This Catalog Addendum describes a set of fully asynchronous online degree programs offered at Manhattanville College referred to as Manhattanville Online. Courses within these programs are designed to run in 7-week terms. Students can register for up to 2 courses per term. Required and elective courses for each program will be offered in a pre-determined sequence. A limited number of elective courses will be offered. The programs being delivered in this format are listed below. Policies governing these online programs are also described below.

Manhattanville Online Program Offerings for Spring 2023

**Graduate Programs**
- Master of Science in Business Leadership
- Master of Science in Finance
- Master of Science in Human Resource Management
- Master of Science in Marketing and Communications Management
- Master of Science in Sport Business and Entertainment
- Master of Science in Nursing: Nurse Leader

**Master of Science in Business Leadership**
Successful organizations need effective leadership at all levels and replacing outgoing talent is a critical issue for companies around the world. The MS in Business Leadership is an MBA alternative which helps to position you to fill this talent gap.

The curriculum is designed to emphasize team-building, leadership, effective communication, project management and other vital management skills. Students develop immediate strategies to transition successfully from manager to leader. Graduates gain an industry recognized credential to enhance their skill set and qualifications while preparing for professional advancement. 36 credits.
The program is ideal for individuals who want to upgrade and update their general business knowledge and leadership skills. Courses are taught with academic rigor by outstanding faculty who are practicing leaders in their fields and exceptional educators who bring real-world experience and networking opportunities into the classroom.

**Master of Science in Finance**
Effective leaders are needed to answer the new challenges facing finance professionals with today’s changing markets and increased regulatory environment. According to the Bureau of Labor Statistics, "employment of financial managers is projected to grow 17 per cent from 2020 to 2030, much faster than the average for all occupations."

The M.S. in Finance teaches the core competencies and skill sets needed to succeed in business and enables a student to focus on their desired career path. 36 credits.

**Master of Science in Human Resource Management**
Employees are said to be an organization’s greatest asset and its most valuable competitive advantage. In today’s global and complex markets human resource professionals are taking a more strategic role than ever. It’s critical to understand how to attract, train, develop, and retain the best people.

Whether you are starting in a new position or looking to move into a human resource business partner role, we offer the classes needed to grow your career. Delve deep into the HR legal and regulatory environments, HR technologies, effective leadership practices, and strategies for leading a globally diverse workforce. Completing this program prepares you for careers in recruiting, benefits, compensation, training, professional development, and labor relations. 36 credits.

**Master of Science in Marketing Communication Management**
Marketing is the key driver to every venture—whether it’s a large corporation, small business, non-profit, or service organization. It’s also one of the most dynamic and exciting fields in business.

The Master of Science in Marketing Communication Management program provides a strong foundation in the principles and practices of marketing and public relations and focuses on current topics including social media, reputation management, innovation and market growth. The program also includes insights and processes for creating, communicating and delivering products and services. The curriculum topics range from understanding consumers and providing them with innovative products to building brands and leading organizations. 36 credits.
The program is ideal for individuals who want to upgrade and update their marketing communication knowledge and leadership skills. Courses are taught with academic rigor by outstanding faculty who are practicing leaders in their fields and exceptional educators who bring real-world experience and networking opportunities into the classroom.

**Master of Science Sport Business and Entertainment Management**
The M.S. in Sport Business and Entertainment Management program provides students with a comprehensive interdisciplinary foundation of sport and entertainment business management principles and strategic practices, preparing the graduate for a variety of management roles. In addition, the revised curriculum has been designed to allow students to deepen knowledge, enhance practical skills and achieve a functional specialization in a selected business discipline area. Students will understand and gain a solid and broad business management foundation expansive learning meant for future business leaders in the sport and entertainment business industry.

The revised Master of Science in Sport and Entertainment Management degree is designed for students who want to tailor their focus, both in the selection of their required core courses and by creating a customized program of study with electives in a chosen concentration. The degree prepares graduates to contribute to and take leading positions in the global sports and entertainment industry. 36 credits.

This program is ideal for:
- Players and other sport industry professionals in other fields who wish to improve their business management and leadership skills.
- Graduating seniors and working professionals in other fields who wish to enter this exciting emerging business area.
- Aspiring graduating seniors and sport enthusiasts who wish to work in the management section of sports.

**Master of Science Nurse Leader**
The MS degree in Nursing Leadership prepares students for advanced leadership roles by developing expertise in the critical analysis and evidence-based evaluation of complex problems associated with organizations and systems. The emphasis of the curriculum is on evidence-based management and patient-care practices to achieve quality outcomes, design thinking as an innovation accelerator in the quality improvement of patient care, and expertise in leading collaborative interprofessional teams for the novice and aspiring nurse leader. Practicum can be tailored to meet individual learning objectives.

This program requires completion of 120 total practicum hours: Practicum in Nursing Leadership I (60 hours) and Practicum in Nursing Leadership II (60 hours). Students will also
have an opportunity to complete a capstone project that will integrate and apply theory and practice-related knowledge to the role of the Nurse Leader.

Undergraduate Programs
Bachelor of Science in Business Management
Bachelor of Science in Finance
Bachelor of Science in Marketing
Bachelor of Science in Computer Science

Bachelor of Science in Business Management
A Management major will give you the core knowledge of the methods, concepts and principles needed to handle the challenges and opportunities that arise in the business world. It will also provide you with an understanding of the economy and the analytical tools of the economist. Manhattanville’s Business Management program will give you the core knowledge of methods, concepts, and principles to be prepared to meet the challenges of tomorrow’s business. The emphasis on the use of technology, the integration of business concepts, and environmental issues will require you as a business decision maker to be knowledgeable, flexible and prepared to adjust to new paradigms and demands, and to accomplish this on a national and international level.
In addition to a career in business or the non-profit sector, the Management program will also provide an excellent background for graduate or professional study.

Bachelor of Science in Finance
Finance is the cornerstone of the enterprise system and is important to the economic health of business firms and non-profit organizations. It is a dynamic field that is categorized by continuous change in response to shifts in economic conditions making the study of finance stimulating and challenging. Our professors will help you learn to develop, analyze and interpret financial statements, learn to invest in financial assets and learn to create and evaluate plans to achieve long-term financial success.

The finance major at Manhattanville is comprised of courses in economics, accounting, finance, and quantitative methods, which will help prepare you for a wide range of career paths including accountants, auditors, and non-profit organization founders.

Bachelor of Science in Marketing
The American Marketing Association (AMA) defines Marketing as “the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large.” Marketing strategically connects businesses to consumers.
The Marketing program provides core knowledge of theory, concepts and principles, as well as the methods and application of effective strategic marketing management techniques that will prepare each student for a career in the marketing field. Students will examine the flow of goods and services from the producer to the consumer, and explore and analyze consumer characteristics and behavior, the impact of advertising and communication, marketing research techniques and international marketing systems.

In addition to preparing the student for a career in the marketing field in the areas of market research, brand management, advertising, sales promotion, public relations and sales, the marketing program provides an excellent background for graduate studies and professional certification.

**Bachelor of Science in Computer Science**
A Computer Science degree will give you a solid background in applied and theoretical computer science. Graduates of the program will have the skills necessary to enter the business world or pursue graduate study in computer science.

The Computer Science major is designed to give a student in this program a solid background in applied and theoretical Computer Science. Computer Science majors study program design and programming starting with Java. A student will study advanced programming, data structures used in programming, sequential and random access files, database design, programming languages, computer architecture and low level programming, and various advanced topics in Computer Science.

**Program Admissions**
Students applying to Manhattanville’s Online programs should submit applications via the application portal: [https://connect.mville.edu/apply/](https://connect.mville.edu/apply/)

International students are eligible to apply for programs, students requiring education visas are not eligible.

**Program Specific Requirements**

Students will need to provide the following to be considered for undergraduate SAS program admission:

1. Completed Application for admissions
2. Official Transcripts from all previously attended institutions.
3. Minimum GPA of 2.00 on a scale of 4.0
4. Statement of Purpose
Students will need to provide the following to be considered for graduate SAS program admission:

1. Completed Application for admissions
2. Hold a bachelor’s degree from a college or university with a minimum GPA of 2.75 on a scale of 4.0
3. Official Transcripts from all previously attended institutions.
4. Resume with two references
5. Statement of Purpose

Students will need to provide the following to be considered for graduate SNHS program admission:

1. Completed Application for admissions
2. Hold a current, unencumbered RN license
3. Hold a BS degree in nursing from an accredited college or university with a 3.0 GA or higher on a scale of 4.0.
4. Have completed an undergraduate or graduate statistic course with a “B” or higher.
5. Evidence of professional nursing experience in direct patient care is required prior to enrollment in Practicum
6. Official Transcripts from all previously attended institutions.
7. Statement of Purpose

Once all documents have been uploaded, admission decisions are typically released within 2-3 business days; students will be notified via email. Applications will not be processed until the application fee is paid, unless a waiver is applied. Students must pay the enrollment deposit prior to registering for courses.

**Financial Aid Policies**

Manhattanville College requires all online eligible students to complete the Free Application for Federal Student Aid (FAFSA) in order to determine eligibility for funding. The FAFSA is available at studentaid.gov and our school code: 002760.

All recipients of federal and/or state financial aid must:

- Be a U.S. Citizen, national, or lawful permanent resident;
- Not owe a refund of any Title IV funds;
- Not be in default on repayment of a student loan.

Students must be registered for at least half-time status in order to be eligible for federal aid

- Undergraduate half-time status is 6 credits; Pell eligible recipients may receive a less-than half-time award
- Graduate online half-time status is 3 credits.
In order for the FAFSA information to process a student’s application for financial aid, we must have a Social Security Number on file. Please make sure that this information is provided on the application. The financial aid staff will review your FAFSA data and either ask for additional documentation or make award decisions based on your eligibility and send you an offer letter. All financial aid awards and additional requirements will be available on ServiceHub after your deposit is processed in the system. You must accept your offer and complete any additional requirements listed on your checklist in order for your aid to be processed and applied on your bill.

Note that a student must be registered for a course prior to financial aid being awarded. Once financial aid is awarded, it must be accepted by the student before it will be applied to the student’s account. A student cannot start a course before financial aid is awarded, accepted, and applied to the student’s account, which must be completed prior to the payment deadline.

You must maintain Satisfactory Academic Progress in order to receive federal aid in subsequent terms.

**Senator José Peralta New York State DREAM Act**
The Senator Jose Peralta New York State DREAM Act gives undocumented and other students access to New York State-administered grants and scholarships that support their higher education costs. To review your eligibility and to learn more, please visit [www.hesc.ny.gov/dream/](http://www.hesc.ny.gov/dream/)

**Credit Transfer Policy**
Manhattanville College welcomes transfer students and encourages the educational enrichment of all its students. Manhattanville credit transfer policies are intended to facilitate the evaluation and awarding of transfer credit, and are the same for all of our programs (please see relevant links below). Students are advised to consult with the appropriate department chair prior to enrolling in any course at another institution.

If a student has an Associate’s degree (AA or AS) and a cumulative GPA of 2.0 for all courses taken toward that degree, then he/she will receive full credit for all the courses successfully completed toward that degree. Courses with a grade of D will be accepted as transfer credit for Liberal Arts credit requirements only.

Students who hold an AA, AS, or Bachelor’s Degree from an accredited institution are exempt from completing Manhattanville College's General Education requirements. Please note, this exemption does not apply to students transferring with a completed AAS degree.

Undergraduate students must complete at least one half of the credits for courses within their major from Manhattanville College.
• **Transfer Credit Policy**
• **Credit for Prior Learning Policy**

**SAS Graduate Transfer Policy**
With the approval of the relevant Advising Office, matriculated Masters program students may transfer up to six graduate credits toward their degree from a nationally accredited college or a non-nationally accredited institution with comparable curriculum and standards to those at Manhattanville College, provided that the coursework is determined by the relevant Advising Office in consultation with appropriate Manhattanville faculty to have the necessary learning outcomes, to be current, to be appropriate for the student’s program, and to have earned a letter grade of B+ or better. Additional credits taken at regional institutions or for specific programs above 6 credits typically not to exceed 50% of required courses, excluding student teaching or leadership practica, will be considered at the discretion of the College.

No courses graded Pass/Fail can be accepted for a degree or certificate program, unless the grading policies of the relevant college can be documented. Credits for clinicals or practica completed elsewhere cannot be transferred to Manhattanville from another institution. No credits can be transferred to a Masters degree program from a Masters degree completed at another institution.

**Changing into Manhattanville Online from a traditional Manhattanville program**

**Undergraduate students:**
Current Manhattanville undergraduate students who wish to switch from an in-person degree program to a fully asynchronous online program must meet the following criteria:

1. have accumulated at least 75 credits towards their degree and upon application for transfer be enrolled in 15 additional credits. Or have accumulated at least 90 credits towards their degree and requiring no more than 30 credits to complete their major and all other degree requirements.
2. have declared a major in one of the programs that is being offered asynchronously.
3. meet with an advisor and receive counseling about how this program change may impact their intended degree completion date.
4. meet with a financial aid counselor about how this program change may impact their financial aid package and billing.
5. file a signed Change of Program Status form with the Registrar's office

**Graduate students:**
Current Manhattanville graduate students who wish to switch from an in-person degree program to a fully asynchronous online program must meet the following criteria:

1. be currently enrolled in one of the programs that is being offered asynchronously.
2. require no more than 18 credits to complete their program, not including the courses they are enrolled in while completing the transfer process.
3. meet with the program director and receive counseling about how this program change may impact their intended degree completion date.
4. meet with a financial aid counselor about how this program change may impact their financial aid package and billing.
5. file a signed Change of Program Status form with the Registrar’s office

Start Date Deferral Policy
Deposited students are allowed to defer their start date for up to one year, and must contact the admissions office to confirm their new start date. If a student matriculates at another institution, during the approved deferral period, then they must reapply to the Manhattanville College as a transfer applicant.

Institutional Withdrawal, Leave of Absence, and Reinstatement

- **School of Arts and Science Undergraduate policies**
- School of Arts and Science Graduate policies
- School of Nursing and Health Science Graduate policies:

  - The College understands that students may encounter unforeseen obligations and unpredictable occurrences that can make completing a graduate program overly difficult. Graduate students wishing to withdraw completely or take a leave of absence may do so at any time by informing the Associate Dean of SNHS and completing a Graduate Leave/Withdrawal form. Withdrawal from a program that includes withdrawing from on-going courses after the “add/drop” deadline of a given semester will be governed as stated in the sections “Adding, Dropping, and Withdrawing from Courses” and “Refund Policy.”
  - All students leaving a program under any such circumstances are strongly urged to consult with the Office of Financial Aid.
  - To return after an official leave of absence, Masters students must make a request for reinstatement to the Associate Dean of SNHS, in writing. Depending on the length of the hiatus, additional Nursing courses may be required to update the student’s program, as determined by the relevant department of the School of Nursing and Health Science. Students will also have to meet any new or revised certification requirements imposed by NYSED.
  - Masters students who have withdrawn must apply to the Graduate Admissions Office for formal re-admittance. Re-admittance is not guaranteed. Students must meet standards for admission that are in effect at the time of application for re-admittance.
  - Approved leave will not count toward the student’s time-to-degree. Leaves will not be granted to students who have completed less than one full term of enrollment or who are not in good academic standing. Such students must also apply for permission to re-enter. Students with permission to reenter will coordinate with their advisor how to re-schedule coursework. Approval for withdrawal and re-entry is not automatic.
All graduate students with outstanding registration holds, whether academic or financial, cannot be readmitted or resume study until these have been resolved.

Medical Leave Policy

Tuition Payment and Refund Policy
The Manhattanville Online Academic Calendar (provide link) provides all important dates with regard to tuition payment and refund of tuition.

If tuition payment is not received by the indicated deadlines, as per the Student Financial Responsibility Agreement, students will be administratively withdrawn from all classes. This administrative withdrawal serves as a permanent separation for the term and students must cease attending classes and will not earn academic credit for the semester. Students will be given a grade of WA on their transcript identifying the administrative withdrawal.

If a student chooses to drop all registered AP courses prior to the start of the courses, a full refund will be given. Following the start of classes, if a student withdraws from AP classes, the deadline for 75% refund is typically 2 days after the course begins (see calendar for specific dates). The deadline for 50% refund is typically 4 days after the course begins. Note that following these dates, a student can still withdraw from a course, but no refund will be given (see below). Refunds will only be given if the student withdraws from ALL courses during that semester; no reimbursement will be given for a partial withdrawal.

Course Withdrawal
Students may withdraw from a course(s) without academic penalty up to the published withdrawal deadline on the Manhattanville Online Academic Calendar. In order to withdraw from a course, students must obtain the approval of their advisor and submit the withdrawal form to the OneStop. Once official, the course then appears on the transcript with a “W” instead of a grade.

Course Registration
The Manhattanville Online Academic Calendar (provide link) provides all important dates with regard to course registration. There are 6 terms across the academic year where students can register for courses. The Manhattanville Online Academic Calendar identifies the dates at which registration open and closes. Students can access the student course registration system here: Sign In - Mville ServiceHub

Grading Policies
Grading
Grading for all SAS Manhattanville Online programs is as described in the Catalog under Grading.
All SNHS graduate students are required to maintain a cumulative index of 3.0 or higher. A cumulative index of 3.0 or higher is required for graduation. A grade of B (83) or higher is required for all master’s level nursing courses.

Incomplete of Grade Deferred
An incomplete or “Grade Deferred” may be granted by the appropriate Associate Dean, as appropriate, with approval by the course instructor, for extraordinary reasons and for a limited, specified period of time, where there is a realistic probability of successful completion of the course and learning objectives can be achieved. Only students may request incompletes. Incompletes cannot be awarded using online grading. Incomplete requests must be finalized one week before the last day of the term (see Manhattanville Online Academic Calendar). The work for which the Incomplete was granted must be finished within four weeks of the end of the term in which the student is taking the Incomplete. Until then, a GD grade is entered on the transcript. If the work is not completed by the stipulated deadline, the student receives an F.

Pass/Fail Option
Students in Manhattanville Online courses are not eligible for the Pass/Fail Option.

Grade Changes
Grade changes for all Manhattanville Online programs is as described in the Catalog under Grade Changes.

Grade Appeals
The instructor of a course is responsible for the evaluation of a student’s work in the classroom. If students believe that they can objectively demonstrate that a course grade is in error, or that some documented extenuating circumstance was not taken into consideration, they may pursue a Grade Appeal. Please note that the only permissible reason for a Grade Appeal is the unfair evaluation of academic work, and that only final course grades are subject to appeal. Course grades assigned as a result of academic dishonesty are overseen by the Academic Integrity Committee and should not be appealed using the procedure here; see the section on Academic Integrity. NOTE: In accordance with FERPA, only the student may petition for an appeal. Parents, guardians, or other parties cannot initiate an appeal. Such individuals may participate in the process provided the student has identified them with FERPA waivers of confidentiality with the College.

To submit an appeal, a student should answer the following questions in writing:
- Does the calculation of final numerical grades match the percentages stated in the instructor’s syllabus?
- What was your true attendance record?
- Have all course requirements been met, as stated in the syllabus? Does your submitted work satisfy the requirements for each assignment?
• If, after answering these questions, the student believes that a grade appeal is needed, he/she must first make every effort to contact the course instructor and attempt to resolve the situation. If the instructor is unresponsive, the student should document these emails and send them to the program director along with the answers to the first three bullet points, requesting a Grade Appeal.

• (If the instructor and the program director are one and the same, the appeal should be made to the relevant Dean.) A student’s appeal should demonstrate an objective discrepancy between the way in which s/he was evaluated and the grading standards outlined in the syllabus.

• Grade appeals must be made in writing and must be filed within 15 days of the grade award date. By submitting a grade appeal, the student acknowledges that the final grade resulting from the process may be the same as the original, higher, or lower.

• The program director will convene an ad hoc committee of faculty to consider the student’s appeal. After considering the student’s appeal and consulting with the instructor, the program director will notify the student of its decision by email. This notification will be no later than the end of the semester following the one in which the grade was given.

• If the student believes that the appeal process failed to consider important evidence, or was procedurally incorrect, s/he may further appeal the grade by filing a second Grade Appeal with the relevant Dean within 3 days of the committee decision. Such an appeal will only be considered on the basis of new evidence or a lack of due process. The relevant Dean will convene a Grade Appeals Committee consisting of faculty members with relevant academic expertise. The decision of the Grade Appeals Committee is final.

SNHS MS Nurse Leader Grade Appeal Policy:

If a student has reason to believe that the final course grade, they've earned is incorrect, the student should first try to resolve the issue with the faculty member. If no satisfactory resolution is reached, the student may submit a grade appeal to the Associate Dean of Academic Affairs, Nursing. This must occur within 5 business days of the discussion with the faculty member to initiate the grade appeal process. The grounds for a student grade appeal are as follows:

1. The grade is allegedly based on an error in calculation.

2. The grade assigned allegedly did not follow the grading criteria as stated in the course syllabus.

It is the responsibility of the student to prove that the grade is incorrect or unjustified. Please note an appeal cannot be based on “personal dislike of the instructor”, “dislike of the instructor’s teaching style including speaking too fast or too slow”, or “dislike of or disagreement with the assignments”, among other things not based on Items #1 and #2 above. The student must summarize the grade appeal grievance and submit a grade appeal form to the Associate Dean, Academic Affairs, Nursing.
If the Associate Dean of Academic Affairs, Nursing concludes that the student did not provide sufficient ground for a grade appeal, the Associate Dean, Academic Affairs, Nursing will notify the student and SNHS Dean that the grade will be upheld. The Dean communicates the final decision directly to the student.

If the Associate Dean of Academic Affairs, Nursing concludes that a grade appeal hearing is warranted, the Associate Dean, Academic Affairs, Nursing will notify the student and the Dean that a grade appeal hearing will occur. The Academic Appeals Committee will be assembled for the hearing. The Academic Appeals Committee is composed of the following:

- Two Faculty
- One Student
- One Administrator

The student will be asked to attend the committee meeting to discuss their ground for the grade appeal. The Academic Appeals Committee will make recommendations to the Dean. The Dean will communicate the final resolution.

**Grade Replacement Policies**

**School of Arts and Science Undergraduate Grade Replacement Policy**

Note: Graduate programs do not allow grade replacement.

**Academic Integrity and Procedures Regarding Violations of Code and Academic Integrity**

All Manhattanville Online programs follow the same academic integrity policies and procedures.

**Academic Probation and Dismissal Policy**

*School of Arts and Science Undergraduate Academic Probation and Dismissal policy:*

Full-time undergraduate students qualify for academic probation if their cumulative GPA is under a 2.0 at the completion of each 7-week term.

Undergraduate students qualify for **dismissal** if:

- in their first term at the College, the term GPA is below 1.25;
- academic probation has been incurred in two consecutive terms of enrollment or
- academic probation has been incurred in a total of three terms of enrollment.

Undergraduate students on academic probation may not be granted an Incomplete/Grade Deferred (GD) in any course during the term of their probation.

*School of Arts and Science Graduate Academic Probation and Dismissal policy:*
Students in a Masters degree program must maintain a minimum cumulative GPA of 3.00. Professional behavior and dispositions are an absolute requirement and will be part of the assessment of students in all courses.

Masters students receiving a grade of C or below in any course or whose cumulative GPA is below 3.00 at the end of any semester will be subject to review by the Dean’s Office. At their discretion, this review could result in a requirement that the student repeat that course at the College or elsewhere or complete one or more equivalent courses or be denied permission to register for further study. Grades below C will not count towards a degree program. If a student receives a C or below in any course and re-taking the course is required, the course may be repeated only once.

Masters students whose cumulative Grade Point Average falls below 3.00 for all courses required for the degree or certificate cannot graduate. They may be denied permission to register for further courses in the School of Arts and Science or they may be placed on academic probation and other conditions for continuing in the program may be set.

**SNHS MS Nurse Leader Dismissal Policy:**
Dismissal from the nursing program is based on the following:

- Cumulative GPA falls **below 3.0** for two consecutive semesters (including summer school courses attempted).
- If a grade of B or above in a required nursing (NUR) course, or P in all required laboratory/clinical courses, is not achieved in the second attempt, the student will be dismissed from the nursing program.
- A student may repeat no more than one course required to satisfy the Master’s in Nursing Major requirements. Upon the second course failure, the student will be dismissed.
- A student commits a second violation of academic integrity.

**SNHS MS Nurse Leader Dismissal Appeal Policy**
Students (full-time or part-time) who have been dismissed may appeal that decision to the SNHS Academic Appeals Committee. Students should direct their appeals to the SNHS Office of Academic Advising. The decision of the Committee is conveyed to the student in writing by the Dean of the School of Nursing and Health Sciences. Further appeals can only be considered on the basis of procedural unfairness or new evidence. Such appeals should be directed to the Provost within 48 hours after the student has received the letter from the Dean.

Students whose appeals have been denied may apply for readmission to the College after one year’s absence. Readmission is not automatic and requires the student to demonstrate the ability and readiness to undertake continued studies, as specified in the dismissal letter. Students should take care to read their dismissal letter thoroughly and follow its specifications prior to applying for readmission.
The Academic Appeals Committee may request a statement from the student’s advisor and may also request further information from individual instructors if needed. A student whose appeal is approved may be required to participate in specific courses or mentoring programs as a condition of continued enrollment. The student’s advisor will be notified of the outcome of the appeal.

**SNHS Re-admission after Dismissal Policy**

Students who have been dismissed from a program in SNHS must follow the following procedures and policy for re-admission to a SNHS program:

- A student will have only one opportunity for readmission to the Nursing Program.
- A student being readmitted to the program must repeat any required nursing courses that were taken more than two years ago.
- Students who have had an interruption of 2 years or more should proceed with the required application process through the Admissions department.
- Students who reapply within the 2-year window will follow the readmission process below:
  - Any student who is being readmitted to the program must meet all prerequisites for subsequent course work.
  - Credit for prior science courses (Anatomy and Physiology and Microbiology) will be considered if the course(s) have been taken within five (5) years of readmission to the program.
  - Any student who is unsuccessful or withdraws from a course for any reason must repeat the entire course, including clinical components. The student will be held to current standards of courses as outlined in the syllabi.
  - Students seeking readmission to the Nursing program must submit a letter to the Office of the Dean requesting reinstatement. Requests must be submitted by:
    - March 1 for students seeking admission summer semester.
    - October 1 for students seeking admission to the spring semester
    - July 1 for students seeking admission to the fall semester.
  - The letter requesting reinstatement should specify the semester, year and course to which the student seeks readmission.
  - The letter should be written in essay form with proper grammar, punctuation and spelling. The letter should include:
    - recognition of the deterring factors in the previous program attempt,
    - evidence of remediation of the deterring factors and,
    - A plan for achieving successful completion of the Nursing program.
  - The Academic Appeals Committee will review the student request, determine the readmission status.
  - The Dean will notify the student of their status.
  - Available seat openings do not guarantee readmission.
  - Consideration of extenuating and unusual student circumstances is at the discretion of the Academic Appeals committee.
  - The committee decision will be based on the review of the following documentation:
Disruptive Student Conduct

Appeals and Grievance Procedures

SAS Undergraduate Appeals and Grievance Policy
SAS Graduate Appeals and Grievance Policy
SNHS MS Nurse Leader Appeals and Grievance Policy:

Grievance procedures pertaining to situations not covered in the policies above have been established at Manhattanville College for students who feel they have received biased or unfair treatment by a faculty member in a class. The following grievance procedures do not apply to issues relating to academic dishonesty, academic dismissal and misconduct. Meant to protect students’ rights, these grievance procedures are as follows:

1. Students with complaints should first attempt to resolve the issue by discussing their problem with the faculty member involved. Faculty members are advised to keep notes and documents connected with any such cases. This discussion between the student and faculty member must happen within one semester of the claimed instance of unfair treatment. If the student cannot locate the teacher, he/she should contact the Course Chair.

2. In the event that the discussion with the faculty member does not resolve the matter to the student’s satisfaction, the student should go to the Course Chair, submitting a summary of that grievance in writing. This must occur within five business days of the discussion with the faculty member. The Course Chair will investigate the matter, consulting with the faculty member identified in the grievance, and review pertinent records and documents, in an effort to achieve a fair resolution of the grievance. The resolution will be given in writing to the student and a copy kept on file in the Office of the Dean. If the Course Chair is the faculty member identified in the grievance, the student should go to the SNHS Associate Dean.

3. In the event that the grievance cannot be resolved to the student’s satisfaction, within five business days after the receipt of the Course Chair’s Letter, the student should make a formal complaint to the SNHS Associate Dean, attaching all pertinent documents and evidence.

4. In the event that the grievance cannot be resolved to the student’s satisfaction, within five business days after the receipt of the SNHS Associate Dean, the student should make a formal complaint to the SNHS Dean, attaching all pertinent documents and evidence.
5. In the event that the grievance cannot be resolved within the department to the student’s satisfaction, within five business days after the receipt of the letter from the SNHS Dean, the student should make a formal complaint to the Manhattanville Grievance Committee, attaching all pertinent documents and evidence. The Grievance Committee is chaired by the Provost, and must include the Chairperson of the Faculty. In cases where anyone of these members must be excused due to a conflict of interest or inability to meet, the Chair of the Board of Academic Standards, or Board designee will sit on the Grievance Committee. Once the grievance is received in writing, the Grievance Committee reviews the available materials, consults with the student and the faculty member, as well as with the department. After consultation and review of the materials, the Grievance Committee will vote and the decision will be conveyed by letter to the concerned parties.

6. The decision of the Manhattanville Grievance Committee may be appealed to the President or his/her designee with clear evidence of procedural unfairness or new evidence that might result in a different decision. Such an appeal must be made in writing within five business days after receipt of the letter from the Grievance Committee.

Access to Student Services
Manhattanville Online students will have access to the following student services:

Center for Career Development: Our approach to career planning is developmental. In today’s competitive market, we are committed to excellence through continuously improving our efforts to educate and prepare our students and alumni to anticipate the future and become collaborative contributors in the global community. We achieve this through individualized career exploration counseling, self-assessment, skill development, and utilizing internship and job search strategies that empower students to take ownership in their personal and professional success.

Center for Student Accessibility: The Center for Student Accessibility at Manhattanville College works to provide reasonable accommodations and support services to students with disabilities in compliance with the American with Disabilities Act (ADA), the Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. In order to receive a documentation review and put accommodations in place, students are required to self-disclose to the Center for Student Accessibility.

Students diagnosed with a disability that request services or reasonable accommodations must provide appropriate and current documentation. These services and accommodations will be determined on an individual basis, based upon documentation review and an intake interview with the Director or Assistant Director of the Center for Student Accessibility. During this intake, the student will have the opportunity to share their academic history and to request specific accommodations. Students may be asked to obtain updated documentation if no recent documentation exists. Disabilities change over time and documentation should support current
needs. Accommodations are determined on an individual, case by case basis through an interactive intake interview process and review of provided documentation.

Fee-based programs are not available to Manhattanville Online students.

Bias Educational Response Team (BERT): The Manhattanville Bias Education Response Team (BERT) helps in promoting a campus climate in which all members thrive personally, professionally, and academically. Team members serve as supportive resources for community members who have reported incidents of bias not addressed by the Manhattanville Student Handbook or the Faculty/Staff Handbook.