after their experience of Lasallian Community. In addition to living together in Ageno Hall West, participants in Santiago Community engage in an off-campus overnight retreat to set individual and community goals. These identified goals frame student engagement in shared experiences of faith, service and community. Community leaders and a suite committee provide leadership and support to animate these goals. The Santiago Community is sponsored by the Mission and Ministry Center and in partnership with the Office of Residential Experience. For more information, contact the Mission and Ministry Center at (925) 631-4366 or mmc@stmarys-ca.edu.

Student Life

STUDENT LIFE OFFICES AND SERVICES

COMMUNITY LIFE

The Office of Community Life assists students in maximizing their potential as responsible and ethical citizens and leaders. The Office of Community Life seeks to reduce student misconduct by encouraging an active and healthy lifestyle and educating students about the importance of being engaged in their community. The Office of Community Life is responsible for administering the disciplinary process. The process is intended to educate students about appropriate conduct and the potential consequences of their actions and choices. It articulates learning, personal responsibility, self-discipline, respect for others and self, and supports the educational values of our community.

UNDERGRADUATE STUDENT HANDBOOK

The *Undergraduate Student Handbook* can be found online at stmarys-ca.edu/studenthandbook. The *Undergraduate Student Handbook* communicates important information regarding the Undergraduate Student Code of Conduct, the Academic Honor Code, Alcohol and Other Drugs policy, and other Community and College policies

NEW STUDENT & FAMILY PROGRAMS

New Student & Family Programs is dedicated to providing a seamless transition into the campus community for new students and their families by engaging them through programs, outreach and publications. Summer Orientation, Weekend of Welcome and the First-Year Experience offer new students opportunities to connect academic, personal, social, cultural and spiritual development into their educational goals and practices. New Student & Family Programs promotes family involvement and partnership with the College through the Parent and Family Association, communication efforts including engagement opportunities such as the Family Forum listserv and newsletter, and annual Parent and Family Weekend.

CAMPUS HOUSING AND CONFERENCE SERVICES

The Campus Housing Office is the central location for students to obtain all pertinent information regarding their housing needs. In coordination with Residential Experience, Campus Housing assists students in room selection and placement, facility concerns, as well as coordinating all of the opening and closing of the residence halls. The Campus Housing staff serves over 1,600 undergraduate and graduate students as well as the 22 residence halls located throughout our campus.

Conference Services provides a variety of environments for curricular and co-curricular learning, recreation and cultural events. Students, faculty and College department staff can arrange for the use of various campus facilities through this office to assist them in their programming needs. Conference Services is also responsible for an invigorating summer conference schedule where groups from all over the country use our beautiful campus for programs throughout the summer.

COUNSELING & PSYCHOLOGICAL SERVICES

Counseling & Psychological Services is the primary provider of counseling and psychological services to the full-time undergraduate campus community. Students may receive individual, couple or group counseling by a professional psychologist or counselor in an atmosphere of privacy and confidentiality. Counseling is provided in an open, non-judgmental and culturally-sensitive environment. The professional staff helps students with personal concerns, such as adjustment to college, relationships, stress, anxiety, depression, body image, self-esteem, grief and loss, sexuality, sexual orientation and issues related to alcohol and other drug use. Additionally, the Counseling Center offers lectures, presentations and workshops on a variety of topics. Students may be seen during walk-in hours or by appointment. Referrals are made to community professionals for longer-term treatment.

HEALTH AND WELLNESS CENTER

The Health and Wellness Center is an urgent care clinic providing medical care to all full-time undergraduate students. All professional services rendered at the Center are free and there is a nominal charge for prescription medications, immunizations and some medical supplies. The Center is staffed by a physician, nurse practitioner, registered nurses, medical assistant and health educator. Health education and promotion are important components of the Center's programming. The health educator works with a group of student volunteers who actively promote positive lifestyles and responsibility for one's health and well-being to the Community. All full-time undergraduates are required by the College to have health insurance coverage. Regardless of insurance type, full-time undergraduates have access to the care provided in the Center. Please visit stmarys-ca.edu/health for a detailed list of services, hours of operation, list of required immunizations and educational materials that the Center provides.

LEADERSHIP, INVOLVEMENT AND DIVERSITY

Leadership, Involvement and Diversity includes the areas of Student Involvement and Leadership, Intercultural Center and Women's Resource Center. The staff of the area actively fosters the engagement and success of students by cultivating opportunities for student leadership, meaningful relationships and life-long learning by providing a dynamic environment while responding to diverse student interests and needs.

INTERCULTURAL CENTER

The Intercultural Center (IC) strives to create a safe and supportive learning environment that embraces diversity and fosters an inclusive community. The IC is committed to educating the campus about cultural competence, identity development and social justice. IC programs and support services are designed to explore the broad definition of culture and affirm the human worth of all individuals.

STUDENT INVOLVEMENT AND LEADERSHIP (SIL)

Student Involvement and Leadership provides opportunities for academic, intellectual, personal, social and leadership growth through the coordination and implementation of co-curricular programs. SIL advises and mentors the Associated Students (AS), Campus Activities Board (CAB), student media and student organizations. SIL assists students in developing their leadership skills through various roles and opportunities on campus. Leadership programs include multiple leadership workshop opportunities, a retreat series and an end-of-year leadership recognition and celebration.

ASSOCIATED STUDENTS (AS)

The AS is the official student government, representing the traditional undergraduate student body of Saint Mary's College. As a cooperative campus organization based on mutual confidence among students, faculty and administration, the ASSMC constitution, bylaws and fiscal allocations are subject to review and approval by Student Involvement and Leadership. The administrative structure of ASSMC includes the elected Executive Council (president, vice president for administration, vice president for finance, and vice president for student affairs) and an elected Student Senate comprised of class chairs, vice chairs and senators. In partnership with SIL, the ASSMC charters, supports and funds over 40 student organizations, including Campus Activities Board (CAB).

STUDENT ORGANIZATIONS

The diversity of Saint Mary's clubs and organizations reflects the interests and commitments of our student population. Currently, there are more than 40 registered organizations with members who are actively pursuing their academic, social, cultural, athletic, professional, service and unique special interests through student organizations and clubs. For a current listing of recognized and affiliated clubs and organizations on campus, contact Student Involvement and Leadership or visit their website.

WOMEN'S RESOURCE CENTER

The Women's Resource Center is dedicated to creating a campus environment that empowers women to envision and engage in a life that maximizes their academic, personal and spiritual growth. The Center enhances students' experiences by fostering a supportive and inclusive environment for all, while promoting and practicing acceptance and collaboration, and providing relevant programming, advocacy, and resources.

PUBLIC SAFETY

Public Safety is responsible for safety and security programs, crime prevention, parking control and escort services on campus property. Public Safety officers patrol the campus; respond to reports of crimes, fire alarms, medical emergencies and requests for assistance; and enforce campus traffic and parking regulations. While the Moraga Police Department is the official governmental law enforcement agency for our campus, the Department of Public Safety, as a non-sworn security organization, provides the day-to-day, 24-hour security and safety presence on campus. The College requests that all crimes be reported to the Department of Public Safety. While the Department of Public Safety contacts the Moraga Police Department for further investigation and follow-up on criminal matters as appropriate, all victims of crimes retain the right to contact the Moraga Police Department directly for any criminal matter. Public Safety can be contacted 24 hours/7 days a week by calling (925) 631-4282.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Saint Mary's College of California, through its Department of Public Safety, annually provides notice and makes available copies of the Annual Security Report to the campus community, prospective students, employees and the public. Each Security and Fire Safety Report includes statistics for the past three years concerning crimes and incidents reported to campus security authorities (whether they occurred on campus, in off-campus building and property owned or controlled by the College, or on public property adjacent to campus). Each Security and Fire Safety Report also provides campus policies and practices concerning security—how to report sexual assaults and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims' assistance programs, student discipline, college resources and other matters. The Security and Fire Safety Report is available publicly in the following ways: electronically at stmarys-ca.edu/public-safety/annual-security-and-fire-safety-report; in person at the Department of Public Safety Administrative Office, 111 Assumption Hall; or by mail or telephone request made to: Department of Public Safety, P.O. Box 3111, Moraga, CA 94575-3111 (925) 631-4052.

In addition, as provided by the Campus Sex Crimes Prevention Act, the Contra Costa County Sheriff's Office maintains a Megan's Law database of sex crime offenders. Information may be obtained in person from the Sheriff's office, 500 Court Street, Martinez, Monday–Friday, 9 a.m. to 4 p.m. or through the California Department of Justice website, which lists designated registered sex offenders in California at meganslaw.ca.gov/

Student Life

STUDENT LIFE

Jane Camarillo, Ph.D.

Vice Provost for Student Life

Evette Castillo Clark, Ph.D

Dean of Students

Eté Martinez Anderson, M.Ed.

Assistant Dean, Leadership, Involvement and Diversity

Jim Sciuto, M.A.

Associate Dean of Students

Jennifer Herzog, M.A.

Director of New Student and Family Programs

Darren Rice, M.A.

Director of Residential Experience

Joan Iva Fawcett, M.A.

Director of Intercultural Center

Adán Tejada

Director of Public Safety

Marie Lucero, M.A.

Director of Campus Housing and Conference Services

Alireza Rezapour, M.D.

Director of Student Health and Wellness Center

Sharon Sobotta, M.A.

Director of Women's Resource Center

Dai To, Ph.D.

Director of Counseling & Psychological Services

MISSION AND MINISTRY CENTER

The Mission and Ministry Center gives expression to and fosters the Catholic Lasallian heritage and mission at Saint Mary's College. The professional staff and student leaders provide leadership and support for the College's articulation of the Catholic and Lasallian identity in the context of a liberal arts education and given expression in the five Lasallian Core Principles: Faith in the Presence of God, Concern for the Poor and Social Justice, Quality Education, Inclusive Community, and Respect for All Persons.

The six Core Areas of the Mission and Ministry Center include Faith Formation, Lasallian Mission, Liturgy and Prayer, Justice and Education, Residential Ministry, and Retreats and Vocation.

Faith Formation

The area of Faith Formation in the Mission and Ministry Center provides a focus on the sacramental preparation process, academic partnerships, spiritual direction, and ecumenical and inter-religious dialogue. The Mission and Ministry Center is attentive to our Catholic heritage and tradition, each person's faith and religious traditions, and those who are seeking support in their spiritual development.

Lasallian Mission

The Lasallian Mission area provides opportunities for Lasallian Mission programs on campus, partnerships with the Lasallian Mission in local, national and international settings, and close collaboration with the College's Office of Mission. Aware that we are a Catholic Lasallian college, each person is invited and encouraged to become more deeply involved in the expression of our Lasallian heritage and mission at the College.

Justice and Education

An expression of our commitment to social justice rooted in Catholic Social Teaching and the commitment to service and justice through education that is at the heart of our Lasallian mission, Justice and Education is attentive to the educational opportunities on justice-related topics, Catholic social teaching, opportunities for students to be engaged in service and social justice projects, and the development of service immersion programs during academic breaks.

Liturgy and Prayer

The expression-of-the-faith life of the campus, as well as the Catholic sacramental life, is expressed through the Liturgy and Prayer programs and experiences of the Mission and Ministry Center. We actively seek ways to nurture the liturgical life of the College community and foster opportunities for spiritual development and prayer experiences. Weekday and Sunday Masses, as well as College liturgies, provide a visible witness to the Catholic identity and sacramental life of the College community.

Residential Ministry

Saint Mary's College provides intentional opportunities for students to build and experience community. Certainly, the residence halls and the many students who reside on campus have experienced this and given community authentic expression. Residential Ministry within the Mission and Ministry Center includes the Lasallian Living Community in Becket Hall and the Santiago Community in Ageno West Hall, as well as outreach to all students in the residence halls through partnerships with the Office of Residential Experience, resident advisors, resident directors, and other departments on campus.

Retreats and Vocation

Opportunities for time to reflect, pray, and build community are an important aspect of the College community. The Mission and Ministry Center is committed to the development of a yearly retreat series that includes retreats such as the annual fall New Student Retreat, a Koinonia Retreat, Meditation Retreat, and other thematic retreats. Attentive to the call by God that each of us has been given; opportunities to reflect, pray, and discuss our God's presence and call in our lives happen through opportunities for discernment, prayer and discussion groups. The consideration of post-graduate volunteer opportunities, such as the Lasallian Volunteer Program, is a viable possibility for many students.

Inclusive Community

Approximately half of the students at Saint Mary's College currently self-identify as "non-Catholic." In order to support the spiritual growth and faith development of all our students, the Mission & Ministry Center has begun collaborating across the campus to develop programming, foster relationships, and create spaces that welcome, celebrate, and nourish other faith traditions. In dialogue with the College Council for Inclusive Excellence (CCIE), the Intercultural Center, CILSA, and the Center for Engaged Religious Pluralism, we are reaching out in a more intentional and sustained way to a broader cross-section of our students in order to more fully honor, value, and support the diversity of faith traditions within our campus community.

The Mission and Ministry Center is located next to the Chapel along the Arcade. (925) 631-4366 or mmc@stmarys-ca.edu.



Academic Requirements

CALENDAR

Saint Mary's follows a 4-1-4 calendar. This includes a fall term of 14 weeks, during which students normally take four courses, ending before Christmas vacation, a January Term of one month during which students take only one course, and a spring term, again of 14 weeks, during which students normally take four courses.

Courses for the fall and spring terms are described in this catalog. Courses for the January Term vary from year to year and are described in a special catalog available in the fall term. Besides providing an opportunity for students to focus all their energy on a single subject during one month, the January Term provides the opportunity for various experimental courses, off-campus field study, travel courses in foreign countries, exchange with other 4-1-4 colleges, and special independent study projects.

One January Term course is required for each year of full-time attendance. Students in the part-time enrollment program are encouraged to take January Term courses. Any part-time student who wishes to be excused from this requirement must petition the Vice Provost for Undergraduate Academics to do so.

COURSES

Following the general custom of 4-1-4 colleges, Saint Mary's College awards undergraduate degree credit in terms of "course credits" or more simply, "courses" (as opposed to semester or quarter units). Since 36 course credits are required for the bachelor's degree, the regular full-time student will enroll in nine courses per year, four each in the fall and spring terms and one in the January Term. Regular courses in the fall and spring terms are designed to require approximately one-fourth of the academic work expected of a full-time student during the term; January Term courses are designed to require all of the academic work of a full-time student during the term. Courses listed under departments are worth one full course credit (1.00) unless specifically indicated otherwise; multi-part courses (e.g., **Communication 132–133**) are worth one full course credit for each part. Fractional course credits are specified as .50 after the course number if they are one-half course credit, or .25 if they are one-quarter course credit. Each 1.0 course credit is equivalent to 3.5 semester units. January Term courses are equivalent to 4.0 semester units. Fractional courses are credited as follows: .25 equals 1.0 semester unit and .50 equals 2.0 semester units.

REQUIREMENTS FOR BACHELOR OF ARTS AND BACHELOR OF SCIENCE

In order to qualify for the bachelor's degree, a student must satisfactorily complete 36 course credits, 17 of which must be upper-division level. A minimum of nine courses must be completed at Saint Mary's College. Fractional course credit courses (e.g., .25, .50), may not cumulatively account for more than three course credits toward the degree. No student may apply more than three courses in independent studies toward graduation requirements without the permission of the Registrar. This regulation does not apply to independent study courses taken during January Term.

CREDIT HOUR DEFINITION

Saint Mary's College follows the federal government's definition for credit hours, as follows: "As an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates no less than:

One hour of classroom or direct faculty instruction and a minimum of two hours of student work out of the classroom each week for approximately fifteen weeks for one semester hour of credit

At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of a credit hour."

UPPER DIVISION AND LOWER DIVISION

Freshmen are expected to concentrate on lower-division courses but may sometimes be admitted to upper-division courses if they have the appropriate preparation. Sophomores normally concentrate on lower-division courses, but may begin to take upper-division courses in their major field, especially in the second semester of their sophomore year. Juniors and seniors normally concentrate on upper-division courses in their major field and frequently include lower-division courses as electives in their program of study.

Lower-division courses, numbered 1–99, are frequently introductory or survey courses. Upper-division courses, numbered 100–199, are characterized by at least two of the following:

- (a) They have college-level prerequisites
- (b) They focus on a particular topic or require an in-depth study of a subject rather than a survey or introduction, and require that the necessary introductory study has been completed

- (c) They demand a readiness and maturity characteristic of students with successful prior college experience, with skills in reading, writing and discussion of demonstrable rigor and complexity
- (d) They include course objectives which entail high levels of cognitive, affective or psychomotor achievement

STUDENT CLASSIFICATION

Full-time students at Saint Mary's normally take nine full credit courses each academic year, one of which must be a January Term course.

Full-time students carry 3.00 to 4.00 full course credits in the fall and spring terms and one course credit during the January Term. Full-time enrollment may range from 7.00 to 9.00 full course credits per year. Full tuition covers from 7.00 to 9.00 full course credits per year.

The availability of full and fractional course credit (.25 or .5 courses) allows the student a wide variety of enrollment combinations in completing his/her full-time schedule. For example, instead of four regular course credit classes, a full-time student might enroll in three full credit (1.00) classes, in one half-course-credit (.5) class, and in two quarter-course-credit (.25) classes, while still completing the same amount of degree credit. Students may elect to take a number of quarter-course credit (.25) courses each year, with approval of their academic advisor. Fractional credit may not cumulatively account for more than 3.00 course credits toward the degree.

Part-time students carry fewer than 3.00 course credits in the fall and spring terms and less than 1.00 course credit during the January Term. See Part-Time Enrollment.

Matriculated students are those who meet all entrance requirements, declare their intention of working for a degree, and follow the prescribed curriculum. Generally, full-time and part-time students are classified as being matriculated students.

Special students are normally part-time students enrolled in regular coursework without the intention of pursuing a degree. Such students are not required to meet the normal admissions requirements.

CLASS DESIGNATIONS

Freshmen = less than 9 courses completed

Sophomores = 9 courses completed

Juniors = 18 courses completed

Seniors = 27 courses completed

Academic Requirements

AUDITORS

Matriculated part-time and full-time students with a B average may audit one course each term in addition to the regular class load, with permission of the instructor. However, not all courses or all subject matter fields lend themselves equally to being audited. Students may audit only those courses that have adequate space and facilities to accommodate them. An auditor may not participate actively in course work or take finals and therefore does not receive credit. Students may have an audited course included on the permanent record with the mark "Z" for audit by paying an audit fee. Students enrolled in the Open Enrollment Program (part-time enrollment) must pay an audit fee.

OPEN ENROLLMENT

Open Enrollment is a program that offers part-time study on a space-available basis to the general public. Students admitted to the college are not eligible to participate in the Open Enrollment program. One can enroll in or audit on-campus undergraduate courses. Open Enrollment students may enroll in a maximum of 2 courses per term. Open Enrollment students may only register during the Drop/Add period, which is the first week of the term. Students may enroll in a total of 4 courses maximum per year and 8 courses maximum for the program. Extended studies beyond the 8 course limit may be granted in special circumstances by approval of the Registrar. For additional information, contact the Registrar's Office.

REGISTRATION

REGISTRATION PROCESS

Returning students register for courses for the next term late in every fall and spring term. They can register online with their advisor's approval. With their advisor's approval, students register online. If departments impose size limits on certain classes, those classes are closed to further enrollment immediately upon reaching the specified maximum. New students admitted for the fall term are advised during the summer and registered at that time. Approved changes in student registration can be made until the day prior to the start of term. Some courses appearing on the schedule may not be offered in that term because of low enrollments.

SUMMER SESSION

Summer Session is an additional term for students who wish to pursue summer study. Registration occurs in late spring. See the Registrar's webpage for specific annual information.

THE DROP-ADD PERIOD (COURSE ENROLLMENT CHANGES)

The drop-add period begins on the first day of class. Students wishing to drop or add courses do so by going to the appropriate classes and obtaining the instructors' signatures and then the signature of their academic advisor. Instructors may refuse to add students to courses that have already reached maximum size. Some academic departments may impose additional procedures for course changes within their departments. The drop-add period is the first week of the term. Students are financially and academically responsible for all courses in which they are enrolled at the end of this period.

WITHDRAWAL FROM A COURSE

A student may withdraw from a course without academic penalty through the 10th week of instruction. The student files a petition in the Registrar's Office in which the instructor verifies the last date of attendance and the advisor acknowledges the withdrawal. The course remains on the student's record with a W grade. Refer to Withdrawal and Refund Policy (p. 23) for information on possible refund. If a student decides to repeat a course from which the student withdrew, the student must pay tuition for the course again.

INDEPENDENT STUDY COURSES

The College offers students three kinds of independent study courses: a 199 course (Honors Study) is ordinarily taken by an upper-division student with a 3.0 (B average) in the field of his/her major; a 197 course (Independent Study) is ordinarily taken by a student whose educational needs cannot be met by courses available in the regular curriculum; a 195 course (Internship) is ordinarily taken by an upper-division student who wishes to complement his/her education with related work experience. The 195 Internship may be repeated at most once for credit, if content varies.

Enrollment in 195 or 197 courses requires good academic standing (2.0). Ordinarily, freshmen are not allowed to take independent study courses. January Term independent study courses are limited to upper-division students with a 2.5 or better overall grade point average. No student may apply more than three courses in independent studies toward graduation requirements without the permission of the Registrar. This regulation does not apply to independent study courses taken during January Term.

Undergraduate students may arrange with individual instructors to undertake independent study courses during the summer. As during any other term, an independent study petition must be completed and approved. Students should register for summer credit at the Registrar's Office by early June. At that time the approved petition must be filed and tuition arrangements settled with the Business Office. Work should be completed and grades reported to the Registrar by early August.

COURSES FROM OTHER COLLEGES

Some students may choose to enroll in coursework at other accredited local colleges while they are attending Saint Mary's during the regular academic year, or they may take summer work elsewhere. Prior to any such enrollment for transfer credit, students should secure the approval of the Registrar's Office to have that credit accepted toward the degree at Saint Mary's. At the end of each term at the transfer college, the student should immediately have official transcripts sent to the Registrar's Office at Saint Mary's so that the transfer credit can be recorded. All transfer credit accepted by Saint Mary's College is included on the student's Saint Mary's transcript and is computed into the student's total college grade point average.

Students must secure the written approval of an appropriate department chair for using upper-division courses taken at other colleges to fulfill their major requirements at Saint Mary's. Students must take the majority of their major courses at Saint Mary's College. Some departments have particular requirements and they are listed under the individual departments in this catalog. Only course grades of C- or above are acceptable toward meeting graduation requirements.

GRADUATION REQUIREMENTS

In order to graduate from this College, students must have both a cumulative grade point average of 2.0 (C average), computed on all courses taken or accepted for credit at Saint Mary's College, and a grade point average of 2.0 (C average) in courses required for their program or their major (or minor). The College reserves the right to withhold or rescind a degree.

IN RESIDENCE REQUIREMENT, SENIOR YEAR

The "in residence" requirement for the degree is ordinarily four academic years at Saint Mary's College or equivalent transfer credit from some other college or university. However, the "in residence" requirement for the senior year is seven regular courses. Students who transfer to the College in their senior year will be required to take a full load of nine courses, of which at least seven courses must be upper division, in order to receive the degree from Saint Mary's. At least two courses in the minor must be taken at Saint Mary's.

GRADUATION PROCEDURE

At the beginning of the senior year, each student must complete an Application for Commencement by March 1st. These forms are available online using GaelXpress. The Registrar's Office reviews all such petitions, checks the prospective graduate's record of completed coursework, and notifies students of their eligibility to participate in the commencement ceremony. Seniors who will not have completed all degree work by commencement may participate in commencement exercises provided they have no more than two courses or course credits remaining to complete and are in good standing. All seniors are assessed

a graduation fee, whether or not they plan to participate in commencement exercises.

EXCHANGE COURSE PROGRAM

At present, Saint Mary's College participates in an exchange enrollment program with members of the Regional Association of East Bay Colleges and Universities. Among others in the association are UC Berkeley and California State University, East Bay, as well as Holy Names University and Mills College in Oakland. The program enables a full-time student enrolled at any one of the participant colleges to take up to one course per term at any of the institutions during the Fall or Spring semesters only. The program is designed to broaden the range of classes available to students of these colleges and should normally be used only to take courses that are not offered at their home institutions. In order to participate, a student can enroll in only three courses at Saint Mary's College.

Exchange enrollment is on a tuition-free basis, with full tuition paid to the student's home school; however, special course fees (laboratory, studio, etc.) are payable directly by the student to the exchange institution. Information and exchange enrollment forms are available from the Registrar's Office.

During the January Term, Saint Mary's students may exchange-enroll at a variety of cooperating 4-1-4 colleges throughout the nation. Full information is available from the director of the January Term.

Students who are interested in participating in the ROTC at other Bay Area institutions should contact the Registrar at Saint Mary's College for information.

STUDY ABROAD PROGRAMS

In today's global environment, study abroad can be a defining element for every student's undergraduate degree. Many companies and organizations increasingly desire leaders with the ability to live successfully in a variety of countries and work with people of various cultural backgrounds. Students have a unique opportunity during undergraduate study to explore the world through Saint Mary's College Study Abroad Programs or through exchange programs or non-Saint Mary's programs. Saint Mary's offers opportunities to study for a semester in college-sponsored programs in Australia, China, Costa Rica, England, France, Germany, Ireland, Italy, Mexico, Poland, South Africa and Spain. These programs provide students an opportunity to study and live in another culture while maintaining a close affiliation with the home campus. Individual study options can include both Saint Mary's coursework and courses from the affiliated host institution. Participants in College-sponsored programs can apply for Saint Mary's-granted financial aid and are considered to be "in residence" even though they are overseas. Students are also able to participate in an out-of-network program, and can apply their government financial aid, if their application is approved by the International Programs Coordinating Committee. For further information on international study options, please

Academic Requirements

contact the Center for International Programs or refer to their services in this Catalog.

Students applying for all semester or year-length programs (whether sponsored by Saint Mary's or another institution) must submit a completed Application for Study Abroad to the CIP by the deadline of the semester before they intend to study abroad. Students applying to out-of-network programs must also submit an application to determine whether they are eligible to study abroad. Study Abroad approval is necessary to receive direct academic credit from Saint Mary's, and the ability to retain certain kinds of financial aid and access to on-campus housing.

General requirements for semester/year-length programs are:

1. A 2.8 minimum grade point average (both in major and cumulative GPA), although some programs have a higher specific GPA requirement.
2. Foreign language proficiency: Some programs call for a minimum of two semesters of college level study in the language of the host country. While abroad, students are encouraged to study the language of the host country if they do not have proficiency in the language.
3. Two letters of recommendation from faculty or staff.
4. An essay outlining reasons for study abroad and how the proposed program of study will further the student's educational and personal goals.

The application and associated form to complete are listed on the study abroad website (stmarys-ca.edu/studyabroad). All applications are reviewed and approved by the International Programs Coordinating Committee. The Center for International Programs advises and guides students through the pre- and post-travel period.

The January Term also offers domestic and international travel courses. Domestic travel courses are open to all students, and international travel courses are open to all sophomores and above who are in good academic standing. Summer travel programs are also available, either as part of Saint Mary's Summer Session or through non-Saint Mary's independent programs. Locations vary each year.

CREDIT BY EXAMINATION

In order to encourage superior students to develop the capacity to direct their own studies and to work independently, the College provides an opportunity to pass by examination up to nine regular courses, either by passing the College Level Examination Program (CLEP) examinations administered by the College Entrance Examination Board or by challenging Saint Mary's courses.

Saint Mary's will grant a maximum of 30 units (nine courses) of College credit to students passing CLEP examinations at the median level or above as compared to regular college students. Credit will be given only for the subject examinations that correspond to particular College courses and not for the general examinations.

A student who receives a maximum of nine course credits for passing the CLEP examinations is not eligible to challenge by examination any courses offered by Saint Mary's. However, students who receive less than nine course credits for passing the CLEP examinations may challenge by examination as many Saint Mary's courses as will equal a maximum of nine courses passed by any kind of examination, whether the CLEP examinations or Saint Mary's examinations.

A matriculated part-time or full-time student with a B average may take by examination current catalog courses in which he/she feels adequately prepared on account of private study, personal experience, on-the-job training, or work at a non-accredited college. It is to be understood, of course, that not all courses—for example, laboratory courses, seminars and seminar-type courses—can be suitably passed by examination.

In order to take a course by examination a student must make a formal application that is approved by the instructor of the course being challenged, the department chair of the department concerned, and the Registrar, and pay the scheduled fee of \$50.

A student will not be allowed to challenge a course by examination if he/she had been enrolled in it for all or part of a term, if she/he had the requirement waived, or if he/she audited it during the previous term.

Courses passed by examination cannot be counted toward the fulfillment of residency requirements; however, they may be included in the total number of courses required for graduation.

Grading for a challenged course shall be the same as for a regular course; however, the student's transcript will indicate that the former course was "passed by examination."

GRADES

MIDTERM GRADES

During a one-week pre-announced period near the middle of the fall and spring terms, faculty who wish to do so administer midterm examinations, which are held at the usual class hours. The assignment of midterm grades is mandatory for all faculty. The only grades used at midterm are S (satisfactory progress), D and F (deficiency grades), where appropriate. The grades of Z (audit) and W (withdrawn from course) also appear as midterm grades. Midterm grades are available online for students.

FINAL GRADES AND GRADE CHANGES

Fall and spring terms conclude with a week of specially scheduled examinations. Faculty report final grades to the Registrar's Office. Final grades are available online for students. Grades are released directly only to the students themselves.

Saint Mary's College employs the following final grades: A, excellent; B, very good; C, satisfactory; D, barely passing; and F, failing. All final grades affect grade point average computation (on an A = 4 points scale) and P (passed), Z (audit), I (incomplete) and W (withdrew) do not affect grade point average computation. Plus/minus grading is permitted. A plus or minus changes the point value of a grade by 0.3 grade point upward or downward respectively (e.g., B+ carries 3.3 points; B-, 2.7); there is no A+.

Final grades are considered permanent and not to be changed except in case of an error in computing, recording and evaluating a student's work, subject to the approval of the Registrar. When necessary, faculty may secure grade change petitions from the Registrar's Office. Students wishing to appeal a specific grade assigned by an instructor may do so under the Academic Grievance Procedure. Information on this procedure may be obtained from the Office of the Vice Provost for Undergraduate Academics. Grade changes for prior terms may not occur more than one year from the initial posting of the grades.

SATISFACTORY/PASS/FAIL GRADING

Satisfactory/pass/fail (S/D/F) grading is offered as an option to the undergraduate student for certain elective courses. Courses required for a student's major, minor, and courses taken to satisfy the requirements of the Core Curriculum in the areas of Habits of Mind, Pathways to Knowledge, Engaging the World and language proficiency (see Program of Study) may not be taken on an S/D/F basis. In courses taken on this basis, the satisfactory grade (the equivalent of C- or higher on the regular grading scale) will not affect the student's grade point average. THE D AND F GRADES WILL AFFECT THE GPA IN THE USUAL MANNER. A student may not take more than three courses during his/her four years on the S/D/F basis; in any one term he/she may not take more than one such course. Petitions for S/D/F grading, which require the instructor's permission, are available from the Registrar's Office and must be filed by the end of the tenth week of instruction.

INCOMPLETE GRADE

Students must meet with the instructor in order to request an incomplete grade, on grounds of unavoidable circumstances. Requests must be approved by the course instructor, prior to the deadline for the submission of term grades, and the instructor must verify that the student had reasonable attendance throughout the withdrawal period (through the 10th week in instruction) and was passing the course when the circumstances prompting the petition arose. An instructor may originate an I (incomplete) grade only if the student is incapable of appearance on campus and has specifically requested an I (incomplete) grade from the instructor. The student must satisfactorily complete the course work and the instructor's change of grade (if any) must be submitted to the Registrar's Office prior to the end of the midterm examination period (the 7th week of instruction) during the next long term. An I (incomplete) grade not changed by the due date will be changed by the Registrar to F (failure). An extension of the due date, not to exceed one long term, may be requested for extraordinary grounds. A student may not re-enroll in a course in which he/she has an uncleared I (incomplete) grade.

REPEATING A COURSE

A course may be repeated at this College or at another college for credit. Only the most recently earned grade and grade points shall be used in computing the grade point averages; the course will not be counted a second time toward graduation. If a student repeats a course, the student must pay tuition for the course again. There is no limit on the number of times a course can be repeated.

TRANSCRIPTS

Transcripts of credit earned at Saint Mary's College (including exchange credit) should be requested at the Registrar's Office. Although transfer credit accepted toward the degree at Saint Mary's is shown on the transcript, it should not be regarded as a complete or official record of that credit. Exam scores (SAT I, ACT, GRE) and high school records are not included in the Saint Mary's transcript; they must be requested separately from the original school or test firm.

The transcript fee is \$5 per copy for regular service (3–5 business days), \$15 for next day service and \$25 for same day service. Transcript requests must be submitted online at stmarys-ca.edu/registrar. A maximum of 3–5 working days is allowed for processing.

Students must submit requests for final transcripts of any work in progress at the end of the term. There is no "work in progress" transcript available.

Academic Requirements

ACADEMIC HONORS

THE DEAN'S LIST

Each term, the names of those full-time students attaining a scholastic average of 3.50 or better for that term are inscribed on the Dean's List.

THE SAINT MARY'S HONORS PROGRAM

To participate in and receive recognition for completing the Honors Program, a student must have earned a cumulative grade point average of 3.50 and must have earned at least 150 Honors points (see the Program's website for details about earning points: stmarys-ca.edu/honors-program). A student may complete the Honors Program "with High Honors" by earning 175 points, and may earn the Honors Medallion, the Program's top award, by earning 200 points.

HONORS AT GRADUATION

Summa Cum Laude

A student must have earned a cumulative grade point average of 3.85 for all college work.

Magna Cum Laude

A student must have earned a cumulative grade point average of 3.70 for all college work.

Cum Laude

A student must have earned a cumulative grade point average of 3.50 for all college work.

To qualify for graduation with honors, transfer students must complete at least nine courses at Saint Mary's with a minimum cumulative grade point average of 3.50.

AWARDS AT GRADUATION

Eligibility for candidacy for all commencement awards (Valedictorian, De La Salle, school or departmental awards, etc.) is determined by the cumulative and major grade point averages of all college work completed (both at Saint Mary's College and at other institutions through transfer credit) on March 1 of the year in which the student is scheduled to participate in the commencement exercises. The student must submit an Application for Commencement form no later than March 1.

DE LA SALLE AWARD

An award named in honor of Saint John Baptist de La Salle, the founder of the Brothers of the Christian Schools, awarded annually by the College, in memory of J. A. Graves of the class of 1872, to the student in the senior class holding the highest record for scholarship and general excellence. This is the highest honor award at Saint Mary's College.

OTHER GRADUATION AWARDS

James L. Hagerty Award (*School of Liberal Arts*)

Arthur S. Campbell Award (*School of Science*)

Brother U. Jerome Griffin Award (*School of Economics and Business Administration*)

Florence Nightingale Award
(*Intercollegiate Nursing Program*)

Henry Rand Hatfield Award (*Department of Accounting*)

Julie A. Pryde Award (*Allied Health Science Program*)

Brother Kyran Aviani Award (*Department of Art*)

Margaret Mead Award (*Department of Anthropology*)

Carlos Freitas Award (*Department of Biology*)

Earl W. Smith Award
(*Department of Business Administration*)

Joseph P. McKenna Award (*Department of Chemistry*)

Saint Augustine Award
(*Department of Classical Languages*)

Byron Bryant Award (*Department of Communication*)

Adam Smith Award (*Department of Economics*)

Brother Leo Meehan Award
(*Department of English and Drama*)

John Muir Award
(*Environmental and Earth Science Programs*)

Dag Hammarskjöld (*Global and Regional Studies Program*)

John Dennis Award (*High Potential Program*)

Henry George Award (*Department of History*)

Saint Thomas Aquinas Award (*Integral Program*)

Alfred Fromm Award (*Justice, Community and Leadership Program*)

Edward P. Madigan Award (*Department of Kinesiology*)

Brother Alfred Brousseau Award
(*Department of Mathematics and Computer Science*)

Dante Award (*Department of Modern Languages*)

Louis LeFevre Award (*Department of Performing Arts*)

St. Albertus Magnus Award (*Department of Philosophy*)

Galileo Galilei Award
(*Department of Physics and Astronomy*)

Thomas Jefferson Award (*Department of Politics*)

Frederick Whelan Award (*Department of Psychology*)

Jane Addams Award (*Department of Sociology*)

John XXIII Award
(*Department of Theology and Religious Studies*)

Sor Juana Inés de la Cruz Award
(*Women's and Gender Studies Program*)

George R. McKeon Scholar-Athlete Awards
(*Athletics; awarded to one male and one female student, distinguished as both outstanding athletes and scholars.*)

George Robert Milliken Award (*for student service*)

EXPANDED STUDIES PROGRAM

The Expanded Studies Program rewards outstanding undergraduates with opportunities for added study at the College, tuition-free. Participants are encouraged to explore academic disciplines beyond their declared major field(s) of study, to enrich their major studies with additional or complementary courses, or to pursue a minor or additional major field in depth. While the program has the students' intellectual development primarily in view, the College benefits by a "multiplication" of ESP students' presence in the classroom.

Students eligible to participate have met the following requirements: (1) have a cumulative grade point average of at least 3.75 or have, in the most recent three consecutive semesters of full-time study at Saint Mary's College, a semester GPA of at least 3.75 in each of those semesters; (2) be enrolled as full-time undergraduates at Saint Mary's College; (3) have reached at least first-term sophomore status (9 courses taken or accepted for credit at Saint Mary's College); (4) have declared a major field of study (primary major). Students pursuing a double or split major will designate one area of concentration as their primary major. For further information, consult the Registrar's Office.

LEAVE OF ABSENCE

Any matriculated student not in probationary status may request a leave of absence from the College. The leave may be for a minimum of one fall or spring term, or up to a full academic year. The student must submit a request to go on a leave of absence to the Registrar's Office no later than one week into the term during which the leave takes effect. Students on leave will be kept informed of pertinent College activities and deadlines, especially registration information for the next term. Any enrollments at other post-secondary institutions should be reviewed for transferability and applicability of the credit. Re-admission is guaranteed assuming the student resumes enrollment at the College within the specified time. Students who do not return from leave within one academic year will be withdrawn from the College and required to apply for readmission.

WITHDRAWAL FROM THE COLLEGE AND READMISSION

Any non-graduating student who terminates his/her enrollment at Saint Mary's during or at the end of any term must complete a withdrawal form in the Registrar's Office; notice of clearance with several other College offices is to be secured on this form. Final transcripts can be released only after the completed form is on file. Students who do not attend classes for the term that follows the last term of enrollment will be administratively withdrawn from the College. All financial obligations to the College must still be met.

A student who has withdrawn from the College may request re-admission by communicating with the Registrar's Office (the Admissions Office processes only new student admissions). Re-admission for fall should be settled by early August, for January or spring, by early December. When requesting re-admission from the Registrar, the student should present transcripts of all transfer work taken since leaving Saint Mary's.

ACADEMIC STANDING

Saint Mary's College recognizes two regular categories of academic standing: Satisfactory Academic Progress and Probationary Status.

SATISFACTORY ACADEMIC PROGRESS

A student who maintains a cumulative grade point average of at least 2.0 (C average) in all courses taken or accepted for credit at Saint Mary's College and, after the freshman year, a cumulative grade point average of at least 2.0 (C average) in all courses required or accepted for credit in his/her major field maintains satisfactory academic progress.

For the purpose of establishing satisfactory academic progress, only courses taken at Saint Mary's College will be considered during a transfer student's first two semesters in residence.

PROBATIONARY STATUS

A student who, at the end of fall or spring, fails to maintain satisfactory academic progress is considered to have probationary status. The Officer for Students Rights and Responsibilities will notify students in probationary status and their academic advisors, in writing, that failure to achieve satisfactory academic progress no later than the close of the next long (i.e., fall or spring) term will subject students in probationary status to academic disqualification from further study at Saint Mary's College.

SUBJECT TO ACADEMIC DISQUALIFICATION

A student is subject to disqualification from further study at Saint Mary's if the student is already in probationary status and fails to resume satisfactory academic progress (cumulative GPA of 2.0) by the end of the semester of probation.

A student who is not in probationary status may be subject to disqualification if:

- The student's cumulative GPA falls below 1.55 for all courses taken or accepted for credit; or
- The student has at least junior standing (see Class Designations, p. 43) and fails to maintain a GPA of at least 1.5 on all courses required or accepted for credit in his/her major field.

Academic Requirements

Students subject to disqualification will be notified promptly, in writing, by the officer for students rights and responsibilities. Students are responsible for knowing their academic standing after grades are posted and for contacting the Office of Academic Affairs if they have any questions about their status. Failure to respond contact either by U.S. mail or e-mail may lead to a student's being disqualified automatically.

Any student subject to disqualification will be disqualified from further study at Saint Mary's College unless, within one week from the date of notification, he/she files an appeal against disqualification with the Academic Probation Review Board, and unless he/she is then granted Special Academic Probation by that board.

SPECIAL ACADEMIC PROBATION

Special Academic Probation may be granted at the discretion of the Academic Probation Review Board, whose members are the officer for students rights and responsibilities, the Registrar, two faculty representatives, the dean for student life, the director of the Academic Support Center, and the vice provost for enrollment. In addition to the information contained in the student's petition, the board may seek the advice of the student's instructors, academic advisor, school dean and others, when appropriate. Special Academic Probation is granted pursuant to the following conditions:

- Filing of a timely appeal against disqualification for cause (e.g., existence of serious personal or health factors, or other special circumstances, which have substantially impaired the student's ability to successfully meet the demands of the College's academic programs);
- Demonstration in the appeal of the reasonable expectation that the student can achieve satisfactory academic progress by the close of the next long (i.e., fall or spring) term;
- Acceptance by the student of the conditions specified by the Academic Probation Review Board which will lead to the resumption of satisfactory academic progress by the close of the next long term.

Students who fail to meet the conditions of the Special Academic Probation by the end of the next long term will be immediately disqualified.

The Academic Probation Review Board exercises sole authority in cases of Special Academic Probation.

In extraordinary circumstances, a student may appeal a disqualification or other decision by the Review Board. This appeal must be made within 90 calendar days of notification of disqualification and will be considered only if there is strong and compelling evidence of incorrect procedure, error or new information. The officer for students rights and responsibilities will determine whether such appeal will be heard by the Review Board.

A student disqualified from this College may apply to the Academic Probation Review Board for re-admission if he/she presents work from another college or university that is acceptable for transfer credit and that is sufficient to signify satisfactory academic progress and a grade point average (major and cumulative) of 2.0 or higher.

CLASS ATTENDANCE

Regular class attendance is an important obligation and an essential condition for successful academic progress. Excessive absence may seriously jeopardize the satisfactory completion of a course. Flagrant absence can be a cause for dismissal from the College. Instructors are responsible for establishing and communicating the attendance policy for a given course. Students are responsible for all assignments in each of their courses, whether or not the assignments were announced during an absence. Penalties for absences depend upon the nature and the amount of work missed, of which the instructor is the sole judge. It is not permissible to miss regularly scheduled classes for the purpose of intercollegiate athletic practice. A student who misses the first session of a course, even if he/she is preregistered, may have his/her place in that course given away and be denied further attendance in that course.

ATTENDANCE AT RELIGIOUS FUNCTIONS

Attendance at chapel is not required of any student at the College. Students, including those who are not members of the Roman Catholic Church, are invited to attend collegiate religious functions (e.g., Mass of the Holy Spirit, Founder's Day Mass, Baccalaureate Mass). Such functions are understood not to be merely sectarian exercises but ecumenical expressions of the values on which the College is founded.

ACADEMIC HONESTY

Saint Mary's College expects all members of its academic community to abide by ethical standards both in conduct and in exercise of responsibility toward other members of that community. Absolute honesty must be adhered to at all times if the integrity of scholarship is to be maintained. Conduct that violates the principle of academic honesty is subject to College disciplinary action. To help students, staff and faculty understand more fully their responsibilities, and to support their commitment to principles of academic honesty, Saint Mary's College has instituted an Academic Honor Code.

Any work that a student undertakes as part of the progress toward a degree or certification must be the student's own, unless the relevant instructor specifies otherwise. That work may include examinations, whether oral or written, oral presentations, laboratory exercises, papers, reports and other written assignments. Whenever possible, an instructor should specify the rules that students are to follow in completing these assignments. In written work other than examinations, students must clearly indicate the sources of information, ideas, opinions and quotations that are not their own. Under the Academic Honor Code, a student takes responsibility for the correctness and authenticity of all work submitted by that student.

A basic requirement of academic integrity is consultation between students and instructors about ethical conduct. Instructors should explain the principles of academic honesty to their students whenever it is appropriate to do so, and students should consult with instructors when they are uncertain about the rules for an examination, proper attribution of written material or any other aspect of the academic process. The practices of academic dishonesty are to be sharply distinguished from the free discussion and interchange of ideas among students and faculty—one of the most important benefits of academic life. The College wishes to encourage such discussions and interchanges in every possible way and to protect the quality and integrity of the work that its faculty and students perform and the reputation upon which the College depends.

Detailed regulations concerning the Academic Honor Code and the penalties for breach of academic honesty, which may include dismissal from the College, are published in full in the Student Handbook. Each student is held responsible for being acquainted with these regulations.

ADHERENCE TO REGULATIONS

The student will be held responsible for adherence to all regulations issued by the College administration and published in the 2013–2014 *Catalog of Courses* and the *Undergraduate Student Handbook*. Students are also urged to observe notices published in the student newspaper or posted on bulletin boards around campus.



Program of Study for New Students

CURRICULAR GOALS

Undergraduate students at Saint Mary's College face the challenge of choosing a suitable program of study from the various sets of undergraduate courses offered by the College. The choices made can be deeply personal and have profound consequences for the life of each individual student. Students can be confident that every course of study offered by the College is guided by and is consistent with the College mission statement.

All undergraduates pursue an educational experience comprised of two integrated components: the core curriculum, required of all students, and a major field of study, selected by the individual student. To graduate from Saint Mary's College, a student must complete 36 Saint Mary's course credits or approved equivalencies, of which at least 17 are upper division, and must satisfy the following Core Curriculum and Major requirements.

THE CORE CURRICULUM

Through the Core Curriculum, graduates of Saint Mary's College will share a common experience of integrated, rigorous intellectual development. The Core consists of three major areas of student learning, each containing four learning goals:

- **HABITS OF MIND.** Considered fundamental to a liberal education, habits of mind foster each person's development as one who seeks to know the truth and is preparing for a lifelong pursuit of knowledge.
- **PATHWAYS TO KNOWLEDGE.** Knowledge takes many forms and arises from a variety of methods. Training in diverse pathways to knowledge provides a cross-disciplinary approach to learning.
- **ENGAGING THE WORLD.** Students explore justice, civic responsibility, and social, economic and cultural differences, examining and reflecting on what it means to be a citizen in local and global communities.

The Core Curriculum embodies the spirit of the liberal arts, especially through its emphasis on genuine inquiry. The Core initiates students into the examined life, provides a solid foundation of integrated and developmental learning, and enables them to contribute meaningfully to community life. Each major program of study builds upon this foundation by engaging the student in particular methods of inquiry, allowing the student to access the results of inquiry, and strengthening the student's own powers of inquiry.

Courses approved to satisfy Habits of Mind, Pathways to Knowledge, and Engaging the World Core Curriculum requirements can be found at stmarys-ca.edu/core-curriculum.

CORE CURRICULUM REQUIREMENTS

The Core Curriculum requires that graduates of Saint Mary's accomplish a common set of twelve learning goals, independent of their school or major. These goals are organized into three broad categories: Habits of Mind, Pathways to Knowledge, and Engaging the World. Within each category, students may choose from among a variety of courses across disciplines to fulfill the learning goals.

The current list of courses that satisfy each of these goals may be found at stmarys-ca.edu/core-curriculum.

Students in the Integral Program are responsible for meeting all Core Curriculum learning goals, but many of these will be achieved through the Integral Program's regular course of study. Students should contact the Director of the Integral Program for details.

HABITS OF MIND

The cornerstone of a liberal education, the **Habits of Mind** consist of the following learning goals:

- **CRITICAL THINKING.** Students will recognize, formulate, and pursue meaningful questions about their own and others' ideas.
- **SHARED INQUIRY.** Students will reason together about common texts, questions and problems.
- **WRITTEN AND ORAL COMMUNICATION.** Students will develop strong written and oral communication skills.
- **INFORMATION EVALUATION AND RESEARCH PRACTICES.** Students will learn how information is gathered and evaluated in society.

These goals are accomplished through the following required course of study:

4 Collegiate Seminars (one taken in each year of residence, beginning in the spring of the student's first year);

3 writing classes, in developmental sequence (**English 4**, generally to be taken in the fall of the student's first year; **English 5**, generally to be taken in the spring of the first year; and an advanced writing course taken in the major. Refer to English Composition placement for further information.

PATHWAYS TO KNOWLEDGE

Students will be exposed to a variety of methodologies and subject matters by completing courses that fulfill the learning goals below. Note that courses that meet major and minor course requirements, and/or those that are designated as meeting learning goals in Engaging the World, may concurrently be used to achieve these learning goals:

- **MATHEMATICAL AND SCIENTIFIC UNDERSTANDING.** Students will apply abstract and logical reasoning to solve mathematical problems and communicate mathematical ideas. Students will also learn about the natural and physical world from an empirical perspective and engage in scientific inquiry.

This goal will be accomplished through the following required course of study:

Math: 1 course designated as meeting the *Mathematical Understanding learning outcomes*.

Science: 1 course and associated laboratory designated as meeting the *Scientific Understanding learning outcomes*.

- **THEOLOGICAL UNDERSTANDING.** Students will study religious texts and traditions, and engage in an exploration of God, humankind and the world as expressed in Catholic and other religious traditions.

This goal will be accomplished through the following required course of study:

2 courses: 1 course designated as meeting *Christian Foundations learning outcomes (to be taken on campus)* and 1 course designated as meeting *Theological Explorations learning outcomes*. To fulfill the core requirement, the *Theological Explorations course must be taken after the Christian Foundations course*.

- **SOCIAL, HISTORICAL AND CULTURAL UNDERSTANDING.** Students will explore how to place today's world in a meaningful context and develop sufficiently complex explanations for current social arrangements.

This goal will be accomplished through the following required course of study:

2 courses designated as meeting the *Social, Historical and Cultural Understanding learning outcomes*.

Program of Study for New Students

- **ARTISTIC UNDERSTANDING.** Students will analyze, interpret and critique the products of human creative expression.

This goal will be accomplished through the following required course of study:

2 courses designated as meeting the Artistic Analysis learning outcomes and at least .25 credits in a course designated as meeting the Creative Practice learning outcome.

ENGAGING THE WORLD

Students will explore issues of social justice, civic responsibility and socio-cultural differences. These broad areas of concern flow directly from the Saint Mary's College mission. Courses that meet major and minor course requirements, and/or those that are designated as meeting learning goals in Pathways to Knowledge, may simultaneously be used to meet these learning goals:

- **THE COMMON GOOD.** Students will explore the common good and how it might be pursued.

This goal will be accomplished through the following required course of study:

1 course or experience designated as meeting the learning goal.

- **AMERICAN DIVERSITY.** Students will intellectually engage with the social, cultural, economic or political diversity in the United States.

This goal will be accomplished through the following required course of study:

1 course or experience designated as meeting the learning goal.

- **GLOBAL PERSPECTIVE.** Students will study the social, economic, religious or political structures in different global communities and cultures.

This goal will be accomplished through the following required course of study:

1 course or experience that is designated as meeting the learning goal.

- **COMMUNITY ENGAGEMENT.** Students will apply intellectual experiences to activities beyond the academy.

This goal will be accomplished through the following required course of study:

1 course or experience that is designated as meeting the learning goal.

LANGUAGE PROFICIENCY REQUIREMENT

Studying languages and cultures helps us recognize the universal aspects of the human condition and embrace the diverse backgrounds of people at home and around the world. All students must demonstrate an intermediate level of foreign language proficiency. The College offers courses in French, German, Italian, Japanese, Mandarin, Spanish, Latin and Greek. Students may also demonstrate proficiency in a language different from the above, including American Sign Language, by arranging a proficiency examination directly with the Placement and Proficiency Coordinator in the Department of Modern Languages.

The language requirement may be satisfied in one of the following ways:

- a) Successfully completing level 003 of any foreign or classic language taught at Saint Mary's;
- b) Completing three years of the same language in high school with a GPA of 3.0 (B) or higher;
- c) Scoring at least a 3 on the College Board Advanced Placement (AP) Exam in a second language;
- d) or Achieving a TOEFL score of 527 on the paper-based test or 71 on the internet-based test (for International Students who are non-native speakers of English).

We strongly recommend that students complete the language requirement by the end of the sophomore year.

The Department of Modern Languages does not accept online courses to count towards lower division coursework or as a way to satisfy the proficiency requirement.

Students take a placement exam to determine the most suitable language course. The Department of Modern Languages offers online placement exams for Spanish and French. For placement in all other languages, students must contact the Placement and Proficiency Coordinator. Students may only take the online placement exam once during each academic year. Results are valid for one year. For any questions regarding placement, please contact the Placement and Proficiency Coordinator.

Achieving a high score on the placement exam does not satisfy the language requirement. Students who place in level 004 or higher are required to take a proficiency exam to verify oral and written proficiency. For questions, please contact the Placement and Proficiency Coordinator.

Students who have taken the AP exam in language and scored a 3 receive course credit for level 3. With a score of 4 on the AP exam, students receive credit for courses level 3 and level 4. With a score of 5 on the AP exam, students receive credit for courses level 4 and 9 or 10. Native speakers of Spanish who did not take the AP language exam are required to take **Spanish 9**. For those students who have taken the AP exam in literature, please consult the Placement and Proficiency Coordinator in the Department of Modern Languages for appropriate placement.

ENGLISH COMPOSITION PLACEMENT

Two courses: English 4, Composition, and English 5, Argument and Research, usually taken consecutively in the first year of attendance, constitute the English composition requirement. English 4 is prerequisite to English 5. For some students, English 3, Practice in Writing, will be prerequisite to English 4.

Students identified as native English speakers (those who have completed all of their secondary school education in the United States or in English-speaking educational systems outside the U.S.) will be placed in English 3, 4 or 5 based on entrance examination scores.

Placement	SAT Critical Reading AND Writing	AP Language OR Literature	English 1A Exam
English 3, Practice in Writing	Below 450	n/a	n/a
English 4, Composition	450–650	3	Below 5
English 5, Argument and Research (Exempt from 4)	660 and above	4 or 5	5 or above (on Higher Level)

Students who wish to challenge their automatic placement may take an optional Writing Placement Exam by arrangement with the composition director. (This exam must be taken prior to Orientation. Please contact the Director of Composition at composition@stmarys-ca.edu for more information.)

The English composition requirement for non-native speakers of English is the same as that for native English speakers with the additional requirement of the SIMS (Studies for International and Multilingual Students) Writing Lab, a quarter credit lab to be taken in conjunction with each standard composition course.

All non-native English-speaking students, both freshmen and transfer, regardless of visa status, must take the Writing Placement exam (offered during the summer for fall enrollees and just before the spring term for spring enrollees). The results of this exam will determine a student's placement in Composition and the corresponding SIMS Writing Lab. As a result of the Writing Placement exam, some students may be placed in English 3, Practice in Writing, which is a prerequisite for English 4. Students placed in the SIMS Writing Lab must complete the full series of corresponding labs as part of their composition requirement.

JANUARY TERM

Students must complete one January Term course for each year of full-time attendance.

Students may only enroll in one full credit course and one .25 credit course during the January Term. (Part-time students are encouraged to take January Term courses. Any part-time student who wishes to be excused from this requirement must petition the Vice Provost for Undergraduate Academics to do so.)

MAJOR FIELD OF STUDY

Defined as a group of coordinated courses within a particular discipline, ordinarily including at least two preparatory courses at the lower-division level and at least eight courses at the upper-division level. Certain majors may require additional background course work in related fields. The regular major groups available to students in the various curricula of the College are listed elsewhere in this catalog. A student may declare or change majors on the appropriate petition form available in the Registrar's Office. A student graduating with a double major will receive only one degree even if the majors are in two different schools.

Students choose a major field of study, an in-depth concentration in a specific academic area, and elective courses according to their interests. (Those who have not determined a program or major field of study at entry are encouraged to take introductory courses in various fields and to settle on a major field of study only as their interests develop a sharper focus. Ordinarily, students must declare their major field of study by the end of their freshman year.)

ALTERNATIVE MAJORS

The College offers the option of an alternative major program of study, including a Split Major, an Interdisciplinary Major, an Individualized Major, or completion of comprehensive alternative programs. Information on the alternative comprehensive programs can be found in the Curriculum Section of this Catalog under these headings: Integral Program, Justice, Community and Leadership, Pre-Professional Curricula, and 3 + 2 Engineering Program.

- **SPLIT MAJORS.** Combines work in two departments, must be approved by the chairs of the departments concerned and by the Registrar. Such majors ordinarily comprise nine upper-division courses (six courses in one field and three in another), in addition to the lower-division prerequisites of both departments.

Program of Study for New Students

- **INTERDISCIPLINARY MAJOR.** Includes the following: Global and Regional studies major, e.g., European studies; Latin American studies, student-directed studies (see director of Global and Regional Studies); American studies (see chair, Department of History); allied health science major (see Allied Health Science advisor, School of Science); health and human performance major (see chair, Department of Kinesiology); cross-cultural studies major (see dean, School of Liberal Arts).
- **INDIVIDUALIZED MAJOR.** A student who believes that his/her academic needs and purposes would be better served by a distinctive program of studies may present an individualized major plan. Besides fulfilling requirements for a major, this plan must satisfactorily lead the student toward the goal of liberal education which the College sees as essential for all of its graduates. Students wishing to pursue an individualized major must submit their proposal to the Registrar and the Chair of the Undergraduate Educational Policies Committee for approval. The guidelines for the proposal can be found online through the Registrar's Office.

DOUBLE MAJOR

A student is allowed to double major. To do so, all of the requirements for both majors must be completed unless the chair of either major program approves alterations for that student. Some individual majors may require so many courses that it is not usually possible to complete that major and another full major. It is up to the student to arrange how courses are taken, including possible summer coursework, so as to complete all requirements. A student who double majors receives only one degree in one school, even if the second major is in another school. The diploma will carry the name of the degree chosen by the student from the two completed; the transcript will indicate two majors were completed.

MINOR FIELD OF STUDY

The College offers the option of a minor field of study, defined as a combination of at least five courses from a discipline other than that of the major field, at least three of which must be upper division.

PRE-2012 PROGRAM OF STUDY

For students who entered Saint Mary's prior to Fall 2012, the required program of study and graduation requirements can be found at the Office of the Registrar, or in the Catalog of the year of entrance. Please consult with your academic advisor to assist you with understanding the appropriate graduation requirements. For students who transfer to Saint Mary's with Junior status, please also consult the Associate Registrar for Articulation and Transfer.