



BLOOMFIELD  
COLLEGE of

---

**MONTCLAIR STATE UNIVERSITY**

# Bloomfield College of Montclair State University

2023-2024 Academic Catalog

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## General Policies

### ***Non-Discrimination Policy***

*Bloomfield College of Montclair State University admits students of any race, creed, age, sex, or national origin to all the rights, privileges, programs, and activities generally available at the College. It does not discriminate on the basis of race, creed, age, physical handicap, sex, sexual orientation, or national origin in the administration of educational or admissions policies, scholarship and loan programs, or athletic or other College-administered programs.*

*Bloomfield College of Montclair State University is committed to the principle of non-discrimination, as set forth in the regulations of Title IX of the Educational Amendments of 1972.*

### ***Americans with Disabilities Act Policy***

*Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically the Rehabilitation Act of 1973 including Section 504, and the Americans with Disabilities Act of 2010.*

### ***Family Educational Rights and Privacy Act***

*The Family Educational Rights and Privacy Act of 1974 - also called the Buckley Amendment - provides that colleges and schools may NOT release information about students or provide access to student records (with certain exceptions listed in the statute) without students' written consent. This law makes it possible for students to examine their records by making an appointment with the Registrar. Those who wish to see their student personnel records should contact the Dean of Students. Students who wish to challenge the contents of academic files should contact the Registrar. Those who wish to contest student personnel records should contact the Human Resources Department.*

### ***Academic Regulations and Procedures***

*The Academic Regulations and Procedures set forth in this Catalog constitute student rights and responsibilities. The College assumes every student is acquainted with them. Failure to note the regulations will never excuse non-compliance.*

***The College reserves the right to change its regulations, schedule of classes, procedures, courses of study, and schedule of fees without previous notice.***

***Note: The procedures outlined in this Catalog shall be followed by all students irrespective of first date of attendance at Bloomfield College of Montclair State University.***

## College's Mission

Bloomfield College, founded in 1868, is an independent college historically related to the Presbyterian Church (U.S.A.) and strategically located in the New Jersey-New York metropolitan region. The College offers academic programs leading to a Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Fine Arts, and a Master of Science degrees. The curriculum is designed to provide students with a sound liberal arts grounding as well as with the expertise they will need in their careers.

The mission of Bloomfield College of Montclair State University is:

**To prepare students to attain academic, personal, and professional excellence, and to demonstrate exemplary civic engagement in a transcultural, national, and global**

## **community.**

The College is committed to enabling students, particularly those who have traditionally been excluded from higher education, to realize their intellectual and personal goals. Programs of study are rooted in the liberal arts and assist students in obtaining the skills, knowledge, and values they need to become empowered, active individuals engaged in renewing themselves, their relationships, their workplaces, and their communities.

Programs are designed to help students think critically and quantitatively, speak effectively, write clearly, develop aesthetic appreciation, and integrate feelings and values. We believe students must gain a greater understanding of and appreciation for other cultures and for the unique racial and cultural diversity of the United States.

One of the strengths of the College is the rich diversity of its students. The College is committed to this richness because it provides an ideal context for personal growth and a basis for a better society. In joining Bloomfield College of Montclair State University, each person assumes a personal responsibility to strive to achieve academic excellence, to take full advantage of the resources offered, and to contribute to the quality of the College community.

## **HISTORICAL BACKGROUND**

The roots of the College and its mission can be traced back to 1868. With the influx of nearly two million German immigrants following the European Revolution of 1848, it became necessary to establish a training school for German speaking ministers "who would be acceptable to the immigrant German communities in the eastern metropolitan area of the United States and who would lead their German members out of their German-oriented culture into the American ways of the new fatherland."

Thus was born the German Theological Seminary of Newark, New Jersey. The institution's first four students met on September 16, 1869, in a room in the First German Presbyterian Church. Courses in theological instruction, Biblical history, pastoral work, natural philosophy, and United States history were taught in both English and German by the four full-time faculty. Classes were also conducted in Hebrew, Latin, and Greek.

In 1872, the school relocated to the town of Bloomfield, occupying the home of the former Bloomfield Academy at Franklin and Liberty Streets. This structure stands today as Seibert Hall.

As the German immigrants assimilated into American society, the need for a special theological school diminished. The Seminary soon opened its doors to students from other foreign countries. In 1913, the year it was renamed Bloomfield Theological Seminary, the institution was serving students from some 15 different language groups.

In 1923, the State Board of Education approved a four-year college course leading to the Bachelor of Arts degree, thereby establishing Bloomfield College as an independent division of the Seminary. Eight years later, in 1931, the State Legislature approved the change of the institution's name to Bloomfield College and Seminary.

In 1958, the College came under the sponsorship of the United Presbyterian Church through its New Jersey Synod, now the Synod of the Northeast.

The term "Seminary" was dropped from the institution's name in 1961, and was replaced with the term "Institute." This term was quickly phased out, leaving the institution's name as Bloomfield College.

More than 55 nationalities are represented on the College's 11-acre campus, reflecting the College's commitment to diversity and to the advancement of its distinctive mission:

**"To prepare students to attain academic, personal, and professional excellence, and to demonstrate exemplary civic engagement in a transcultural, national, and global community."**

## **ACCREDITATION AND AFFILIATION**

Bloomfield College of Montclair State University is chartered by the State of New Jersey and accredited by the Middle States Commission on Higher Education. Its academic programs are approved by the New Jersey Commission on Higher Education. MSCHE's mailing address and telephone number are as follows:

Middle States Association of Colleges and Schools  
3624 Market Street  
Philadelphia, PA 19104  
(267) 284 5020

The Nursing Program at Bloomfield is accredited by the New Jersey Board of Nursing and the Commission on Collegiate Nursing Education. The Program is a member of the National League for Nursing. The NJBON's mailing address and telephone number are as follows:

New Jersey Board of Nursing  
124 Halsey Street, 6th floor, P.O. Box 45010  
Newark, NJ 07101  
(973) 504-6430.

## **BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY STATEMENT OF SHARED VALUES**

We, the members of the Bloomfield College of Montclair State University Community, take pride in ourselves and in our Institution. To that end, we are committed to upholding the highest standards of ethics, integrity, and professionalism in all that we do. We recognize that excellence in teaching and learning flourishes in an environment where each of us is free to express our ideas in ways that recognize and respect our differences. We are committed to celebrating the rich diversity of all members of the campus community and the community at large.

Therefore, in an effort to attract and retain exceptional students, faculty, staff, administrators, and trustees who will continue the wonderful tradition of the College, we actively support behavior that is consistent with the following values that are shared by the Bloomfield College of Montclair State University Community.

### ***Honesty***

The College promotes an intellectually stimulating environment where all interactions are open, honest, and free of bias and where the responsibility for all individuals is to be straightforward and trustworthy.

### ***Respect for Person***

The College is committed to building and maintaining a culture where the great diversity of its faculty, staff, students, administrators, and trustees, including but not limited to their race, ethnicity, gender, religion, sexual orientation, ability, and socioeconomic status, is embraced.

### ***Respect for Property***

The College seeks to provide an environment that is safe, one in which individual and institutional property are respected and protected. The College also values the integrity of intellectual work that is creative, resourceful, and innovative and, therefore, enforces strict policies against plagiarism, cheating, and the misuse of traditionally published and/or Internet resources.

### ***Commitment to Achieving Excellence***

The College encourages excellence in intellectual, personal, professional and social development, and an appreciation for spiritual wellness while fostering a commitment to excellence in teaching, learning, and all aspects of work.

# Admission

## ADMISSION WITH FIRST TIME STUDENT STATUS

Degree candidates with first time student status are admitted each year for the fall, spring, and summer semesters. Applications are available online.

Applicants should feel free to address questions to the Office of Enrollment Management and Admission at any time. All candidates are encouraged to visit the College for a personal interview and a tour of the campus.

First year candidates must submit the following forms and credentials to the Office of Enrollment Management and Admission:

1. A completed application for admission.
2. A non-refundable application fee.
3. An official transcript of all high school work completed, including courses, grades and rank in class if applicable. Candidates should direct their Guidance Department to forward transcripts directly to the Office of Enrollment Management and Admission. Normally, transcripts must indicate the completion or expected completion of at least fourteen academic units, which should include: English, mathematics, history, and laboratory science. Foreign language is strongly recommended but not required.
4. Two letters of recommendations from a school counselor or teacher.
5. An essay or personal statement.

In addition to the above required application materials, the following are optional materials that the admissions committee will consider in reviewing applications

1. Scholastic Assessment Test (SAT-I) or American College Test (ACT) scores (optional). Bloomfield College of Montclair State University continues to consider only the critical reading and math sections of the SAT and/or ACT exams in admission decisions. You can obtain information about SAT/ACT test dates from your high school Guidance Department.
2. Interview is strongly recommended.

## FIRST YEAR ENRICHMENT PROGRAM

### *Educational Opportunity Fund (EOF)*

The Educational Opportunity Fund (EOF) Program is a comprehensive support program funded by the State of New Jersey that provides academic and financial assistance for New Jersey residents to attend college. The program targets students from academically and financially challenged backgrounds who show academic promise and have a desire to succeed.

To be considered for the EOF program, a student must provide appropriate information and meet certain criteria:

- Must submit a Bloomfield College of Montclair State University application, high school transcript, two letters of recommendation, a personal essay. SAT/ACT scores are optional.
- Must complete the EOF supplemental application.
- Must be a legal resident of New Jersey for at least one year.
- Must be from a low-income family demonstrating historic poverty and meet the financial guidelines established by the State of New Jersey.
- Must be interviewed by the EOF Admission Counselor.
- Must participate in an intense five-week residential summer program if accepted to the program.



## **ADMISSION WITH TRANSFER STATUS**

Degree candidates with transfer status are admitted each year for the fall, spring, and summer semesters.

Transfer applicants who have met the GPA requirement and completed more than 15 college level credits are not required to submit high school transcripts.

Transcripts of prior collegiate work are evaluated by the Registrar's Office. In general, only courses for which a grade of C (or its equivalent) or better was earned will be considered for transfer credit. The Bloomfield College of Montclair State University GPA is based solely on courses taken at this institution so, while credits are transferable, the GPA is not. Remedial course credits and English as a Second Language credits will not be transferable.

Bloomfield College of Montclair State University accepts credit for transfer from institutions approved by the American Council of Education and listed in *Accredited Institutions of Postsecondary Education*. These courses must be similar in nature or content to those offered by Bloomfield College of Montclair State University. Any questions concerning the evaluation of these courses are referred to the appropriate division chairperson for review and/or acceptance.

Students from institutions not accredited by the above agencies will receive credit upon recommendation of the appropriate division chairperson and completion of six courses at Bloomfield College of Montclair State University with a cumulative GPA index of 2.4 or better.

## **DIRECT TRANSFER PROGRAM**

Candidates with A.A., A.S., A.A.S., B.A., B.S., or M.A., degrees from regionally accredited institutions will have the general education courses of the approved transfer programs accepted by the College as stated in the NJ Transfer Articulation Agreement. Grades accepted in the major are subject to a minimum grade requirement. This program presupposes that a candidate has received the degree with a cumulative average of 2.4 or better. Students who have not received a degree will be considered on an individual basis. It should be noted that because of program requirements and course cycling, the College cannot guarantee that those who enter with junior standing will complete degree requirements in two years.

## **NEW JERSEY TRANSFER**

Bloomfield College of Montclair State University is a participating institution in New Jersey Transfer, an online program that provides detailed information on articulation agreements and course equivalences for New Jersey's two-year and four-year colleges. Students enrolled at or planning to attend a New Jersey community college can plan a seamless transfer into Bloomfield College of Montclair State University by choosing a program of study and selecting courses that have been pre-approved for transfer. For more information visit [www.njtransfer.org](http://www.njtransfer.org).

## **ADMISSION FOR ADULT/ NON-TRADITIONAL STUDENTS**

An adult student is one that is 25 years of age or above at the start of their first term. This includes new first year students that have acquired a high school diploma or GED and students transferring from another two or four-year college or university. The admission procedure at Bloomfield College of Montclair State University is more flexible for adult/non-traditional applicants. Freshmen applicants are not required to submit SAT or ACT scores, nor is it necessary for adult applicants to provide recommendations from high school teachers or guidance counselors. The acceptance of first year adult students is based primarily on verification of a high school transcript/diploma or GED (with scores), post-secondary activities and achievements, results of a mandatory interview with an Admission Counselor, and assessment of a required essay. Adult/Non-Traditional transfer students are evaluated using the criteria described under the ADMISSION WITH TRANSFER STATUS section.

## **ADMISSION TO CREATIVE ARTS & TECH AND NURSING MAJORS**

For information about the CAT and Nursing majors refer to the applicable web pages.

## INTERNATIONAL STUDENTS

Bloomfield College of Montclair State University welcomes academically qualified international students. An international student is a non-immigrant who usually enters the U.S. on a student visa (F1) or an exchange visa (J1). All international students must complete the application form. Accepted students must also complete an I-20 Application which is available from the Office of Enrollment Management and Admission.

The Bloomfield College of Montclair State University admission process for International Students is as follows:

Submit an application for admission (including the \$40.00 (USD)).

Provide official documents that certify the equivalent of a U.S. high school education. If you are a transfer student from another college, you must also send official college transcripts. If your high school or college-level coursework was completed outside of the U.S., these transcripts must be evaluated at your own expense. Only World Education Services (WES) evaluations will be accepted. WES will perform a basic evaluation of your secondary school documents for a high school level transcript or for a college-level transcript, and create a course-by-course evaluation which must be submitted to BCMSU.

Applicants' whose country's official language is not English must submit one of the following as proof of English proficiency: Test Of English as a Foreign Language (TOEFL) with a minimum score of 550 for the paper-based test, 213 for the computer-based test, or 79 for the internet-based test; completion of APIEL level #3, IELTS with a score of 6.5; Official PTE Academic Scores from Pearson with a minimum score of 53; Duolingo with a score of 105; SAT Evidence-Based Reading and Writing score of 400; ACT English score of 14. Test scores can be sent by the student or directly from the testing organization. \*If your Country's official language is English or you have completed a university-level English course from a US institution, proof of English proficiency is not required.

### **In addition, the following items are required of students already in the United States:**

Submit copies of I-20 Forms from all U.S. institutions previously attended (if applicable).

Submit a copy of a visa and an unexpired I-94 Form.

For more information please visit our website.

### **Obtaining the Form I-20 for issuance of a student visa:**

Bloomfield College of Montclair State University is required by the United States Immigration and Customs Enforcement to determine that international applicants have sufficient financial resources to cover their expenses while studying in the United States. In order for an I-20 Form to be issued, you must complete the Bloomfield College of Montclair State University Form I-20 application along with proof of your ability to pay for education and living expenses. Documentation of sufficient funds to cover the educational and living expenses for one year is required. Additional needed documents include a sponsor affidavit of support, bank statements less than 3 months old, and passport. Students already in the US must also submit all previously issued I-20/DS-2019, copy of their visa and I 94.

## NOTIFICATION AND TUITION DEPOSIT

Candidates normally receive official notification of admission decisions within two weeks of the completion of their files. The Office of Enrollment Management and Admission adheres to the policy of "rolling admissions"; that is, the Committee on Admission considers applicants as soon as it receives their required credentials. Candidates accepted for full-time programs must submit an Intent to Enroll Form and non-refundable tuition deposit by May 1st (Fall Semester) or December 15th (Spring Semester) to reserve space in the entering class. Students who wish to live on-campus must submit an On Campus Housing Deposit and Resident Information Form by May 1st.

Priority for housing is given to students living outside of commuting distance.

Students who deposit early and then decide not to enroll at Bloomfield College of Montclair State University can request a full refund by contacting the Office of Enrollment Management and Admission no later than May 1st (Fall Semester) or December 15th (Spring Semester). After the stated deadlines, no refunds will be granted.

### **PLACEMENT TESTS**

All new first year students are required to take a Writing placement test for advising and registration purposes unless their SAT score is a 550 or higher on the Reading and Writing section or their ACT score is a 23 in the English section which will opt them out of the writing test. Transfer students who have not successfully completed the required English courses at their prior institutions will be required to take the appropriate placement test. Test scores will expire after 2 years.

### **REACTIVATING AN APPLICATION**

An acceptance decision is effective only for the semester for which the student is applying. If a student is accepted but chooses not to attend for that semester, the Office of Enrollment Management and Admission will retain the application for two years. Within that period of time, students may request that their applications be reactivated. If a student has attended other institutions since the date of the last application, academic transcripts of this work must be submitted. After two years have elapsed, students will have to submit a new application, supporting documents and application fee.

### **FORMER BLOOMFIELD COLLEGE STUDENTS**

If a student discontinued his/her studies at Bloomfield College and decides to re-enroll, the student must complete an application for reinstatement found on the school's website. The returning student must be in good academic standing with the college to be considered for reinstatement. Once the application is received, The Office of Enrollment Management and Admission will process it within two weeks. Former students who have been away for 3 or more years must submit a new admission application, proof of high school graduation, and/or official transcripts from any other college previously attended besides Bloomfield College and application fee.

### **UNDERGRADUATE NON-MATRIC POLICY**

Students who apply to credit-bearing programs and are deemed not eligible for admission will not be allowed to enroll as a non-matriculated student at Bloomfield College of Montclair State University.

### **HEALTH SERVICES OFFICE–REQUIRED IMMUNIZATION**

The State of New Jersey requires all students enrolled in a program leading to a degree to submit proof of immunity to measles, mumps and rubella (MMR), Meningitis, and Hepatitis B. Two doses of MMR and three doses of Hepatitis B, or blood tiers, are required, as well as an updated Meningococcal ACYW vaccine received at age 16+. Students born before 1957 are exempt from the MMR requirement. All students must be vaccinated for Hepatitis B within nine months of attendance as a condition of continued attendance at Bloomfield College of Montclair State University. In addition, all residential students and athletes are required to show proof of the Covid-19 vaccine in order to live on campus or play on an athletic team. Both doses of the vaccine are acceptable to be compliant, if a student received the original Pfizer or Moderna vaccination, or one dose of the original Johnson & Johnson. For students receiving a more recent vaccination, one dose of the updated COVID bivalent is acceptable to meet compliance.

### **Medical Exemptions**

A medical exemption is a written statement submitted to the Health Services Office by a licensed physician indicating that the vaccine is medically contraindicated for a specific period of time. It must include the reasons for the medical contraindication, based upon valid medical reasons as determined by regulation of the Commissioner of Health and Senior Services.

## Resident Students

All health records are to be submitted to the Health Services Office prior to moving into campus housing.

In addition to the requirements listed, all students enrolling in a program leading to an academic degree, who reside in a campus residence, or campus-sponsored housing, must receive a Covid-19 vaccination (which can be in combination of 2 Moderna/Pfizer or 1 J&J, or the updated COVID bivalent vaccination) as a condition of residence at the institution.

## Tuition Rates

### [Tuition Rates for 2023-2024 Academic Year](#)

Full-time Undergraduate Tuition	Rate	Cost
Students taking 12 - 20 credits per semester	Annual	\$13,710 In-State; \$23,070 Out-of-State
Per Semester	Per Semester	\$6,855 In-State; \$11,535 Out-of-State

Comprehensive/Registration Fee	Rate	Cost
Full-time	Per Semester	\$527.85
Part-time	Per Credit	\$35.19

Room and Board	Rate	Cost
Clee & Schweitzer	Annual	\$13,140*
23 Park Place	Annual	\$13,640*
225 Liberty Street	Annual	\$14,140*
Franklin Street	Annual	\$14,440*

\*Costs include room assignment for Fall and Spring semesters and unlimited meal plan

Cost of Attendance Before Financial Aid	Rate	Cost
New Commuter Students	Annual	\$24,716 In-State; \$34,004 Out-of-State
New Resident Students	Annual	\$32,648 In-State; \$41,936 Out-of-State

Part-time Undergraduate and Graduate Tuition	Rate	Cost
Part-time Undergraduate	Per Credit	\$457 In-state; \$769 Out-of-State
RN/BSN Accelerated Program	Per Course	\$ TBA
Graduate Programs	Per Course	\$ TBA
Summer	Per Course	\$ TBA
Audit	Per Course	\$ TBA**

Other Costs	Rate	Cost
Admission Application	One-time	\$40
Deferred Payment Set-Up	Per Semester	\$25
Drop Fee	Per Occurrence	\$10
ID Card Replacement	Per Occurrence	\$25
Late Bill Settlement	Per Semester	\$100
Life Learning Assessment	Per Occurrence	\$500
New Student Tuition Deposit - Commuter	One-time	\$150***
New Student Tuition Deposit - Resident	One-time	\$250***
Parking Permit - Commuter	Annual	\$107
Parking Permit - Resident	Annual	\$100
Room Insurance (Mandatory, Residents Only)	Annual	\$60
Student Health Insurance - Domestic (Opt-Out Policy)	Annual	\$1,098
Student Health Insurance - International (Mandatory)	Annual	\$1,098
Summer Housing (No Meal Plan)	Weekly	\$100†
Text Books	Per Semester	\$625††
Transcript Request	By Mail	\$5
Transcript Request	Same Day	TBD

Special Groups	Rate
Bloomfield College Alumni	35% reduction in full-time or part-time undergraduate tuition rate
Bloomfield Township Senior Citizens	\$300 per course, based on availability
Bloomfield Township Police, Fire, EMT	Charged 15% of full-time or part-time undergraduate tuition
Retired Presbyterian Ministers	Undergraduate courses and audits are free, with no services
Visiting High School*	\$950 per course - 4 credits

## Scholarships & Financial Aid

### HOW TO APPLY

Bloomfield College of Montclair State University recognizes that many families need assistance in meeting the cost of a college education. While the College expects that students and their parents will contribute to the fullest extent of their ability from their income and assets, the financial aid programs administered by Bloomfield College of Montclair State University can provide financial assistance to students who would be unable to attend college without it. Students are encouraged to seek advice and assistance from the Student Financial Services Office whose staff can provide detailed information regarding federal, State and College financial aid programs. The Student Financial Services Office is located in Knox Hall and can be reached at (973) 748-9000.

The following are steps in applying for scholarships and financial aid:

1. Apply for admission to Bloomfield College of Montclair State University. The final decision

regarding your eligibility for financial aid will be made after you are accepted for admission and your FAFSA application is on file.

2. File a Free Application for Federal Student Aid (FAFSA). Use the Bloomfield College of Montclair State University federal code number of 002597 when completing the form online by accessing the [fafsa.ed.gov](https://fafsa.ed.gov) website.

## **HOW BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY DETERMINES ELIGIBILITY**

The College makes every effort to assist needy students, to provide financial aid which approximates or equals demonstrated financial need and attempts to provide a financial aid package that is sensitive to the student's circumstances.

**New students are encouraged to apply as early as October, and continuing students are encouraged to apply in March in order to ensure a timely response based on the availability of funds.**

Using the information you supply on the FAFSA, the federal processor determines your Expected Family Contribution (EFC). This is the amount of money you and/or your parents can be expected to contribute to your college costs. The EFC figure, which is calculated by the Federal Government, takes the size of the family, number in college, parent and student income and assets into consideration.

Bloomfield College of Montclair State University will then try to meet your need through a financial aid package which can include a combination of grants, and/or scholarships, (do not have to be repaid), loans (must be repaid), and employment. These awards that make up the financial aid package come from Federal, State and Institutional Resources.

**In order to receive aid from most programs, you must meet the following criteria:**

Complete a FAFSA application

Have financial need (not a criterion for some scholarships and some loans)

Have a high school diploma

Be working toward your first undergraduate degree at Bloomfield College of Montclair State University and be enrolled in an academic program that is approved by the federal government

Be a U.S. citizen or eligible noncitizen (not a criterion for all scholarships)

Have a valid Social Security number

Be registered with the Selective Service (if applicable)

Maintain satisfactory academic progress

Both Direct and Indirect expenses, which comprise a student's total Cost of Attendance (COA), are considered in awarding loans. Jobs provide funds as they are earned and students usually apply for these funds at non-direct costs.

After a student files the appropriate applications, the data is reviewed and evaluated. Notice of results is sent to the applicant with additional instructions. These instructions should be read and carefully followed in order to ensure receipt of the award. The amount of financial aid granted to any student is based on the extent of need, funds available, and demonstrated academic progress toward a degree.

## **ADMISSION, TUITION, SCHOLARSHIPS & FINANCIAL AID**

Total aid—including scholarships, grants, federal work-study, loans, and other educational resources (such as tuition remission and veteran's benefits) cannot exceed the total COA, whether the student aid was administered through financial aid or some other source. In cases where a student receives funds from certain federal student-aid programs, total financial aid may not exceed his or her demonstrated financial need.

**Tuition is charged per semester.**

**All students are required to pay, and/or have financial aid arrangements to pay semester charges on or before the first day of classes.**

**Students that do not have satisfactory payment arrangements and/or financial aid by the clearance deadline, will be subject to a \$100 Late Fee.**

Students are eligible for deferments based on evidence of financial assistance (such as an application for a Federal Direct Student Loan). Financial aid is disbursed each semester as a credit to the student's account.

Changes in financial circumstances often make it necessary to update and re-evaluate an aid application. Parents and students with altered family situations should notify the Office of Student Financial Services regarding such changes.

Financial aid is awarded annually and, therefore, new applications must be completed each year. Continuation of aid will be based on documented financial need, academic standing, and availability of funds.

### **STANDARDS OF ACADEMIC PROGRESS (SAP)**

Academic Progress is a requirement for all students receiving federal, state, or institutional aid. Specifically, financial aid recipients must meet both a qualitative and a quantitative standard to maintain eligibility for financial aid. The qualitative measure is a cumulative Grade Point Average.

In addition to maintaining a certain cumulative grade point average, students must successfully earn minimal numbers of degree credits for each term of attendance. See the Student Financial Services Webpage for more details.

The completion rate is evaluated by adding the total number of attempted courses and dividing by the total number of completed courses. An attempted course is any course that is transcribed. Withdrawals and failures are considered an attempted course.

$\text{Total Attempted} / \text{Total Completed} = \text{Completion Rate}$

If a student fails to meet either the qualitative or quantitative measure of completion (or both), the student will be placed on Financial Aid Suspension. The student has the option to appeal the suspension. If the appeal is approved, the student's financial aid will be reinstated for the academic year.

The Standards of Academic Progress Committee will meet to determine whose appeal will be approved and/or denied. The Committee will also determine which students will be approved with a contract. The contract will be drawn up and enforced by the Office of Tutoring, Writing, and Academic Support Services (OTWASS).

If a student chooses not to appeal, or the appeal is denied, the student may continue to attend academically but is ineligible to receive financial aid. Without an approved appeal, a student cannot regain Financial Aid eligibility until the standards of academic progress are met.

### **FINANCIAL AID POLICIES**

Students receiving financial aid must be making satisfactory academic progress according to the College's policy and be matriculated in an eligible program of study.

Students who are United States citizens (including U.S. nationals) or permanent residents of the U.S. (possessing an alien registration, Form I-551) may be considered for financial aid. Other individuals who may be eligible for aid are those possessing a conditional permanent resident (I-551C) or an I-94 Arrival-Departure Record (I-94) from the U.S.

Immigration and Naturalization Service showing any one of the following designations: "Refugee," or "Asylum Granted," or "Indefinite Parole," "Humanitarian Parole," or "Cuban-Haitian Entrant." Students on F1 or F2 student visa, or only a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations) are, by definition, in

this country on a temporary basis and are not eligible to receive any federal or State assistance. Documentation of permanent residency status may be required prior to the awarding of financial aid. Students must not owe refunds on a Federal Pell Grant, a Federal Supplemental Educational Opportunity Grant, or a New Jersey Tuition Aid Grant in order to receive financial aid.

Students will not be eligible to receive financial assistance from any source (federal, state, and college) if they are in default on a student loan received through any federal program (Federal Perkins Loan, Federal Direct Student Loan, and/or Federal PLUS Loan).

Students awarded grants/scholarships from Bloomfield College of Montclair State University may not receive total grants/scholarships from all sources (institutional, federal, state, and external aid) in excess of the total cost of attendance, and, if applicable, room and board.

## **SCHOLARSHIPS & FINANCIAL AID**

Students in their final semester needing fewer than 12 credits to complete degree requirements will be considered full-time students for state aid only.

(Note: Federal Student Aid Regulations supersede this policy when determining eligibility for federal aid.) For additional information please call the Office of Student Financial Services (973) 748-9000, Ext. 1212.

- Undergraduate students must be registered for a minimum of 6 credits in order to receive Financial Assistance from federal sources. A student must be registered full-time (12 credits) in order to receive financial assistance through state and/or Bloomfield College of Montclair State University sources.
- Graduate matriculated students must be registered for a minimum of 4 credits in order to receive Financial Assistance from federal sources.

## **VERIFICATION POLICIES**

All students who are selected by the federal or State agency or the College for verification will be required to provide additional documentation which demonstrates the accuracy of the data which was previously provided on a financial aid application. Students will be given approximately one month to provide the information once it is requested. Failure to complete the verification process may result in the cancellation of financial aid which has been awarded. For complete information on all financial aid programs, please call the Office of Student Financial Services (973) 748-9000, Ext. 1212 or 1383.

## **FINANCIAL AID REFUND POLICY**

Bloomfield College of Montclair State University will provide a fair and equitable refund to all students who withdraw from school before the completion of an enrollment period for which they are charged. The federal government mandates that Bloomfield College of Montclair State University perform the appropriate refund calculation based on the student's registration and financial aid status at the time of withdrawal.

Each formula is described as follows:

### ***Students Not Receiving Funding from Any Source***

The tuition refund policy as described in the "Tuition" section of this catalog will apply.

## **ADMISSION, TUITION, SCHOLARSHIPS & FINANCIAL AID**

### ***Students Receiving Bloomfield College of Montclair State University Funding Only (Grants, Scholarships and/or Waivers)***



The tuition refund policy as described in the “Tuition” section of this catalog will apply. The amount of Bloomfield College of Montclair State University funding retained by the student will be based on the same percentage as the institutional refund policy. (Example: A student who is billed 80% of tuition for the semester will receive 80% of the Bloomfield College of Montclair State University semester award).

### ***Federal Financial Aid Recipients***

Current federal regulations require that students who withdraw from classes before 60% of the semester has passed will be subject to the federal government Return of Title IV Funds formula. Bloomfield College of Montclair State University is allowed to retain only that portion of aid which corresponds to the actual length of attendance in the enrollment period minus any of the student’s unpaid scheduled cash payments.

### ***Excess Federal Financial Aid Funds will be returned in the following order:***

Unsubsidized Federal Direct Student Loan, Subsidized Federal Direct Student Loan, Federal Plus Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, other Title IV programs, other federal sources of aid, state aid programs, private aid programs, institutional aid, refund to the student.

### ***State of New Jersey Grant(s) Recipients***

Refunds may be due to the State of New Jersey when a student withdraws or is terminated or drops to less than full-time status during the institutional refund period.

Students may request an example of the refund calculations from the Office of Student Financial Services.

### ***Financial Aid–Withdrawal from Bloomfield College of Montclair State University***

If you plan to withdraw from any of your courses during an academic term, it is important that you contact the Office of Student Financial Services for advice regarding your financial aid. If you are not properly enrolled at the time the funds disburse, you could jeopardize receipt of particular types of aid. Withdrawing from courses may also prevent you from making satisfactory academic progress, which will affect your eligibility for future assistance. If you want to withdraw from all your courses, it is imperative that you follow the withdrawal procedure with the Registrar to obtain an official withdrawal date.

### ***Treatment of Bloomfield College of Montclair State University Financial Aid for Total Withdrawal***

Adjustments to institutional financial aid follow Bloomfield College of Montclair State University’s policy on refunds for tuition due to withdrawal.

If you withdraw from all courses on or before completing 60 percent of an academic term, your financial aid will be reviewed to determine whether funds must be adjusted in accordance with college, state, and federal policies governing total withdrawals. The Office of Student Financial Services calculates your refund of tuition for total withdrawals according to the college's policy. The policies on the treatment of financial aid for total withdrawals, however, are specific to each designated fund program and are applicable only if you were awarded that particular type of fund. If you were awarded various types of financial aid, more than one policy may apply in determining your revised aid eligibility. If you fail to enroll or to begin attendance for the award period indicated on your financial aid award letter, the Office of Student Financial Services must cancel all financial aid that was offered to you. Upon your re-enrollment, you can request financial assistance again, but any assistance you receive will be based on the availability of funds at that time.

## **FEDERAL PROGRAMS**

### **Federal Pell Grants**

Eligibility for a Pell Grant is based on the Expected Family Contribution that is calculated from the information provided on the Free Application for Federal Student Aid (FAFSA). The Central Processor sends the student a Student Aid Report in response to the submission of the FAFSA. The

Expected Family Contribution is listed on the Student Aid Report if the FAFSA was properly completed. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are restricted to students pursuing their first undergraduate degree and are prorated if a student is enrolled for fewer than 12 credits each semester.

A student may not receive a Pell Grant from more than one college for the same period of time. Funding for the Pell Grant program is subject to congressional appropriations. Therefore, the range of specific award amounts may change each academic year. Beginning July 1, 2012, students are limited to 12 semesters of Pell Grant eligibility during their lifetime, which is equivalent to 600% lifetime eligibility.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This federal program provides grants on the basis of need to undergraduate students. Awards range from \$200 to \$1,000. Only students eligible to receive a Federal Pell Grant will be considered for the FSEOG award. Students who begin their undergraduate studies at Bloomfield College of Montclair State University will be limited to eight semesters of eligibility; transfer students will be limited to four semesters of eligibility.

### **Federal Work-Study Program**

This federal program provides employment opportunities to full-time students demonstrating financial need. Students who receive funding through this program may be assigned jobs on campus or with a cooperating non-profit community oriented agency. Work-study provides an opportunity for students to learn professional skills while working for financial assistance. Students earn funds as they work. Paychecks are issued every two weeks.

**Students interested in additional employment programs should consult the Career Development section of this catalog.**

## **FEDERAL DIRECT LOAN PROGRAMS**

### **Federal Direct Loan Program (Subsidized)**

This loan program enables students enrolled on at least a half-time basis to apply for loans up to \$3,500 yearly for students in the first year of study, \$4,500 for the second year of study, and up to \$5,500 for students in their third or fourth year of study.

All students applying for a Direct Student Loan must file the Free Application for Federal Student Aid (FAFSA). Undergraduate students demonstrating financial need are eligible for a federally subsidized loan for the entire period of at least half-time study and throughout a six month grace period. The loan matures six months after a student ceases at least half-time study and is repayable in minimum installments of \$50 monthly over a period of up to ten (10) years. The annual interest rate as of July 1, 2023 is fixed at 5.50% for undergraduate students Subsidized, UnSub & Grad fixed 7.05% and Direct Parent PLUS 8.05%.

Students must use the loan money for authorized educational expenses at Bloomfield College of Montclair State University for the time period shown on the application. Authorized expenses include tuition, room, board, fees, books, supplies, equipment, dependent child care, transportation and/or commuting expenses. Loan proceeds may not be used to purchase or lease an automobile.

By endorsing a Federal Direct Loan promissory note, the borrower is confirming his/her agreement to repay the Federal Direct Loan(s). Borrower dissatisfaction with, or non-receipt of, the educational services being offered by Bloomfield College does not excuse the borrower from repayment of any loan made for enrollment at the institution.

### **Federal Direct Loan Program (Unsubsidized)**

Students who do *not* demonstrate financial need are eligible for an unsubsidized Federal Direct Loan. This loan program enables students enrolled on at least a half-time basis to apply to participating lending institutions for loans up to \$2,000 yearly.

Payment is due on interest only after the institution has received the first loan disbursement unless the borrower has requested that the interest be capitalized. Students begin repayment on principal six months after a student ceases at least half-time study. The annual interest rate as of July 1, 2023 is fixed at 7.05% for all Students.

Students must use the loan money for authorized educational expenses at Bloomfield College of Montclair State University for the time period shown on the application. Authorized expenses include: tuition, room, board, fees, books, supplies, equipment, dependent child care, transportation, and/or commuting expenses. Loan proceeds may not be used to purchase or lease an automobile.

By endorsing a Federal Direct Loan promissory note, the borrower is confirming his/her agreement to repay the Federal Direct Loan(s). Borrower dissatisfaction with, or non-receipt of, the educational services being offered by Bloomfield College does not excuse the borrower from repayment of any loan made for enrollment at the institution.

### **Federal Direct PLUS Loan Program**

Federal Plus loans are available to parents of dependent undergraduate students who have a **valid FAFSA on file, are enrolled at least half-time, and are maintaining satisfactory academic progress**. Parents must be a U.S. Citizen or eligible non-citizens. The interest rate is fixed at 8.05% as of July 1, 2023 and borrowers are responsible for all interest on the loan. Please be advised that there is an origination fee on these loans. Repayment generally begins 60 days after the second disbursement on this loan, however, principal and interest can now be deferred. Please be advised that these loans are subject to credit approval.

Please visit our Plus Loan web link for more information.

## **STATE OF NEW JERSEY PROGRAMS**

### ***Grants Based on Need***

#### **New Jersey Tuition Aid Grant (TAG)**

The Tuition Aid Grant is awarded to New Jersey residents of at least twelve (12) consecutive months. The parent(s) of a dependent student must also be New Jersey Residents for the prescribed period of time. In addition, recipients must be or intend to be enrolled as full-time undergraduates and must demonstrate financial need. TAG awards are renewable annually and are set by the state the summer prior to the new academic year. Students are notified of their award by the HESAA. You may receive the award for nine (9) semesters if financial need is demonstrated. You must reapply to HESAA for funds each year by submitting a Free Application for Federal Financial Aid (FAFSA) by April 15th for renewal students and September 15th for new students. You can check the status of your Tuition Aid Grant and respond to their request for additional information at <https://njfams.hesaa.org>, you must be working towards your first undergraduate degree.

#### **Educational Opportunity Fund (EOF)**

Established by the New Jersey Legislature in 1968, Educational Opportunity Fund Grants (EOF) are awarded to undergraduates from educationally disadvantaged backgrounds who also demonstrate financial need. Students and the parent(s) of dependent students must be residents of New Jersey for twelve (12) consecutive months prior to receiving this award and maintain full-time attendance. The application deadline is October 1 for the academic year and March 1 for Spring only.

A student is academically eligible if he/she exhibits evidence of the potential to succeed in college, but does not demonstrate sufficient academic preparation to gain admission to an approved institution of higher education under its regular standards of admission (where applicable) and shall have standardized test scores that are below the institutional norms.

Financial eligibility for EOF is based on the size of the student's household and the total family income.

## ***State Scholarships Not Based on Need***

### **Edward J. Bloustein Distinguished Scholars Program**

Students demonstrating the highest level of academic achievement based upon their secondary school records and SAT scores will be selected for consideration by their high schools. The State of New Jersey will offer a \$1,000 Distinguished Scholar award to New Jersey residents who intend to enroll at a New Jersey college or university as a full-time undergraduate student. Additional information can be obtained from the high school guidance office.

### **New Jersey World Trade Center Scholarship**

Recipients of this scholarship are the dependent children and surviving spouses of New Jersey residents who died as a result of the terrorist attacks against the United States on September 11, 2001. Students may attend an eligible post-secondary school in New Jersey or may also attend an out-of-state institution of higher learning. You must be a full-time undergraduate student.

### **Urban Scholars**

Additional high achieving students attending public secondary schools in the State's urban and economically distressed areas (Type A and B school districts as defined by the New Jersey Department of Education) may be selected as Edward J. Bloustein Distinguished Scholars under funding provided through the Urban Scholars Program. Students who rank in the top 10% of their class and have a grade point average of at least 3.0 (on a 4.0 or equivalent scale) at the end of their junior year are considered for Urban Scholar awards. An Academic Index (AI) for each of these students is computed based on class ranking and grade point average, and offers are made to candidates with the highest AI. Each participating Type A and B school receives a share of the total awards available based on class size. Scholarships offered under the Urban Scholars Program are valued at \$1,000 annually without regard to financial need.

### **NJCLASS Loan Program**

New Jersey College Loans to Assist State Students (NJCLASS) is a loan program intended for the middle-income families of college undergraduate or graduate students. Under the program, a student, parent, legal guardian, spouse, or relative may borrow up to the student's cost of education. NJCLASS Loan funds may be used to pay for school-related expenses (tuition, fees, books, supplies, room, and board, etc.) and should supplement other sources of financial aid. The program is administered by the New Jersey Higher Education Assistance Authority (NJHEAA) which also acts as the lender.

## **BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY PROGRAMS**

### ***Non-Need Based Aid for All Students Family Scholarships***

Family scholarships are awarded when more than one family member is enrolled as a full-time traditional undergraduate student at Bloomfield College of Montclair State University during the same semester.

A family member is defined as someone living in the same household with one of the following relationships:

- Siblings who are both dependent students
- Parent/dependent child
- Husband/wife
- Grandparent/grandchild

To be eligible, family members must be U.S. citizens or permanent residents.

After one family member is enrolled full-time, each additional family member who enrolls full-time will be awarded a Family Scholarship after submitting a financial aid application. The scholarship will be determined based on the amount of tuition the family is required to pay beyond the grants for which the student is eligible.

The following percentages will be applied to the tuition cost they are required to pay:

Second family member to enroll 50%

Third family member to enroll 75%

Fourth family member to enroll 100%

### **Children of Alumni Scholarships**

Dependent children of Bloomfield College of Montclair State University alumni are awarded \$500 scholarships each year they are enrolled as full-time traditional undergraduate students pursuing their first undergraduate degree. The scholarship is awarded for up to four years (eight semesters). Awards will not be given if the parent or the recipient are in default on any student loan made by the College or the federal government.

No separate application is required. Eligible students should contact the Office of Student Financial Services to receive the award.

### ***Institutional Scholarships and Grants Not Based on Need***

A scholarship in combination with other grants cannot exceed the cost of tuition at the College.

### **Presidential Scholar Awards**

Annual awards from \$3,000 - \$8,500 are available to students in their high school class with a minimum high school grade point average of 3.0. Students must have been admitted to Bloomfield College of Montclair State University as full-time traditional undergraduate freshmen and must be U.S. citizens or permanent residents of the United States. Candidates are not required to demonstrate financial need; however, they are required to file the Free Application for Federal Student Aid (FAFSA) before the awards are presented. The Presidential Scholar Awards are renewable for up to four years (eight semesters) of full-time study at Bloomfield College of Montclair State University. Recipients must maintain a cumulative grade point average of 3.0 or better, show evidence of good citizenship in the Bloomfield College community and demonstrate satisfactory progress toward the bachelor's degree.

### **Cicely Tyson School of Fine and Performing Arts Scholarships**

In recognition of Cicely Tyson School's outstanding contribution to education in the arts and its collaboration with Bloomfield College of Montclair State University's Creative Arts and Technology Program, the College has established the Bloomfield College of Montclair State University-Cicely Tyson School of Performing and Fine Arts Scholarship (CTSPFA). Up to two scholarships shall be awarded each year to CTSPFA graduates who enroll as full-time traditional undergraduate freshmen at Bloomfield College of Montclair State University. The scholarship shall cover up to 50% of annual tuition.

Candidates for the scholarship must have a minimum 3.0 grade point average and an SAT of 950 or higher to qualify. They must be admitted to Bloomfield College of Montclair State University and be nominated by the High School. The Bloomfield College of Montclair State University scholarship committee shall select the recipients based on academic records, standardized test scores, recommendations from Cicely Tyson School faculty and administrators, and an interview with the scholarship committee. Artistic talent and achievement, motivation, and industry will also be considered in the selection process.

Candidates are not required to demonstrate financial need; however they are required to file the Free Application for Federal Student Aid (FAFSA) before the scholarships are awarded, if they are U.S. citizens or permanent residents of the U.S. The scholarship is renewable for a maximum of four years of full-time study; renewal of the scholarship requires recipients to maintain a grade point average of 3.0.

## **Bloomfield College of Montclair State University Campus Animation at the East Orange Campus High School Scholarships**

In recognition of East Orange Campus High School's outstanding contribution to education in the arts and its collaboration with Bloomfield College of Montclair State University's Creative Arts and Technology Program, the College has established the Bloomfield College of Montclair State University East Orange Campus High School's (EOCHS) Scholarship. Up to two scholarships shall be awarded each year to EOCHS graduates who complete the joint BC/EOCHS animation program and enroll as full-time traditional undergraduate freshmen at Bloomfield College of Montclair State University. The scholarship shall cover up to 50% of annual tuition.

Candidates for the scholarship must have a minimum grade point average of 3.0 and a minimum SAT of 950 to qualify. They must be admitted to Bloomfield College of Montclair State University and be nominated by the High School. The Bloomfield College of Montclair State University scholarship committee shall select the recipients based on academic records, standardized test scores, recommendations from EOCHS faculty and administrators, and an interview with the scholarship committee. Artistic talent and achievement, motivation, and industry will also be considered in the selection process.

Candidates are not required to demonstrate financial need; however, they are required to file the Free Application for Federal Student Aid (FAFSA) before the scholarships are awarded if they are U.S. citizens or permanent residents of the U.S. The scholarship is renewable for a maximum of four years of full-time study; renewal of the scholarship requires recipients to maintain a GPA of 3.0.

### **Bloomfield High School Scholarship**

Bloomfield College of Montclair State University will award scholarships to Bloomfield High School graduates based on academic achievement once they are admitted to the College. Awards are renewable for four years and are not based on financial need. Three criteria are considered in determining the amount of the award: combined SAT score, high school grade point average, and rank in class. Full tuition scholarships will be awarded up to a maximum of five students per class.

#### **Award Amounts:**

##### ***Full Tuition and Books—***

SAT scores: 1270  
High School grade point average: 90 (3.5)  
Rank in class: top fifth

##### ***Full Tuition—***

SAT scores: 1100-1260  
High School grade point average: 90 (3.5)  
Rank in class: top fifth

##### ***\$4,500—***

SAT scores: 990-1090  
High School grade point average: 85 (3.0)  
Rank in class: top third

##### ***\$2,500—***

SAT scores: 910-980  
High School grade point average: 80 (2.7 or 2.8)  
Rank in class: top half

Candidates are not required to demonstrate financial need; however, they are required to file the Free Application for Federal Student Aid (FAFSA) before the scholarships are awarded if they are U.S. citizens or permanent residents of the U.S.

The Scholarship is renewable for a maximum of four years of full-time study; renewal of the Scholarship requires recipients to maintain a grade point average of 3.0.

### **Bloomfield College of Montclair State University Athletic Scholarships**

Athletic Scholarships in both men's and women's sports are awarded by the Director of Student Financial Services, based on recommendations made by the Athletic Department to students admitted to Bloomfield College of Montclair State University.

Athletic Scholarships awarded to students cannot exceed the total cost of tuition, fees, and room and board, if applicable. Scholarships are renewable on an annual basis for up to four(4) years of undergraduate study at Bloomfield College of Montclair State University.

To apply, contact the Director of Athletics.

### ***Merit Scholarships for Continuing Students***

#### **Bloomfield College of Montclair State University Presidential Scholarship**

The Bloomfield College of Montclair State University President's Scholarship is awarded to outstanding students in the areas of social and behavioral sciences, excluding physical education. Awards will be based on academic achievement and potential for growth. The number and amounts of awards are determined annually by the President of the College in consultation with the Division of Social and Behavioral Sciences.

#### **Deans' Scholarship**

This award recognizes academic excellence and service. To be eligible, a student must have a minimum cumulative grade point average of 3.8, have achieved at least sophomore status, be enrolled full-time in the traditional undergraduate program and have demonstrated service in an area of appropriate need, be it to family, community, or College.

Academically eligible students are contacted in January and invited to apply for the scholarship which, if granted, will be credited to the following academic year tuition. Students who believe they are eligible but have not received an application package by the end of January should contact the Special Assistant to the Vice President of Student Affairs.

#### **Division Scholarships**

Each academic division offers scholarships to students. The selection of scholarship recipients is based on both academic merit and financial need. The candidates are required to file the Free Application for Federal Students Aid (FAFSA) before the scholarship is awarded. Students must be U.S. citizens or permanent residents of the United States. These scholarships are eligible for renewal (for a maximum of four years or eight semesters) at the discretion of the academic division.

#### **Residence Life Scholarship**

All Bloomfield College of Montclair State University resident students who are of sophomore status or better and who have achieved a grade point average of at least 3.00 are invited to apply. Applicants must have a history of good citizenship, a record of service in the community, and demonstrate a strong commitment to the Bloomfield College of Montclair State University mission. Applications will be available in the Office of Residential Life, the Office of the Dean of Students, the Academic Advising Office and the Office of the Vice President for Academic Affairs during the spring semester.

The deadline date is usually in early May.

### ***Restricted and Endowed Scholarships Based on Financial Need and/or Academic Merit***

These scholarships are assigned by the Office of Student Financial Services according to the scholarship stipulations established by the donor.

The donors of several scholarship funds have placed restrictions as to residence, place of birth, and other qualifications of applicants.

Applicants who meet the qualifications in addition to College scholarship requirements will be considered for scholarships from these funds. All financial aid applicants are considered for restricted scholarships. However, those receiving need-based aid are subject to the College's financial aid packaging policy as well as regulations governing the awarding of federal and state programs. Therefore, receipt of a restricted scholarship may result in the reduction of previously awarded aid. Awarding of restricted scholarships is based on the availability of funds.

### **Joseph Alexander Foundation Scholarship**

Funds are given to students with financial need based on academic performance.

### **Elizabeth J. Ballard Annual Scholarship**

Scholarships are awarded to full-time junior and senior students based on financial need and a minimum GPA of 3.0. Qualified students must be natives of Newark, NJ.

### **C.R. Bard Scholarship**

This annual scholarship will be awarded to freshman, sophomore, junior and senior students majoring in nursing, biology, chemistry, clinical laboratory science, allied health technologies or pre-chiropractic studies. The C.R. Bard Foundation Scholarship is based on financial need and academic merit. Students must maintain a minimum GPA of 3.0.

### **Jacqueline M. Bartley and Margaux Jade Oxle Annual Scholarship Fund**

Scholarships are awarded to full-time undergraduate students involved in at least two student organizations/community service activities based on financial need and academic merit.

### **Katherine and K. Roald Bergethon Financial Aid Fund**

Funds from this program will be made available to worthy students based on financial need and academic promise.

### **Bestfoods Educational Foundation Endowed Scholarship**

Funds are awarded to full-time sophomores, juniors, and seniors with a minimum GPA of 3.0, based on financial need.

### **Bloomfield College of Montclair State University Alumni Association Annual Scholarship Fund**

Scholarships are awarded to full-time undergraduate students with a minimum GPA of 2.6. Preference will be given to direct descendants of Bloomfield College of Montclair State University alumni.

### **Jervis Brinton and Endowed Scholarships**

Scholarships are awarded to full-time undergraduate students based on financial need and academic merit. Scholarship recipients must have been selected as a Portrait of Excellence honoree within the last twelve months and actively involved in community service.

### **Katherine E. Carretta Endowed Nursing Scholarship**

Funds are given annually to students in the Nursing Program, based on financial need and/or grade point average.

### **John L. Carey Scholarship**

Scholarships are awarded to students majoring in English, based on academic promise.



### **Raymond and Theresa Castro Annual Scholarship**

Scholarships are awarded to full-time under-graduate Social and Behavioral Science majors based on financial need, academic merit, and community service. Recipients must have completed at least 50 hours of community service over the past 12 months with documentation.

### **Lester H. Clee Scholarship**

The purpose of the Clee Scholarship is to provide awards to students who have demonstrated academic promise, leadership capacity and financial need. The Office of Student Financial Services, in cooperation with the Dean of Students, will select recipients based on both financial need and merit. Award amounts are determined annually.

### **Carle C. Conway Scholarship**

The Carle C. Conway Scholarship Foundation and the Continental Can Company, Inc. endowed this scholarship to be awarded on the basis of financial need and academic merit. Students must have a minimum GPA of 3.0.

### **Alice Marilyn Cross Scholarship for Psychology Students**

The scholarship was established by Walter Phillips '81 in memory of his wife. Funds from the endowment will provide scholarship assistance to a junior or senior psychology major who is in good academic standing and in need of financial aid.

### **Dendrite Endowed Scholarship**

This scholarship, which is awarded based on merit and need, will assist promising, at-risk students majoring in Computer Information Systems. Applicants must have a minimum 3.0 grade point average.

### **Dr. Ernst Derendinger Scholarship**

Funds from the Derendinger estate provide scholarships for juniors and seniors who have proficiency in the use of at least one foreign language and who have a majority of A's in the subjects carried in the preceding scholastic year. Scholarship recipients must be Creative Arts and Technology majors.

### **Drinker Biddle and Reath/Bernard M. Shanley Endowed Scholarship**

This endowed scholarship is awarded to full-time and part-time students from the freshman, sophomore, junior and senior class. Selection is based on academic merit.

### **Susan and Thomas Dunn/TEAM Schools Alumni Annual Scholarship**

Scholarships are awarded to full-time undergraduates who are alumni of TEAM schools based on financial need and academic merit.

### **Josean Fernandez '06 Annual Scholarship**

Scholarships are awarded to full-time first-generation Hispanic undergraduate finance students based on financial need and academic merit.

### **Dorothea B. Frank (Hon. '11) Annual and Endowed Scholarships**

Scholarships are awarded to full-time undergraduate students majoring in English with a concentration in writing and/or minor in creative writing and based on financial need and academic merit as determined by the Program Administrator.

### **Ambrose and Ida Frederickson Foundation Scholarship**

Awards are given to freshmen and first-year transfer students with a minimum 2.7 grade point average; based on academic merit and financial need.

### **Clarence Fuller Endowed Scholarship**

The Clarence Fuller Endowed Scholarship is awarded to full-time undergraduate students based on financial need and academic merit. Preference will be given to students enrolled in the Study Abroad Program.

### **Lucy C. Galioto Scholarship**

This award is given to an upper class student who has demonstrated leadership abilities at the College or in the community. Preference is given to residents of the town of Bloomfield.

### **Paul Genega Endowed Scholarship in Creative Writing**

This scholarship is awarded to one under-graduate English/writing major or a creative writing minor based on financial need and academic merit.

### **Gilmore Family Scholarship**

The Gilmore Family Scholarship provides annual scholarships to Bloomfield College of Montclair State University students. "Gilmore Scholars" will be nominated by a member of the Science and/or related field faculty. Recipients will be chosen on the basis of academic performance, potential for contribution to the betterment of society through science, and financial need.

### **Glasser Family Scholarship Fund In Honor of Esther and Melvin Glasser**

Mr. and Mrs. Stephen A. Glasser and Mrs. Esther Glasser established this scholarship to assist students on the basis of merit and need.

### **Grandy Endowed Scholarship**

Scholarships are awarded to full-time undergraduate students majoring in Finance and enrolled in the Honors Program with preference given to those on the Bloomfield College of Montclair State University Fed Challenge Team.

### **Maureen Grant Endowed Scholarship**

This scholarship, established to honor Maureen C. Grant, the former Vice President for Academic Affairs, will assist students in the Bloomfield College of Montclair State University Honors Program who wish to study abroad. Applicants must have a minimum 3.3 grade point average, and must have achieved sophomore standing.

### **William Randolph Hearst Endowed Scholarship**

The William Randolph Hearst Foundation established this endowed scholarship to assist students based on financial need and academic merit. Preference will be given to students who intend to reside in the United States upon completion of their studies at Bloomfield College of Montclair State University.

### **Cyrus H. Holley Scholarship**

Scholarships are provided to full-time students who demonstrate academic promise but whose financial circumstances would prevent continuation in their degree program. A grade point average of 3.0 or higher is required.

### **Angelina and Salvatore Iannelli Endowment**

An annual scholarship will be awarded from the Iannelli to assist a Bloomfield College of Montclair State University full-time or part-time student with a minimum GPA of 2.5. Preference will be given to a returning mature woman majoring in business or sociology. The award will be based on financial need and academic merit.

### **Alfred and Rosemary Iversen Freshman Scholarship**

The Alfred and Rosemary Iversen Freshman Scholarship is awarded to an incoming full-time

undergraduate freshman student based on financial need and academic merit.

### **Alfred and Rosemary Iversen Study Abroad Scholarship**

The Alfred and Rosemary Iversen Study Abroad Scholarship is awarded to a full-time undergraduate student who wishes to study abroad and is based on financial need and academic merit.

### **Investors Bank Endowed Scholarship Fund in Memory of Patrick Grant**

Scholarships are awarded to full-time undergraduate students based on financial need and academic merit with preference given to Accounting majors.

### **Scott H. Kaplan '02 Endowed Scholarship**

Established by Ellen and Marc Kaplan, this scholarship provides critical support to deserving Bloomfield College of Montclair State University students in memory of their son, Scott H. Kaplan, a 2002 Bloomfield College of Montclair State University graduate. Preference is given to physically challenged Creative Arts and Technology/graphic arts majors of sophomore, junior or senior standing who have a minimum 3.2 grade point average. Scholarship awards are based on merit and need.

### **Dr. Martin Kellman Memorial Scholarship**

The Kellman Scholarship is awarded to students who have successfully completed the Kellman Course in Humanities and who choose to enroll in Bloomfield College of Montclair State University.

### **Devra and Jeffrey Karger Annual Scholarship Fund**

Scholarships are awarded to full-time education majors based on financial need and academic merit.

### **Gertrude and Raymond Levao Endowed Scholarship**

Scholarships are awarded to full-time juniors or seniors studying piano or keyboard arts and are based on financial need and academic merit.

### **Ronald Levao and Susan Wolfson Endowed Scholarship**

Scholarships are awarded to full-time sophomore, junior or senior students with a minor in Creative Writing based on financial need and academic merit.

### **William Limmer Scholarship**

William Limmer Scholarships are awarded to residents of the City of Passaic to aid and encourage young people of promise in obtaining a formal education.

### **C.E. Lummus-William P. Orr Scholarship**

Scholarships will be awarded to outstanding students in the field of business and science and/or students involved in international education on the basis of academic performance, campus leadership, and future promise. The President of the College or his designee shall determine the number and amount of the awards.

### **Martin and Toni McKerrow Endowed Scholarship**

The Martin and Toni McKerrow Endowed Scholarship will be awarded to part-time or full-time undergraduate students based on financial need and academic merit. Preference will be given to Liberal Arts majors.

### **William Kerr McKinney Scholarship**

Funds from the estate of Margaret G. McKinney provide scholarships in memory of her late husband, the former Pastor of Westfield Presbyterian Church.

### **Richard C. Larsen '66 Endowed Scholarship**

Scholarships are awarded to full-time undergraduate students enrolled in business administration based on financial need and academic merit.

### **Dr. Maryann Mercer '69 Annual Scholarship**

Scholarships are awarded to full-time undergraduate math majors with a minimum GPA of 3.0 based on financial need and academic merit.

### **Henry Mueller Scholarship**

Henry Mueller, a trustee emeritus of the College, has made a scholarship available to a deserving student on the basis of academic achievement and financial need.

### **Dr. Kurt Munchheimer Endowed Scholarship**

Scholarships are awarded to full-time undergraduate students who were born outside of the United States based on financial need and academic merit.

### **Eleanor G. Nensteil '34 Endowed Nursing Scholarship**

This scholarship is awarded to freshman, sophomore, junior and senior nursing majors. Preference will be given to single mothers.

### **Charlotte W. Newcombe Foundation Annual Scholarship and Charlotte W. Newcombe Endowed Scholarship**

Both the annual and endowed scholarship funds are awarded to full-time or part-time junior or senior mature women (age 25 and over). Candidates must complete the Charlotte W. Newcombe Scholarship application and possess a 2.5 GPA at the time of application. Students must demonstrate financial need and have completed at least 60 credit hours towards an intended bachelor's degree by the start of the semester in which the scholarship is awarded.

### **John F. Noonan Endowed Scholarship**

An eligible student for this scholarship must show demonstrated financial need; be a full- or part-time sophomore, junior or senior with a minimum 2.8 grade point average.

### **William A. Olson Scholarship**

Scholarships have been established for students in the teacher education program. Awards will be given to juniors and seniors with a minimum GPA of 3.0 and are based on financial need and academic merit.

### **Mabel E. Pennick '95 Annual Scholarship Fund**

Scholarships are awarded to full-time sophomore, junior and senior students based on financial need, academic merit, and community service. Recipients must have completed at least 100 hours of community service over the past 10 months; have a minimum cumulative GPA of 2.3; have submitted the scholarship application, two letters of recommendation in support of community service activities, and a one-page essay on community service and citizenship.

### **Dr. Maxwell Platt Fund**

Mildred '88 and Max Platt established this fund to assist handicapped and physically impaired students at Bloomfield College who demonstrate financial need.

### **Alice W. Price Endowed Scholarship Award**

This scholarship award is given to a student who demonstrates improvement and excellence in written and oral communication.

### **Provident Bank Foundation Endowed Scholarship**

Students selected as Provident Bank Foundation Scholars will be business and accounting majors with a minimum GPA of 3.0

### **PSEG Endowed Honors Scholarship**

Scholarships are awarded to full-time undergraduate sophomore, junior or senior students enrolled in the Division of Natural Science and Mathematics and in the Honors Program.

### **Rath Family Scholarship**

The Rath Family Endowment provides scholarships of \$500 per year to junior and senior nursing students who are in good academic standing and who are in need of financial aid.

### **Glenn M. and Marilyn B. Reiter Endowed Scholarship Fund**

Scholarships are awarded to full-time undergraduate students based on financial need and academic merit.

### **Max Roach (H'93) Endowed Scholarship**

This scholarship was endowed to honor legendary percussionist/composer and Bloomfield College of Montclair State University friend Max Roach. Awards are to assist motivated students on the basis of merit and need. Students must have a minimum grade point average of 2.5.

### **Donald A. Ross '52 Annual Athletic Scholarship**

Scholarship recipients will be chosen based on financial need and academic performance. Recipients can be full-time or part time students from the freshman, sophomore, junior and senior classes. This academic scholarship will be available to all students who meet the criteria, with 75% distributed to students who have a GPA of 3.0 or higher, and 25% to students with a GPA between 2.5 and 3.0.

### **Donald A. Ross '52 Endowed Scholarship**

Scholarship recipients will be chosen based on financial need and academic performance. The Fund is intended to support student-athletes and veterans.

### **Alfred E. Rowe Scholarship**

The estate of Alfred E. Rowe has established scholarships for graduating nursing students who have demonstrated the highest achievement in academics and community service.

### **Sarah, Earl and Donald Ryan Memorial Scholarship**

This memorial scholarship awards students based on merit and need.

### **Alice Ann Sayler and Frank V. Zaccaria Pre-Chiropractic Endowed Scholarship**

Scholarships are awarded to part-time or full-time pre-chiropractic students with a minimum GPA of 2.75 and have completed a minimum of two science classes required for the pre-chiropractic major.

### **Elena J. Scambio Annual Scholarship**

The Elena J. Scambio Scholarship is awarded to full-time undergraduate students based on financial need and academic merit. Preference will be given to education majors during the semesters in which they are student teaching.

### **Schering-Plough Scholarship**

The Schering-Plough Corporation has established scholarships for minority students majoring in nursing and the health sciences.

### **Renee '82 and Ralph Selitto Annual and Endowed Scholarships**

Scholarships are awarded to full-time students in the accounting master's program or their junior or senior year of accounting undergraduate program. Recipients must have a minimum 3.5 GPA and financial need is to be taken into consideration for those that meet the GPA requirement.

### **Mern Shafman Memorial Nursing Scholarship**

A \$500 scholarship will be awarded to a junior nursing major who is in good academic standing and has financial need. The scholarship is renewable during the senior year, provided the recipient continues to make normal progress toward a degree.

### **Karen Elizabeth Stager Upper-Class Emergency Fund**

Funds are given to sophomore, junior and senior students in good academic standing; based on financial need.

### **Dr. Bobby Short (H'90) Scholarship**

Scholarships are provided to full and part-time students who demonstrate academic promise and have financial need.

### **Arthur A. Simon Endowment**

The estate of Arthur A. Simon endowed this scholarship to provide support to full- or part-time students based upon academic performance and potential. Scholarships may be awarded to incoming freshmen, who in the judgment of the Dean of Admission indicate academic promise.

### **John B. Skowronski '91 Annual Scholarship**

Scholarships are awarded to full time junior, senior, or masters in accounting majors with a Bloomfield College of Montclair State University undergraduate degree based on financial need and academic merit.

### **Dorothy A. Snyder Nursing Endowment Scholarship**

Income from the fund, established by request by the husband of Dorothy A. Snyder, is awarded each year to a junior or senior nursing major with high academic performance and demonstrated financial need.

### **St. John's Episcopal Church Scholarship**

This scholarship was established to assist single parents who wish to earn a degree, on the basis of need and merit. Montclair residents are preferred, but awards may be extended to residents of other areas in Essex County.

### **Walter and Louise Sutcliffe Foundation Nursing Scholarship**

Scholarships are awarded to students majoring in Nursing and based on financial need and academic performance.

### **Adebola A. Taiwo '09 Annual Scholarship**

This scholarship is awarded to a full-time junior or senior accounting major with the highest GPA in accounting.

### **Seely and Anne Thomas Endowed Scholarship Fund**

Scholarships are awarded to full-time undergraduate majors with a concentration in Journalism based on financial need and academic merit.

### **Sandra and Monroe Trout Scholarship**

Scholarships are awarded to junior and senior disadvantaged students based on financial need.

### **Board of Trustees Scholarship**

The Board of Trustees Scholarship is awarded annually to one or more students who exemplify high standards of leadership and academic quality. Full-time students who have completed their freshman year are eligible for consideration.

### **Alan Turteltaub Endowed Scholarship**

This scholarship was endowed to assist students on the basis of merit and need. Students must have a minimum grade point average of 2.5 to qualify.

### **Union County Endowed Scholarship**

The scholarship has been established to provide assistance to financially needy students who are Union County residents.

### **Robert V. Van Fossan Scholarship**

This scholarship benefits a student who exemplifies the values of the late Robert V. Van Fossan, a fervent champion of civic leadership and community service. The scholarship will go to a student who, because of unusual circumstances, is ineligible for financial aid according to standard guidelines but who still has a significant need for financial support and demonstrates academic achievements and service to the community.

### **Edward and Stella Van Houten Memorial Nursing Scholarship**

Scholarships are awarded to students majoring in Nursing and based on financial need and academic performance.

### **Joel M. Weiner '66 Annual Honors Program Scholarship**

Scholarships are awarded to full-time undergraduate students enrolled in the Honors Program.

### **Joel M. Weiner '66 Annual Scholarship**

Scholarships are awarded to full-time undergraduate students based on financial need and academic merit.

### **Westminster Foundation Annual Scholarship**

Scholarships are awarded to full-time students based on financial need and academic achievement with preference given to religion majors.

### **Phyllis S. and Wayne A. Witte Annual and Endowed Scholarships**

Scholarships are awarded to part-time or full-time undergraduate students majoring in education during the semester in which s/he is engaged in college-sponsored student-teaching. Preference will be given to students who are student-teaching or intend to pursue a teaching career in districts that are currently or were formally designated as Abbott. The scholarship has been established to provide assistance to financially needy students who are Union County residents.

### **Programs Offered Through the Independent College Fund of New Jersey**

The Independent College Fund of New Jersey (ICFNJ) administers a variety of scholarships funded by various foundations and available to Bloomfield College of Montclair State University students. The Office of Student Financial Services will identify potential candidates for each scholarship and contact those students regarding the application process. The deadline for all the applications is March 31 prior to the start of school in September.

### **UPS Scholarship**

UPS Employees are eligible for a 25% tuition discount on all courses and programs. Interested students should contact their HR representative at UPS.

### **Pfizer/Pharmacia Scholarship**

This scholarship is available for disadvantaged minority students with an interest in science, based on academic merit and financial need.

### **BD Scholarship**

BD Scholarship is awarded to students majoring in the fields of science, healthcare, and nursing—based on academic merit and financial need.

### **Coca-Cola Foundation First Generation Scholarship**

This is a scholarship for students with a minimum 3.0 grade point average who demonstrate involvement and leadership in campus and community activities.

## **PROGRAMS OFFERED OUTSIDE BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY**

### **AWARDS**

#### **William P. and Carolyn A. Anderson Fund**

Dr. William P. Anderson, '61, established this award for the graduating class salutatorian.

#### **Bloomfield College of Montclair State University Educational Opportunity Fund Awards**

EOF students are recognized each spring for their leadership abilities, academic excellence, and community service.

#### **Bloomfield College of Montclair State University Freshman Achievement Award**

A freshman is selected each spring to receive this award which is based on academic achievement and demonstrated leadership.

#### **Bloomfield College of Montclair State University Award in Psychology**

This award is given in the spring to a graduating Psychology major on the basis of excellence in scholarship and character.

#### **Bloomfield College of Montclair State University Award in Government and International Studies**

The Social Science Department selects a graduating senior who has demonstrated outstanding excellence in scholarship and character in Political Science.

#### **Bloomfield College of Montclair State University Award in Sociology**

The graduating Sociology major who demonstrates excellence in scholarship, character, and commitment to social justice is presented this award in the spring.

#### **Bloomfield College of Montclair State University Leadership and Service Award**

Faculty, staff, and administration nominate students for this award which is presented to those students who have made an outstanding contribution to the College and/or Community by participating in activities or service programs and who have a minimum GPA of 2.8. The nominees' names are reviewed by the Service Selection Committee and the Office of Student Affairs.

#### **Bloomfield College of Montclair State University Scholar Athlete Award**

The Department of Athletics selects a student-athlete who has maintained academic and athletic



excellence to receive this honor during the spring semester.

### **Charles Gross Award for Outstanding Work in Science**

Awarded to a senior natural sciences major who has demonstrated extraordinary promise through their work in their discipline. The chairperson for the Division of Natural Science and Mathematics will make the selection based upon the recommendation of the division faculty.

### **Excellence in Science Award**

The Science Department selects an outstanding senior in Science to receive this highest honor each spring.

### **George E. Jones Creative Writing Award**

This award is presented each year in the spring in memory of Professor George E. Jones, who died in 1981, for the best three poems and short stories submitted by students.

### **Ella Handen Humanities Award**

The Ella Handen Humanities Award was established to honor the memory of a distinguished Bloomfield College of Montclair State University Professor and is awarded annually to full-time students majoring in Humanities. Recipients must be a junior or senior and have attained a grade point average of 3.0 or higher.

### **New Jersey Institute of Chemists Award**

The Chemistry Department makes this award each spring to the outstanding senior in this major.

### **Joyce Carol Oates Award for Outstanding Work in Creative Writing**

Awarded to a senior English major who demonstrates extraordinary promise in fiction, poetry, playwriting, or creative nonfiction. The chairperson of the Division of Humanities will make the selection based on the recommendation of the creative writing faculty.

### **Albert E. Roberts, Jr. Memorial Award**

This award is presented at the Spring Awards Ceremony to a graduating senior, preferably of minority background, who has a grade point average of 3.0 or better and has displayed leadership and involvement in campus life.

### **Student Organization Award**

This award is presented to the Student Organization that has demonstrated excellence in leadership and service to the Bloomfield College of Montclair State University community. The selection is made through the Office of Co-curricular Programming and is presented in the spring.

### **Martha and Irving Weinberg Award**

A prize will be awarded in the spring semester to a CAT major who presents a senior project that meets the highest professional standards. Projects will be judged on creativity, daring, originality, and technical and aesthetic merit.

### **Who's Who Among Students in American Universities and Colleges**

This honor is awarded yearly to juniors and seniors who have demonstrated outstanding scholarship ability, participation, and leadership in academic and extracurricular activities, citizenship, and service to the College as well as their potential for future achievement.

## Enrichment Programs

### EDUCATIONAL OPPORTUNITY FUND PROGRAM

The Educational Opportunity Fund (EOF) Program is a comprehensive support program funded by the State of New Jersey that provides academic and financial assistance for New Jersey residents to attend college.

The EOF Program provides financial support to eligible students. A preliminary decision will be made regarding eligibility after students complete the Bloomfield College of Montclair State University EOF Application and submit required preliminary financial information.

The program targets students from academically and financially challenged backgrounds, who show academic promise and have the desire to succeed but do not meet the College's regular admission criteria. The main goals of the EOF Program are:

- To promote a positive adjustment and assimilation into the College;
- To involve students in the total life of the College, by making the most of campus resources;
- To assist students to learn and develop a set of decision making, critical thinking, problem-solving skills;
- To involve students in leadership and co-curricular activities;
- To prepare students to face new challenges with hope, optimism, and self-confidence.

To be considered for the EOF Program, a student must provide appropriate information and meet the following eligibility requirements:

- Must submit a Bloomfield College of Montclair State University Application, high school transcript and two letters of recommendation. SAT and/or ACT scores are optional.
- Must complete an EOF Application.
- Must meet the academic criteria set by the EOF Program and Bloomfield College of Montclair State University.
- Must be a New Jersey resident for 12 consecutive months.
- Must demonstrate an educationally and economically disadvantaged background.
- Must meet the gross income and asset guidelines established by the New Jersey Office of the Secretary of Higher Education/EOF Board of Directors.
- Provide proof of historical poverty; a minimum of at least 2 years of financial documents.
- Must file a Free Application for Federal Student Aid (FAFSA) (Bloomfield College of Montclair State University Federal School ID 002597). NJDreamers should complete the New Jersey Alternative Financial Aid Application.
- Must meet with an EOF team member.
- Each student will be looked upon on a case by case basis.

A copy of the family's federal income tax return or a letter from the agency providing support of the family is also required. Financial aid applications are available at Bloomfield College. Students who need assistance may contact the Financial Aid Office at (973) 748-9000 Ext. 1212 or 1383.

### FIRST YEAR SUMMER BRIDGE

This program offers incoming First-Year Students a **FREE** college course in healthy lifestyles and customized math tutorials that address student math skill needs. Through this four-week program, students will enhance math skills making them better prepared for their college-level math courses. Students will also meet faculty and professional advising/coaching staff who will facilitate transitioning challenges to college.

### TRIO SSS-STAR . . . STUDENT SUPPORT SERVICES

The TRIO Student Support Services (SSS) is a comprehensive academic support program that assists primarily first generation, income eligible, and/or disabled students navigate through higher education, develop their academic skills, and graduate within six years. Funded through the United

States Department of Education, the program's mission is to guide, support, and retain students so that they may successfully graduate from Bloomfield College of Montclair State University as knowledgeable global citizens. The program is funded to serve 160 participants annually and is free to eligible students.

The activities or services of the program include, but are not limited to the following:

### **Academic Support**

- Academic and personal coaching
- In-house tutoring services
- First Year Mentor Program
- Advising assistance
- Student computer lab
- Textbook reference library
- Monitoring of academic progress

### **Financial Support**

- Financial aid advising and award letter review
- Assistance in completing federal and state financial aid applications
- Financial assistance through the TRIO SSS Grant
- Financial aid assistance and advocacy with Student Financial Services
- Financial literacy education

### **Career Support**

- Career counseling
- Internship placement and assistance
- Graduate school and professional school planning
- Recommendation letters
- Social Support
- Cultura, education, and social events

Online application and additional information can be found at [www.bloomfield.edu/TRIOSSS](http://www.bloomfield.edu/TRIOSSS).

## **Special Programs**

### **HONORS PROGRAM**

The purpose of the Bloomfield College of Montclair State University Honors Program is to create an academic environment that encourages and motivates students to be challenged and to excel in their academic work, leadership activities, and social responsibility. The program embraces our mission and is committed to interdisciplinary, multicultural perspectives as a foundation for scholarship in the 21st century.

The curriculum consists of interdisciplinary Honors seminars which are grounded in the arts and sciences, courses of the student's choice taken for Honors credit ("Honors Options"), and an honors capstone project. Honors students work with faculty mentors in their discipline and on the Honors Council to develop the honors element of the capstone project in their major.

The curriculum will be enriched by co-curricular experiences such as attendance at the national and regional honors conferences, activities that take advantage of the cultural opportunities both on-campus afforded by the New York/New Jersey metropolitan area community service and social activities.

Students enrolled in the Program are encouraged to participate in an international academic experience, which is supported by the Maureen Grant Study Abroad Scholarship.

### **Eligibility**

The Honors Program is open to new freshmen, continuing, and transfer students. New freshmen are admitted based upon their high school academic record (a combination of AP courses, honors courses, high school grade point average, international baccalaureate degree, letters of recommendation from teachers) and participation in community service and leadership activities.

Currently enrolled students must have completed between 3 and 18 college-level courses with a cumulative grade point average of 3.3 or higher, submit two recommendations from faculty, and interview with the Director of the Honors Program. Incoming transfer students must have a cumulative incoming grade point average of 3.3 or higher, submit two recommendations from faculty at their previous institution, and interview with the Director of the Honors Program.

## **Requirements**

To remain in the Honors Program and graduate with the Honors Program designation:

1. Honors students must maintain a cumulative grade point average of 3.3 or higher.
2. Honors students must successfully complete at least four "Honors Options" during their regular academic program. The selection of these honors options must be made in consultation with the student's academic advisor and the approval of the Director of the Honors Program, and instructor. The Honors Option designation means that the student will perform honors work that involves greater depth and academic challenge than that assigned to other students in the course. Specific requirements will be established by the instructor of the course in collaboration with the student and Honors Program Director.
3. Honors students must take at least one Honors Seminar (HON 498 or HON 499), normally in the junior or senior year. Note: as topics vary, HON 498 and HON 499 may be repeated for credit. HON 498 and HON 499 will count as elective credit. However, these honors seminars may be used as a substitution for a major course with approval by the appropriate discipline coordinator and the Honors Director.
4. Part-time students must meet the same criteria and be enrolled in a minimum of two college-level courses.
5. Honors students are encouraged to actively participate in the intellectual life of the College community and to serve as leaders and role models for other students by serving on the Honors Council, assisting in the planning and organizing of co-curricular events, mentoring other students, and participating in community service activities.

## **RONALD E. MCNAIR POST-BACCALAUREATE ACHIEVEMENT PROGRAM**

The Ronald E. McNair Post-Baccalaureate Achievement Program also known as the McNair Scholars Program, is a federally-funded TRIO project that prepares first-generation/income-eligible or underrepresented students in graduate-level education, in particular the Ph.D. The program was named in honor of the late NASA astronaut, Dr. Ronald E. McNair, the second African-American to fly into space. He was committed to educational access and opportunity. The ultimate mission of the McNair Scholars Program is for participants to complete a Ph.D. then serve as a faculty member to diversify the professoriate.

The Bloomfield College of Montclair State University McNair Scholars Program's objectives are to provide and facilitate research opportunities; to assist with the graduate school application process; and to increase the number of scholars receiving Ph.D. 's within 10 years of graduating with a Bachelor's degree. Scholars will have access to the following benefits and activities as participants in the Program:

- Seminars on the research and graduate school admissions process;
- Workshops on library and academic research; graduate school funding; improving technical writing skills; and preparing personal statements;
- Access to faculty mentors to supervise and guide Scholars' research work and individual monthly meetings with staff. Support for travel to and participation in academic conferences;
- GRE preparatory workshops;
- Financial literacy seminars;
- Unlimited referrals to fellowships; graduate school fairs; and,
- Summer research opportunities and up to a \$2,800 stipend to support research efforts.

To be eligible for the McNair Scholars Program, students must:

- Have completed the Sophomore year;
- Have a minimum cumulative GPA of 3.0 or above;
- Hold U.S. Citizenship or permanent U.S. residency;
- Be income-eligible and the first generation in their family to complete a baccalaureate degree or be a member of a group that is underrepresented in graduate education: Black (non-Hispanic), Hispanic, Native American, Alaskan
- Native, Native Hawaiians and/or Pacific Islanders.

For additional information, including an application, please view the McNair website: [www.bloomfield.edu/mcnair](http://www.bloomfield.edu/mcnair).

To speak with McNair staff and set up an appointment or learn more about the program, please send an email to: [mcnair@bloomfield.edu](mailto:mcnair@bloomfield.edu)

### **THE SENIOR CITIZENS PROGRAM**

Senior citizens, aged 65 and above, are welcome to enroll in any course that is not filled, on a space-available basis (2) weeks before the beginning of the term. While many senior citizens at Bloomfield College of Montclair State University take classes for audit only, they may take courses for credit toward degrees. Through their presence on campus, and especially through their active participation, the seniors enrich the learning experience of all students. The College is pleased to have them.

### **VISITING STUDENTS**

Bloomfield College of Montclair State University welcomes *bona fide* visiting students who submit statements of eligibility signed by the Dean or Registrar of their own institutions. Statements of eligibility are submitted to the Office of Enrollment Management and Admission who arranges registration appointments. The usual application fee is waived as a courtesy to the sending institution. Visiting students are responsible for tuition and appropriate fees.

## **Alternative Credit Programs**

### **ADVANCED PLACEMENT**

Bloomfield College of Montclair State University participates in the Advanced Placement Program administered by the College Entrance Examination Board. It grants advanced standing (placement and credit) to the student who earns a grade of 3, 4, or 5 in an Advanced Placement Examination. In the case of a student who earns a grade of 3, advanced standing may be granted only upon the recommendation of the faculty within the discipline involved. Additional information concerning the Advanced Placement Program may be obtained from [ap.collegeboard.org](http://ap.collegeboard.org)

### **INDEPENDENT STUDY**

The Independent Study Program provides the opportunity to study individually with a member of the College faculty. Students may use it for unique, creative projects not found in the standard course offerings or for requirements that the student cannot meet through scheduled course offerings.

- Only juniors and seniors are allowed to take an Independent Study unless it is in a Foreign Language.
- The following G.P.A. is required for taking an Independent Study:
  - Juniors – 3.0
  - Seniors – 2.5
- An Independent Study may not be used to repeat a course.
- A student may take only one Independent Study per semester and no more than a total of four. Certain majors may have other restrictions.
- An Independent Study may not be taken during a semester that the course is offered.

- Students may petition the Faculty Committee on Academic Standards for exceptions to this policy.

**Note:** Internships will be treated as regular courses with student participation dependent on faculty/Division Chairperson recommendation.

To register, a student must download an Application for an Internship Form found on the Registrar's Office portal page.

In order to determine eligibility for independent study, students should contact the Division Chairperson. They must then secure the sponsorship of an appropriate faculty advisor who will assist in preparing a program prospectus. The prospectus must include the learning goals, the method of study, and the means by which the faculty member will evaluate the student's progress. If approved by the faculty member, the Division Chairperson, and the Registrar, the prospectus will constitute a contract between the student and the College.

Internships will normally begin and end with the regular semester. The faculty member will assign a grade upon completion of the project, and the student will receive the academic credit agreed upon if the project is completed satisfactorily. More information can be obtained from the Registrar's Office by emailing [registrar@bloomfield.edu](mailto:registrar@bloomfield.edu).

## LEARNING ASSESSMENT

Because not all *college-level* learning takes place in the classroom, Bloomfield College of Montclair State University accepts credit through the College Level Examination Program (CLEP and DSST) and Prior Learning Assessment (PLA). A maximum of 16 courses may be earned through CLEP, DSST and PLA.

### FOR CLEP AND DSST:

- Examination credit is applicable to the fulfillment of the major and General Education requirements, subject to the approval of the major advisor.
- In accordance with scoring recommendations of the American Council on Education, credit will be granted for students who score 50 and above (59 and 63 for French II and Spanish II, respectively) on CLEP exams and 46 and above on the DSST LifespanDevelopment exam.
- Bloomfield College of Montclair State University is a CLEP testing center.
- Students must register *in advance* for CLEP exams via email to [Clep@bloomfield.edu](mailto:Clep@bloomfield.edu).
- Test dates and registration deadlines are available from the Center for Innovation to Enhance Learning (CITEL) or online at <http://www.bloomfield.edu/academics/academic-centers/citel/testing-serv...>
- There is a non-refundable registration fee of \$25 in addition to the cost of the exam.
- To register for CLEP exams, Bloomfield College of Montclair State University students must have completed a minimum of one semester at the College before taking a CLEP exam.
- Completed any necessary foundation courses.
- Completed the prerequisite(s) for the course they wish to CLEP.
- A cumulative GPA of 2.0 or higher.
- CLEP and DSST exams cannot be taken as a repeat of a course already taken at any institution. CLEP and DSST credits accepted in transfer are subject to evaluation criteria established by Bloomfield College of Montclair State University. Each exam is 90 minutes long and is made up primarily of multiple-choice questions. Some exams have fill-ins, and the English Composition exam contains an essay.
- All CLEP and DSST tests are taken online; there are no pencil-and-paper tests.
- Successfully completed CLEP and DSST exams will be recorded on the student's transcript as transfer credit and will not be used in calculating the grade point average.

## CLEP BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY EXAM EQUIVALENT

ACC 201 Financial Accounting I 4 credits

BUS 200 Principles of Management 4 credits

BUS 314 Principles of Marketing 4 credits

BUS 316 Introductory Business Law 4 credits

ENG 202 Analysis & Interpreting Literature 4 credits

ENG 203 English Literature 4 credits

ENG 204 4 credits

GIS 200 American Government 4 credits

MTH 141 College Algebra 4 credits

MTH 161 Precalculus 4 credits

MTH 221 Calculus 4 credits

PSY 100 Introductory Psychology 4 credits

PSY/EDC 210 Educational Psychology 4 credits

SOC 100 Introductory Sociology 4 credits

SOC 247 Human Growth & Aging 4 credits

FRN 115 French Language & Culture I 4 credits

FRN 125 French Language & Culture II 4 credits

SPA 110 Spanish Language & Culture I 4 credits

SPA 120 Spanish Language & Culture II 4 credits

## **DSST BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY EXAM EQUIVALENT**

PSY 205 Lifespan Developmental Psychology 4 credits

### **PRIOR LEARNING ASSESSMENT (PLA)**

Assessment may be requested in any course found in this Catalog *except Education and Nursing courses and some internship courses*.

- Prior learning acquired through sponsored or non-sponsored experiences will be considered (for example – work experiences, volunteering, non-credit certification courses, and other life experiences).
- Prior learning is assessed through the development of a portfolio, which is accomplished with the guidance of a faculty mentor.
- If the course to be assessed is a prerequisite for later courses, these courses may not be taken until the assessment process has been successfully completed.
- Students must apply for portfolio assessment through Academic Affairs
- Cost is \$500 for each PLA.
- To apply for portfolio assessment, students must have completed a minimum of 24 credits at the College (16 credits for transfer students holding the AA or AS degree) Students may apply for portfolio assessment prior to completing 24 credits, and credits will be recorded on the transcript after the 24 credits have been completed.

### **PRIOR LEARNING ASSESSMENT (PLA) PROCESS:**

- Submit PLA application available on the MyBloomfield Portal Advising page.



- Academic Affairs forwards applications to the appropriate division Chairperson for review *and approval*. The application may be approved, denied, or returned for additional information.
- Application decisions will be made within 3 weeks of receipt.
- If additional information is needed, the Associate Vice President for Academic Affairs requests this information from the applicant.
- Application decisions will be reported to the student immediately by Academic Affairs
- If an application is approved, The Division Chairperson will arrange for a faculty mentor and assessor. Students will be notified of the name and contact information for the mentor by Academic Affairs.
- Student will receive a charge of \$500
- The student develops the portfolio with guidance from the faculty mentor. The portfolio must be completed by the end of the semester after the portfolio application was approved.
- The portfolio evaluation will be completed within one month and submitted to Academic Affairs who will report the evaluation results to the student and Registrar.
- If awarded credit, the Registrar adds the course to the student's transcript with a grade of "S" (satisfactory). The grade will not be used in calculating the grade point average. If no credit is awarded, the Registrar will notify the Bursar's Office as the student is entitled to a \$100 credit of the original \$500 fee.

### **ASSESSMENT OF WRT 106/109 CREDIT**

Students may, for a fee, submit an application to receive credit for WRT 106 or WRT 109 via Prior Learning Assessment. Students must submit the application and writing samples.

- WRT 106: To receive credit for WRT 106, students must submit a writing sample of any academic argument and write a brief reflection essay explaining how they have previously met the course's student learning outcomes (available upon request).
- Completed applications are forwarded to the Writing and analysis Program Coordinator by Academic Affairs. If the application is approved, the student receives credit for WRT 106. If the submitted papers are not approved, the student must take the WRT 106 course.
- WRT 109: To receive credit for WRT 109 students must submit a writing sample of a formal research paper and write a brief reflective essay explaining how they have previously met the course's student learning outcomes (available upon request). The Writing and Analysis Program Coordinator will then evaluate the writing samples and make the determination.
- Completed applications are forwarded to the Writing and Analysis Program Coordinator by Academic Affairs. If the research paper is approved, the student receives credit for WRT 109. If the research paper is not approved, the student must take the WRT 109 course.

## **High School/College Credit Programs**

### **COLLEGE CREDIT IN THE HIGH SCHOOLS**

Through a cooperative arrangement with local high schools, freshman-level College courses are made available to qualified high school seniors. Courses offered under this program carry full college credit.

### **SUMMER SESSION OPTION PROGRAM**

This option is open to incoming freshman students who may enroll for two regular Summer Session courses on a transitional basis. They may withdraw from either or both courses without academic penalty at any time prior to the final examination. Courses taken under the Summer Session Options are not included in the calculation of academic progress.

### **HIGH SCHOOL SCHOLARS PROGRAM**

High school students completing their junior year may elect to take one course per semester for the fall and spring semesters and up to two summer courses. These courses carry full college credit and can be applied towards an undergraduate degree at Bloomfield College of Montclair State University or transferred to another College. Prospective students must submit a completed Bloomfield College of Montclair State University non-degree application, along with an official high school transcript



with a minimum cumulative grade point average (GPA) of 3.0 and a letter of recommendation from a counselor or teacher.

## The Educational Goals of the College

The primary goal of any program in a modern liberal arts college is to foster the personal growth of its students while preparing them for the many directions their futures may take. To accomplish this goal, Bloomfield College of Montclair State University programs aid students in acquiring certain important skills and knowledge necessary for personal and professional excellence in the modern world. Students should learn to process information critically, think clearly, and communicate effectively. They must do this in a civic environment where artistic, cultural, scientific, and technological changes are on-going and potentially challenging.

While acquiring the knowledge and the skills necessary for personal growth, the College also prepares students for the many paths their future careers could take. While imparting the content of a specific discipline, college programs also aids students in developing professional skills applicable to many scenarios.

By shaping its programs to meet these needs and satisfy these goals, Bloomfield College of Montclair State University affirms its commitment to its vision and mission.

### **ACADEMIC FREEDOM FOR FACULTY AND STUDENTS**

The freedom of instructors to organize their courses according to the highest academic standards of pedagogical excellence is basic to the academic freedom of both faculty and students.

The 1967 'Joint Statement on Rights and Freedom of Students' makes it clear that students should have the right to freedom of expression and proper academic evaluation:

#### ***Protection of Freedom of Expression***

Students should be free to take reasoned exceptions to the data or views offered in any course of study and reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they enroll.

#### ***Protection against Improper Academic Evaluation***

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course.

In keeping with these mutual rights and responsibilities, instructors should make it clear, preferably in the course syllabus, how a course is structured pedagogically and the means whereby students will be evaluated. This evaluation and learning process may or may not include a final examination.

### **ACADEMIC INTEGRITY**

Academic integrity, in its simplest definition, is the trust that exists among members in the academic community. It is only as strong as the behavior of the individuals within that community.

Any attempt by a student to communicate misleading and false information as to the student's achievement and understanding of the course work is an act of plagiarism and a violation of academic integrity. The full policy can be found [here](#).

*"Academic Freedom in its teaching aspect is fundamental for protection of the rights of the teacher in teaching and of the student in learning." See AAUP 1940 Statement of Principles, Academic Freedom and Tenure.*

*Joint Statement on Rights and Freedoms of Students, June, 1967.*

## Competencies Across the Curriculum

The list of competencies, approved by the Bloomfield College of Montclair State University faculty is as follows:

### **Aesthetic Appreciation (AAC)**

The ability to examine, explain, and/or create a creative work as a complex, multi-layered, and transformative experience.

After a course focused on Aesthetic Appreciation, students will be able to:

- Identify the vocabulary, techniques, and conventions of an artistic genre, process, and/or concept.
- Explain an artist's use of genre, process, and/or conceptually specific conventions in a work of art.
- Interpret an artistic creation.
- Analyze how creative works both influence and are influenced by historical and cultural contexts.
- Critique aesthetic works across genres, periods, processes, and/or cultures using discipline specific vocabulary.
- Create an aesthetic work expressing the student's own creativity.

### **Communication Skills (CSC)**

The ability to comprehend ideas and discourse from diverse perspectives presented in various formats, and the ability to express ideas and arguments effectively in oral, written, and/or multi-modal forms.

After a course focused on Communication Skills, students will be able to:

- Identify key points of a spoken, written, and/or multi-modal message.
- Explain how a communicator's choices impact the success of their message.
- Apply appropriate linguistic and genre conventions to the communicative situation.
- Organize ideas into a structure that supports the goals of a communicative act.
- Choose appropriate supporting evidence given the means and purpose of the communicative act.
- Produce a communicative act or product that successfully conveys a purpose.

### **Civic Engagement (CEC)**

An appreciation for the civic life of our communities, including "working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes. In addition, civic engagement encompasses actions wherein individuals [may] participate in activities of personal and public concern that are both individually life enriching and socially beneficial to the community." [from AAC&U Value rubrics]

After a course focused on Civic Engagement, students will be able to:

- Describe the impact of a civic practice on a specific community.
- Identify the shared civic values of a specific community.
- Interpret a community's actions in light of its shared civic values.
- Reflect on students' own roles in civic life.
- Evaluate the needs of a specific community.
- Participate in a civic activity.

### **Information Literacy (IFC)**

"The set of integrated abilities encompass the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge

and participating ethically in communities of learning" (taken from the ACRL Framework for Literacy for Higher Education).

After a course focused on Information Literacy students will be able to:

- Define plagiarism and ways to avoid it, including using appropriate citation styles.
- Identify types of information needed for a specific context.
- Apply strategies to efficiently find information from a variety of sources for a specific context and audience.
- Evaluate information to identify authorial perspectives and/or biases.
- Integrate information ethically into a project to support a thesis/purpose.

### **Problem Solving & Critical Thinking Skills (PST)**

The ability to examine, analyze, and interpret information; to question assumptions; and to apply reasoning to draw conclusions and/or solve problems.

After a course focused on Problem Solving & Critical Thinking Skills, students will be able to:

- Describe the context of a given argument, explanation, problem, or theory.
- Summarize the main ideas of a given argument, explanation, problem, or theory.
- Identify the assumptions of a given argument, explanation, problem, or theory.
- Analyze the legitimacy of a given argument, explanation, problem, or theory.
- Assess explanations of a given situation or problem.
- Develop probable conclusions and/or outcomes to a situation based on a set of assumptions or a given problem.

### **Professionalism and Career Development Literacy Skills (PSC)**

The ability to recognize and adapt to different environments, particularly in workplace settings, to facilitate working with others.

After a course focused on Professional Skills, students will be able to:

- Recognize the social and cultural contexts of a specific professional setting.
- Demonstrate the ability to communicate in ways appropriate to a given professional setting.
- Apply time management strategies to accomplish a task.
- Explain the ethical constraints and implications of workplace environments.
- Assess a situation to minimize potential conflict.
- Organize a project with peers to complete a given task in a shared and equitable manner.

### **Scientific Literacy Skills (STS)**

The ability to develop a question, evaluate potential explanations, formulate a hypothesis about those explanations, design a method to test the hypothesis, and interpret the results. Such actions should be completed with an awareness of the ethical impacts and constraints of scientific practices.

After a course focused on Scientific Literacy, students will be able to:

- Identify the basic terminology, methodology, and distinctions used in the natural and/or social sciences.
- Describe the ethical constraints of scientific practice.
- Complete a provided experiment to test a given hypothesis using the techniques of scientific investigation.
- Contrast the differences between scientific and non-scientific explanations.
- Interpret the results of an experiment.
- Design a research project and/or experiment to develop and test a hypothesis using the techniques of scientific investigation.

### **Technological & Digital Literacy (TDL)**

The ability to use, evaluate, and understand modern and ever-changing technology, including an awareness of the personal, global, and ethical impacts of such technology.

After a course focused on Technological and Digital Literacy, students will be able to:

- Identify the elements of a specified technology or digital program.
- Demonstrate the ability to use a specified technology or digital program.
- Apply a specified technology or digital program to solve a given problem.
- Reflect on the ethical and personal impacts of a technological or digital practice.
- Assess a given or spontaneous situation to determine an appropriate technological or digital response.
- Produce a technological response or digital program for a given situation.

### **Transcultural and Global Awareness (TGA)**

An awareness of the diversity and fluidity of cultures, cultural identifies, and values across boundaries and borders in global society; the development of a global historical perspective; and knowledge of diverse artistic, political, religious and spiritual traditions, values, beliefs and ideologies.

After a course focused on Transcultural and Global Awareness, students will be able to:

- Identify geographic boundaries, physical or political, across the nation and the globe.
- Describe social, political, religious, artistic, and/or intellectual values of a culture, ideology, or worldview. Contrast different cultures, ideologies, or worldviews.
- Examine their own cultures, ideologies, or worldviews.
- Critique contemporary arguments based on culture, ideology, or worldviews.

## Academic Programs

### MAJOR PROGRAMS

BACHELOR OF ARTS ( B.A.)	BACHELOR OF SCIENCE ( B.S.)
	Accounting
Creative Arts & Technology	Biology
Criminology and Social Justice	Business Administration
Education	Chemistry
Interdisciplinary Studies	Computer Science
Media Communication	Game Programming
Psychology	Math
Sociology	Nursing
<b>BACHELOR OF BUSINESS ADMINISTRATION (B.B.A)</b>	
Human Resource Management	

Some majors have defined courses which concentrate on one aspect of a discipline. Students should consult the detailed descriptions of major programs contained in the section entitled “Academic Programs and Courses” to see if a variation which falls within their interests has been defined.

### CAPSTONES

Capstone experiences are offered in students’ majors across the disciplines. Capstones require the demonstration of mastery of the competencies through formal and informal presentations or projects.

### CERTIFICATE PROGRAM

Students may use two courses of transfer credit toward certificates and may earn two courses of credit through life/learning assessment toward certificates. Any Bloomfield College of Montclair State University student who has completed the requirements for a certificate program in the course of his/her regular studies may apply to the Registrar for a certificate.

To receive credit toward a certificate in any course, a student must earn a minimum grade of “C.”

### Organizational Leadership Certificate Courses (24 credits)

BUS 200 Introduction to Management

BUS 317 Organizational Behavior

BUS 359 Leading Diverse Teams

BUS 362 Ethics and Leadership in Organizations

BUS 364 Conflict Management and Resolution

BUS 379 Organizational Change and Development

## **CLASS STANDING**

Class standing is determined by the number of credits successfully completed at Bloomfield College of Montclair State University and elsewhere:

Freshman: 1–30 credits

Sophomore: 31–60 credits

Junior: 61–90 credits

Senior: 91 or more credits

## **CONCENTRATION**

A concentration is an area of specialization within a major.

## **CO-CONCENTRATION (EDUCATION MAJOR)**

The co-concentrations in the Education Major are liberal arts co-concentrations in these fields: Biology, Chemistry, Mathematics. See the Education Major webpages for more information.

## **THE CONTRACT MAJOR**

The Contract Major provides the opportunity to structure a cross-disciplinary set of major requirements to take the place of a traditional disciplinary major. Students may use any discipline or combination of disciplines which suits their academic needs to create the contract. Students earn a Bachelor of Arts degree in Interdisciplinary Studies.

Unless a contract specifically modifies existing college requirements, students must be in good academic standing and meet all graduation requirements stated elsewhere in this Catalog.

In order to structure a contract major, the student should speak to his/her academic advisor or to the Registrar who will suggest a faculty member to advise the student in establishing requirements. The Registrar will submit the requirements to the appropriate faculty committee for approval. The approved requirements will be considered the student's "major" requirements for graduation.

## **COURSE LOAD**

A full-time course load is 12 credits or more per semester.

During the fall and spring semesters, students with a minimum GPA of 2.0 will be allowed to take a maximum of 20 credits per semester.

Students who are on probation will not be permitted to take more than 18 credits per semester. During the summer, the maximum number of credits for all students is 16, including all courses taken in the trimester, intensive, and seven-week sessions.

Students who seek to take more than the maximum number of courses, but not to exceed 24 credits in fall or spring semester, must receive permission from the Standards Committee.

**For certification purposes, students in their final semester needing fewer than twelve 12 credits to complete degree requirements will be considered full-time students even if they are taking fewer than twelve (12) credits.**

# THE EDUCATIONAL PROGRAM

## COURSE VALUE

Each course carries a course value of 1, 2, 3, or 4 credits.

## ELECTIVES

Electives are courses not in the major field or in other disciplines which are not specifically required for completion of the major or general education.

## DOUBLE MAJOR

A student may complete a double major by satisfying major requirements in both disciplines which must include at least 12 credits in the second major. Some courses required by one of the two disciplines may normally satisfy the General Education Elective requirements. Both majors must be completed prior to the awarding of the degree.

## MINOR

A minor is a set of related courses taken in a discipline or area other than the major discipline to provide an experience which goes substantially beyond the introductory level.

## PREREQUISITE, COREQUISITE AND PRE/COREQUISITES

Prerequisite- you must take course A before course B.

Corequisite- you must take course A at the same time as course B.

Prerequisite/Corequisite- you must take course A either before, or at the same time as course B.

## ACADEMIC ADVISING/COACHING

In a flexible learning environment where there is a choice among educational programs and course offerings, it is important for students to prepare their schedules carefully each semester in consultation with an academic advisor/coaching counselor. A professional academic advisor/coaching counselor assists students in planning schedules. After the student has formally declared a major, an advisor who is familiar with the programmatic requirements of the major will be assigned.

While students are responsible for planning their schedules to meet all requirements for graduation, the academic advisor/coaching counselor is expected to review with them the academic regulations, graduation requirements, curricular programs and course offerings, the registration process, and the student's academic responsibilities as a member of the College community.

Meeting with your academic advisor/coaching counselor at least twice per semester will help you stay on track so that you can start and finish strong!

## COURSE REGISTRATION

Students must officially enroll for each course taken. Registration is conducted in the fall for spring courses and in the spring for summer and fall courses.

Official registration includes:

- Completion of all financial obligations with the Office of Student Financial Services.
- First-year new students in their first semester will be registered by the Registrar's Office.
- Continuing students without holds may register online using Student Planning.

Failure to complete the above procedures will result in the student receiving no credit for courses.

If a student attends class without having completed these procedures, even if he/she has completed assignments, credit will not be awarded. Late registration or total change of academic program is possible only during the first week of the semester.

It is the student's responsibility to be registered for classes and to be cleared through the Office of Student Financial Services. Students who attend classes and who are not properly registered and cleared will not be reinstated into the class and will not receive credit.

No change of program will be permitted after the end of the second week of classes.

## Summer Session

Bloomfield College of Montclair State University operates on a twelve-month schedule. Summer Session is an integral part of the College program. Students may enroll in up to 8 credits in each short Summer Session and up to 16 credits over the entire summer. During registration, students are encouraged to integrate the Summer Session into long-range plans for the achievement of curricular goals.

The rules governing withdrawals from the College, as well as the dropping and adding of courses, follow the same principles as in the fall and spring semesters, with dates modified as appropriate to the shorter term.

The Summer Session is open to all students regularly enrolled in Bloomfield College of Montclair State University and to students in good academic standing at other institutions. A student who wishes to attend the Summer Session on a visiting basis must submit a statement of eligibility signed by the Academic Dean or Registrar of his or her own institution (see Visiting Student).

A Summer Session student pays a part-time registration fee of \$125 per term and course fees as listed.

## General Education Courses

### ***Aesthetic Appreciation Courses***

CAT 101 Creative Arts Workshop  
CAT 124 Dance Jam I  
CAT 126 Digital Photography  
CAT 189 Bloomfield College of Montclair State University Concert Choir  
CAT 191 Beginning Piano I  
CAT 192 Beginning Piano II  
CAT 193 Introduction To Acting  
CAT 204 World Music  
CAT 207 Art Appreciation  
CAT 211 Artists of the 20th Century  
CAT 213 Musical Improvisation  
CAT 214 Modern Art Of Latin America: 1900-1950  
CAT 218 Painting  
CAT 222 Global Art History  
CAT 230 History Of Animation  
CAT 251 Hip Hop Theory  
CAT 259 Media Histories  
CAT 261 Interact and Interface  
CAT 365 Art in Interdisciplinary Space  
CMP 130 Intro to Data Visualization  
CRW 206 A Screenwriting  
CRW 257 Intermediate Fiction Writing  
CRW 271 Intermediate Poetry Writing  
ENG 150 Introduction to Western Literature  
ENG 203 British Literature Survey I



ENG 204 British Literature Survey II  
ENG 251 The Art of Fiction  
ENG 252 The Art of Drama  
ENG 253 The Art of Poetry  
ENG 258 Gothic Literature  
ENG 274 Children's Literature  
ENG 278 American Literature Survey I  
ENG 279 American Literature Survey II  
ENG 281 Literature, Film, and Theory  
ENG 333 Select Topics in Literature  
ENG 364 Selected Topics in Shakespeare  
REL 227 Religion and Literature

### ***Civic Engagement Courses***

EDC 202 Teaching as a Profession: Meeting the Needs of all Learners  
EDC 217 Understanding Family and Community  
HIS 102 Introduction To Public History  
HIS 104 Introduction to Women's Studies  
HUM 220 Ignite Your Passion

### ***Communication Skills Courses***

CAT 244 Visual Communications  
COM 122 Public Speaking  
COM 128 Introduction to Mass Communication  
CRW 120 Introduction to Creative Writing  
ENG 249 Advanced Grammar and Editing  
FRN 115 French Language and Culture I  
FRN 125 French Language and Culture II  
SPA 110 Spanish Language And Culture I  
SPA 120 Spanish Language And Culture II  
SPA 205 Advanced Conversation, Composition, and Phonetics I  
WRT 205 Introduction to Professional and Technical Writing  
WRT 229 Language and Society: Western Rhetoric in Contemporary Use  
WRT 256 Digital Media Writing

### ***Problem Solving/Critical Thinking Courses***

AFS 207 African-American History to 1877  
AFS 225 African-American History from 1877-Present  
BUS 107 Personal Financial Planning  
CAT 237 Group Game Project I  
CAT 247 Design Thinking and Practice  
CAT 308 Group Game Project II  
CAT 368 Immersive Design  
COM 370 Media Ethics  
EDC 210 Educational Psychology  
EDC 233 Select Topics in Education  
ENG 202 Select Topics in Contemporary Literature  
HIS 216 Colonial Latin America and the Caribbean, 1500-1825  
HIS 219 Writing History  
HIS 226 Modern Latin America And Caribbean, 1825-Present  
HIS 233 Selected Topics in History  
HIS 244 The Making Of The United States To 1877  
MTH 200 Applied Statistics I  
MTH 221C Calculus and Analytic Geometry I  
PHL 100 Introduction To Philosophy  
PHL 110 Effective Reasoning  
PHL 200 Logic  
PHL 226 African-American Philosophy  
PHL 230 Biomedical Ethics  
PHL 305 Philosophy of Religion

PSY 100 Introduction To Psychology  
PSY 230 Social Psychology  
PSY 335 Psychology of Gender  
SOC 100 Introduction To Sociology  
SOC 234 Social Inequality  
WRT 229 Language and Society: Western Rhetoric in Contemporary Use

***Scientific Literacy Courses***

BIO 115 Selected Topics In Biology  
BIO 211 Human Biology  
SCI 100 Integrated Science  
SCI 103 Astronomy

***Technological & Digital Literacy Courses***

CAT 364 Motion Capture With Motionbuilder  
CMP 100 Computer Literacy  
CMP 108 Spreadsheet Essentials  
CMP 120 Cyber Crime  
CMP 126 Programming I  
CMP 226 Programming II

***Transcultural & Global Awareness Courses***

AFS 105 Introduction To Africana Studies  
AFS 222 African-American Literature  
AFS 226 Literature of Race, Class, and Gender  
AFS 232 Introduction to Islam  
AFS 233 Select Topics in African Studies  
AFS 248 Harlem Renaissance: Reflection on Art & Society  
AFS 363 Major Writers Of The African Diaspora  
APG 111 Cultural Anthropology  
CAT 203 World Art I  
CAT 232 Japanese Culture And Language  
CAT 235 World Art II  
CAT 302 Patchwork: A Quilter's Look At The World  
ENG 222 African-American Literature  
ENG 232 Latin American Literature Survey  
GIS 202 International Studies II  
GIS 203 Comparative Politics  
GIS 208 International Relations  
GIS 210 Human Rights  
GIS 215 Modern Chinese Politics  
GIS 230 American Political Thought  
GIS 322 East Asian Politics  
HIS 105 Introduction To Africana Studies  
HIS 106 Introduction To Geography  
HIS 116 Introduction To Latin American And Caribbean Studies  
HIS 227 Global History I  
HIS 237 Global History II  
HIS 254 The United States In The World, 1877-Present  
LAC 233 Select Topics in Latin American and Caribbean  
REL 115 Critical Approaches to Religion  
REL 200 Introduction to World Religions  
REL 201 Old Testament Literature, History & Religion  
REL 204 New Testament Literature, History and Religion  
REL 208 Religion In America  
REL 211 Religion and Society  
REL 230 Traditional Religions of the World  
REL 233 Selected Topics in Religion  
REL 237 Introduction to Buddhism

REL 238 Introduction to Hinduism  
REL 280 Genders, Sexuality and Religion  
REL 320 Psychology of Religion  
REL 333 Special Topics: Religion  
REL 350 Politics of Religion  
REL 360 African Religion, Civilization, and Culture  
REL 370 Mythology  
REL 380 Politics and Religion

## Graduation Requirements

### COURSE REQUIREMENTS

All degree candidates must successfully complete at least 120 credits at the 100 level or above. At least 60 credits must be at an advanced level (200 or above). These courses include General Education Core Courses, General Education Electives, Required Major and Minor Courses, and other Electives. It is possible that some majors or combinations of majors may need more than 120 credits for successful completion of degree requirements.

### GENERAL EDUCATION PROGRAM

At the heart of Bloomfield College of Montclair State University of Montclair State University's educational program is the General Education Program. This program challenges students to engage in intellectual discovery and fosters a passion for life-long learning. Through the General Education Program, students will be prepared to evaluate and apply new information, to make reasoned judgments about the complex and diverse contemporary world, to express ideas effectively, and to be public citizens. The College's General Education Program is built around two elements:

#### **The Core**

#### **The General Education Elective Courses**

The Core is designed to introduce students to the foundational skills and information needed for success in college and beyond. These skills include writing, mathematical knowledge, and, through the First Year Experience (FYS 100) course, an introduction to skills and behaviors necessary for success - both academically and professionally.

Successful completion of the General Education Core (FYS, MTH, and WRT) is necessary to progress in all majors at the college and, therefore, is a graduation requirement. Students who fail to achieve the necessary grades in these courses for a second time must seek permission from the Committee on Academic Standards to take the course for a third time, by filing a formal petition. In the event this petition is denied, the denial will serve as a dismissal from Bloomfield College of Montclair State University. To expedite the processing of the petition and decision of the Committee, petitions should be submitted no later than two weeks after final grade posting.

After completing the Core, students will master certain skills through the General Education courses, which will also expose students to the introductory knowledge of specific disciplines. The College has identified sets of skills necessary for an educated person in the twenty-first century (see the Competencies Across the Curriculum section for descriptions). These competencies are the basis of the College's General Education Electives, and students will take a variety of courses to be introduced to these skills. The combination of courses students take in the General Education Program and in the major is designed to help students reach a high level of competence in each of these areas.

When students successfully complete the General Education Program, they will have the skills necessary to succeed in upper division courses and continue learning throughout their lives.

## COMMON CORE:

### FYS 100 First Year Seminar

Two math courses:

MTH 130 Transition to Collegiate Mathematics
--

One MTH course from these:

MTH 141 College Algebra*
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Or

MTH 161 Precalculus*
----------------------

\*As determined by the major's requirements.

Two writing courses:

One WRT Course from these based on placement scores:

WRT 102 Enhanced Argumentative & Analytic Writing*
--

Or

WRT 105 Argumentative & Analytic Writing**
--

Or

WRT 106 Accelerated Argumentative & Analytic Writing**
--

One WRT course from these:

WRT108 Enhanced Synthesis & Research Writing
--

Or

WRT 109 Synthesis & Research
------------------------------

\*Students who take WRT 102 must then take WRT 108.

\*\*Students who take WRT 105 or WRT 106 must then take WRT 109.

## GENERAL EDUCATION ELECTIVES:

8 courses

To complete the General Education Elective requirements for the Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) degrees, students must take 8 courses, each focusing on one competency as listed below:

- Aesthetic Appreciation Skills
- Communication Skills
- Problem Solving/Critical Thinking Skills
- Problem Solving/Critical Thinking Skills or Information Literacy Skills
- Transcultural & Global Awareness Skills
- Transcultural & Global Awareness Skills or Civic Engagement Skills
- Scientific Literacy Skills
- Technological & Digital Literacy Skills

Candidates for the Bachelor of Business Administration (BBA) in Human Resource Management must take a total of 6 courses from the following:

- Aesthetic Appreciation Skills
- Communication Skills
- Multi/Transcultural & Global Awareness Skills or Civic Engagement Skills
- Problem Solving/Critical Thinking Skills
- Problem Solving/Critical Thinking Skills or Information Literacy Skills
- Scientific Literacy Skills

*Note: BBA candidates - 12 credits of the major's list of requirements may count as General Education Electives.*

Restrictions on and exemptions from General Education Electives:

- Two courses may be from the major's list of requirements and will count as two general education electives. *When basic competencies are clearly taught and practiced throughout the student's major discipline course, students in that major may have substitutions for similar courses of general education credit.*
- Four courses must be at the 200-level or above.
- Many students, depending upon their major, may have additional substitutions for General Education Electives. Students in the three-year plus programs may count two of the courses in their list of major requirements as general education electives.
- General education courses may list up to two primary competencies, but each course will only satisfy one of a student's general education or competency requirements.
- Writing Intensive Requirements:
  - Two courses must be Writing Intensive (WI).  
\*These courses can be in the General Education Electives, the list of Major/Minor requirements and/or the electives students take to complete 120 credits. For students in the three-year plus programs, only one course must be Writing Intensive (WI).\*

## **GRADE REQUIREMENTS**

A minimum cumulative quality point average (based on courses and credit earned at Bloomfield College of Montclair State University) of 2.0 is required for graduation when grades are recorded in the letter- grade system.

(See "Grading–Evaluation System").

Students must achieve a grade point average of 2.0 or better in major required courses. No more than two of these may be in the range of C- to D-.

Students who declare a minor in a subject area must achieve a grade point average of 2.0 or better in the required courses. No more than one of these may be in the range of C- to D-.

To remain in the Education Programs students must maintain a cumulative 3.0 grade point average and must earn a "C" or better in all education courses.

The nursing major also has a different set of standards:

All major and required courses MUST have grades of "C" or better and  
Students may not progress into any NUR course unless the prerequisite courses have been passed with grades of "C" or better

## **RESIDENCY REQUIREMENTS**

A minimum residency period of the last eight courses including a minimum of three courses is required by the given major. Students must take their last 8 courses from offerings at Bloomfield College of Montclair State University in any format (online, hybrid, or in person). Students wishing to take any of their last eight courses elsewhere must petition the Faculty Committee on Academic Standards. Students with upper-class standing (i.e., those who have completed 60 credits or more)

may not take courses at a community college or other two-year college for transfer to Bloomfield College of Montclair State University.

## **MAJOR REQUIREMENTS**

Each student must declare a major field or area of concentration, **prior to registering for the 17th course** by completing the Declaration of Major form available on the Registrar's Office portal page.

A student who wishes to change a major or concentration or to declare a second major or concentration, must formally declare the new major or concentration prior to registration for the last four courses required for graduation. Change of major will only be approved if the student meets the admissions criteria for the new major. Students should acquaint themselves with the major and general education requirements as defined on the website under Academics/Programs. The Registrar's Office can answer questions about variations in major requirements.

## **ELIGIBILITY TO PARTICIPATE IN COMMENCEMENT**

In order to participate in the Commencement Program, students must be within their final two courses needed for graduation by the end of the Spring semester, and have been cleared for graduation by the Registrar's Office. Students must be registered for these courses prior to commencement and must complete these courses by August 31 of the same year. Students may participate in only one Commencement Exercise. Honors for the Baccalaureate Ceremony will be based on courses completed prior to Commencement. Final honors will be awarded upon completion of all course work. If students have academic dishonesty charges, this may affect their ability to participate in Baccalaureate and Commencement.

## **WRITTEN COMMUNICATION COMPETENCY STANDARD**

Successful completion of writing courses (WRT) is necessary to progress in all majors at the College and, therefore, is a graduation requirement. Students who fail to achieve the necessary grade in a writing course for a second time must seek permission from the Faculty Committee on Academic Standards to take the course for a third time, by filing a formal petition. Petition instructions can be obtained by emailing [standards@bloomfield.edu](mailto:standards@bloomfield.edu). In the event this petition is denied, the denial will serve as a dismissal from Bloomfield College of Montclair State University. To expedite the processing of the petition and decision of the Committee, petitions should be submitted no later than two weeks after final grade posting.

# **Academic Regulations**

## **UNDERGRADUATE**

The academic regulations and procedures set forth in this section constitute a student's rights and responsibilities. A thorough acquaintance with them is presumed in the case of every student.

### **Failure to understand the regulations is no excuse for non-compliance.**

Exceptions to stated academic regulations may be obtained through petition to the Faculty Committee on Academic Standards. Petition forms are available in the Registrar's Office.

The College reserves the right to change regulations, procedures, courses, and fees without previous notice to students.

## **PROCEDURES FOR APPEAL FOR EXCEPTIONS TO ACADEMIC POLICIES**

Students may appeal all academic policies and regulations when special circumstances exist or they believe a decision was incorrect or unfair. Exceptions would be when a policy is set by the State of New Jersey or federal government, Middle States Commission on Higher Education, or a

professional accrediting body.

To appeal an academic policy or regulation, students must submit a petition in writing to the appropriate individual and/or committee, as indicated in the chart below.

Type of Appeal	Appeal Procedure	Final Decision Rests With...
Repeating a course for the third (or more) time	Step 1 Standards Committee	Standards Committee
Academic Suspension	Step 1 Standards Committee Step 2 VPAA	VPAA
College dismissal for academic reasons	Step 1 Standards Committee	Standards Committee
Adding/dropping/withdrawing from a course after the deadline	Step 1 Standards Committee Step 2 VPAA	VPAA
Academic program dismissal (no external standards/exams)	Step 1 Standards Committee Step 2 VPAA	VPAA
Academic program dismissal (external standards/exams such as Education major)	Step 1 Division Chairperson	Division Chairperson
Taking courses at another institution (study in absentia)	Step 1 Division Chairperson Step 2 Standards Committee Step 3 VPAA	Standards Committee
Standards of Academic Progress/Financial Aid Suspension	Step 1 Financial Aid Appeals Committee	Financial Aid Appeals Committee
Academic Dishonesty	Step 1 Instructor Step 2 VPAA or designee	VPAA
Withdrawal from class due to misconduct in class or directly related to class	Step 1 Instructor Step 2 VPAA or designee	VPAA
Grade Appeals	Refer to policy in college catalog	VPAA

## ACADEMIC PROBATION AND DISMISSAL

Guidelines for probation and dismissal depend upon the student's cumulative grade point average (G.P.A.). New first-time first year students at the College who fall below a cumulative GPA of 1.7 will be placed on academic probation. All continuing and transfer students who fall below a cumulative GPA of 2.0 will be placed on academic probation. If, after two semesters of probation, a student fails to raise the cumulative GPA to 2.0, the student may be suspended. *If, in the judgment of the Faculty Committee on Academic Standards, it is in a student's best interest to continue to take classes, rather than be suspended for a semester, a student may be placed on academic probation for a third consecutive semester. If the student fails to achieve a 2.0 cumulative GPA during that semester, the student may be dismissed. In the event that the student has been suspended for one semester, the student may apply to the Office of Admission for reinstatement.* If upon reinstatement to the College a student fails to achieve a 2.0 cumulative GPA in one semester, the Faculty Committee on Academic Standards may dismiss that student from Bloomfield College of Montclair State University.

## **ACADEMIC STATUS**

Decisions on academic status (i.e., probation, dismissal and honors) are made twice each year at the end of the fall and spring semesters - the 60% point of the semester. After the 60% point a grade of "WF" will be recorded.

## **ADD AND DROP PROCEDURES**

A student may change a schedule (add and/or drop course) during the first week of a semester via Student Planning. After the first week of class, a student wanting to make course changes should email the Registrar's Office to request the change. A student should refer to the academic calendar regarding dates for schedule changes.

A student may withdraw from a course up to two weeks after the official date of mid-semester by filling out the course withdrawal form on the Registrar's portal page. A grade of "W" will be recorded for students who withdraw from classes from the 2nd week of classes up to the 60% point of the semester. After the 60% point a grade of "WF" will be recorded. Students removed from a course for non-attendance by faculty are awarded a "UW" grade if the Last Date of Attendance is prior to the Withdrawal deadline. Once the 60% of the semester is completed students who fail to officially withdraw can appeal to the Faculty Committee on Academic Standards to receive a "W" grade instead of a "WF" grade for any of the following reasons:

- unavoidable change in work hours with documented letter from the employer;
- serious personal or family problems with authentication when available.

Inability to perform satisfactorily in a course will not acceptably support such a petition. No course may be withdrawn from after the date of the last officially scheduled class.

There will be no refunds in tuition or fees after the fourth week of classes, even if part-time status is apparently achieved by withdrawing from courses.

A student who does not officially withdraw from a course is responsible for all work missed.

If in a national emergency students are called to active duty, they will be withdrawn from classes without academic or financial penalty. Alternative arrangements may be made with the instructor in special circumstances. Documentation must be provided.

## **AMERICANS WITH DISABILITIES ACT POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES**

### **Preamble**

Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically the Rehabilitation Act of 1973 including Section 504, and the Americans with Disabilities Act of 2010. By federal law, a person with a disability is any person who has a physical or mental impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

Bloomfield College of Montclair State University is committed to achieving equal educational opportunity and full participation for persons with disabilities.

It is the College's policy that no qualified person be excluded from participating in any College program or activity, be denied the benefits of any College program or activity, or otherwise be subjected to discrimination with regard to any College program or activity. This policy derives from the College's commitment to nondiscrimination for all persons in employment, access to facilities, student programs, activities, and services.



A person with a disability must be ensured the same access to programs, opportunities, and activities at the College as all others. Existing barriers, whether physical, programmatic or attitudinal, must be removed. There must be ongoing vigilance to ensure that new barriers are not erected.

The College's efforts to provide reasonable accommodations to people with disabilities must be measured against the goal of full participation and integration. Services and programs to promote these benefits for people with disabilities shall complement and support, but not duplicate, the College's regular services and programs.

Achieving full participation and integration of people with disabilities requires the cooperative efforts of all of the College's departments, offices, and personnel. To this end, the College will continue to strive to achieve excellence in its services and to assure that its services are delivered equitably and efficiently to all of its members.

Adopted (May 16, 2002) revised July 12, 2021

## **STUDENTS RIGHTS & RESPONSIBILITIES**

### ***Every student with a documented disability has the following rights:***

Equal access to courses, programs, services, jobs, activities, and facilities available through the College. Reasonable accommodations, academic adjustments, and or auxiliary aids determined on a case-by-case basis.

Appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to except as required by law.

Information reasonably available in accessible formats.

### ***Every student with a disability has the responsibility to:***

Meet the College's qualifications and essential technical, academic, and institutional standards.

Identify himself or herself in a timely manner, prior to the beginning of the academic semester as an individual with a disability when seeking an accommodation.

Provide documentation from an appropriate medical or professional source that verifies the nature of the disability **and the** functional limitations. Provide documentation from an appropriate medical or professional source that identifies the specific accommodations sought.

Follow specific procedures for obtaining reasonable accommodations, academic adjustment, and/or auxiliary aids.

### **Institutional Rights and Responsibilities**

***Bloomfield College of Montclair State University, through its Disability Contact Person, has the right to:***

Maintain the College's academic standards.

Request current documentation from a student completed by an appropriate medical or professional source to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids.

Discuss a student's need for reasonable accommodations, academic adjustments, and/or auxiliary aids with the professional source of his/her documentation with the student's signed consent authorizing such discussion.

Select among equally effective and reasonable accommodations, adjustments, and/or auxiliary aids in consultation with students with disabilities.

Deny a request for accommodations, academic adjustments, and/or auxiliary aids if the documentation does not identify a specific disability, the documentation fails to verify

the need for the requested services, or the documentation is not provided in a timely manner.

Refuse to provide an accommodation, adjustment, and/or auxiliary aid that is inappropriate or unreasonable including any that:

pose a direct threat to health and safety of others;  
constitute a substantial change or alteration to an essential element of a course or program; or  
pose undue financial or administrative burden on the College.

Eligibility for reasonable accommodations will be determined on a case-by-case basis.

***Bloomfield College of Montclair State University, through its Disability Contact Person, has the responsibility to:***

Ensure that College courses, programs, services, jobs, activities, and facilities, when viewed in their entirety, are offered in the most integrated and appropriate settings.

Provide information regarding policies and procedures to students with disabilities and assure its availability in accessible formats upon request.

Evaluate students on their abilities, not their disabilities.

Provide reasonable accommodations, academic adjustments, and/or auxiliary aids for students with documented disabilities upon a timely request by a student.

Maintain appropriate confidentiality of records and communication concerning students with disabilities, except where disclosure is required by law or authorized by the student. On occasion, information may be disclosed on a need to know basis.

Policies regarding access for persons with disabilities apply to the College's campus and off-campus sites. Individuals seeking services should contact the College's designated Disability Contact Person:

Disabilities Services

Center for Student Success

Bloomfield, NJ 07003

971-748-9000, Ext. 1654

Fax 973-748-9761

**Eligibility for Financial Aid**

Students with documented disabilities may enroll in a less than full-time course load as an academic adjustment to accommodate their disability under the Americans with Disabilities Act Amendment Act of 2010 and the regulations accompanying Section 504 of the Rehabilitation Act of 1973. Students are encouraged to discuss full-time course load requirements with an academic advisor for their respective program. A financial aid counselor can determine how a reduced course load will affect their aid.

Students should be aware that Federal law requires that Federal Pell Grant funds be prorated based on the number of credits taken, and that the student's financial aid budget will also be reduced accordingly.

In addition, under the Federal Stafford Loan Program, or to have a previous loan deferred, the student must take at least 8 credits.

Students whose disabilities warrant the adjustment of carrying less than a full-time load per semester should contact the Disability Contact Person for details. Students should be aware that, as always, eligibility for Financial Aid depends upon satisfactory academic progress.

## ***Grievance Procedures***

Details regarding specific ADA grievance procedures are available from the Disability Services Coordinator. ***Discrimination Complaint Procedures***

College policy prohibits discrimination on the basis of sex, sexual orientation, race, color, disability, and national/ethnic origin in administration of its educational policies, scholarship and loan programs, or athletic and other College-administered programs. Discrimination means unequal treatment or harassment based upon any of these group characteristics.

Any employee, student or other member of the College community injured by the discriminatory behavior of an employee may file a complaint under the Grievance Procedure. Similar complaints against students should be filed with the Office of the Dean of Students under Standards of Conduct.

## **AUDITING A COURSE**

A student may take any course on an audit basis, participate fully in the class and take any examinations given.

No credit is earned through the audit of a course, but the student's transcript carries an appropriate entry. A grade of "EX" indicates regular attendance.

A degree candidate or a provisional degree candidate in good academic standing may audit one course each semester with the approval of the instructor and permission of the advisor. Certain students may audit up to two courses each semester with the approval of the appropriate instructors and the Registrar. The audit course must be selected at the time of registration. Students taking the course for credit have priority for classroom space.

At the time of registration, students auditing courses, except full-time students enrolled for 3-5 courses (excluding the audited course), pay a fee for each audit course as indicated under "Special Fees".

Students may change audit courses to credit courses by requesting the change prior to the official date of mid-semester. This request is made in the Registrar's Office and must be accompanied by the instructor's written approval. When an audit changes to a credit course, an additional fee will be charged to the student's account.

Part-time students who become full-time due to the change in courses from audit to credit must pay the balance of full-time tuition at the time of the change.

## **CLASS ATTENDANCE**

Attendance at scheduled class meetings is expected. The requirements for attendance for each course will be stated by the instructor in each syllabus at the College. Instructors may define attendance differently depending on the type of course and whether it is offered in a traditional classroom or online. Instructors may penalize absences in various ways, including lowering of students' grades, or entering failing grades for the course. Bloomfield College of Montclair State University will enforce the policy each instructor sets for each course.

Attendance may be required in all types of laboratory, special programs, clinical study and in studio and physical education classes.

Students may be permitted to attend College-sponsored activities, given adequate notification, and their absence will not count towards the permitted number of absences. College-sponsored activities may include lectures, field trips, etc.

## ***Last Date of Attendance Policy***

Bloomfield College of Montclair State University will determine a current/enrolled student's last date of attendance when:

The student communicates to the Registrar's Office by filling out the course withdrawal form that he/she withdraws or intends to withdraw from any or all courses currently registered for at Bloomfield College of Montclair State University. The date that this communication is received by the Registrar will be the official date of last attendance.

In cases where the student has taken no official action to withdraw from his/her course(s), Bloomfield College of Montclair State University will determine a student's last date of attendance when:

- The Office of the Registrar distributes to the faculty of Bloomfield College of Montclair State University a student roster for his/her class after the add/drop period (2<sup>nd</sup> week) for the current semester. The faculty returns the roster to the Registrar's Office no later than two weeks following the disbursement of the roster, indicating whether the student is currently in attendance.
  - If the student has never attended, the faculty member indicates this on the roster and the Registrar's Office then removes the student from the class.
  - If the student has attended one or more class meetings, but has stopped attending, the faculty will indicate the last date of attendance on the roster. The student remains enrolled in the course unless they formally withdraw.
  - If the student is determined to be never in attendance, the registration and financial charges will be deleted and the full amount of the Title IV funds will be returned to the U.S. Department of Education.

Faculty submits attendance information again when submitting midterm grades (7<sup>th</sup> week) for the current semester. If a currently enrolled student has stopped attending, the faculty member will indicate the last date of attendance and will enter the student's earned midterm grade. The student remains enrolled in the course unless they formally withdraw.

- A student wishing to withdraw from a course must email and fill out the course withdrawal form on the Registrar's portal page. The Registrar will then assign a grade of "W" if the student last attended prior to the withdrawal deadline. The "W" grade does not affect the student's GPA.
- When entering final grades (15<sup>th</sup> week), faculty will indicate the last date of attendance only for enrolled students who have stopped attending or have been awarded an "F" grade. Based on the final grade, the Registrar will assign grades as follows:
  - The student will receive a grade of "UW" if they last attended before the withdrawal deadline. The "UW" grade is equivalent to a "W" grade in terms of GPA calculation.
  - The student will receive a grade of "WF" if they last attended after the withdrawal deadline. The "WF" grade is equivalent to an "F" grade in terms of GPA calculation.

## **DEAN'S LIST**

Students with superior academic records are named to the Dean's List, published at the end of each semester. A student with a quality point average of 3.5 or better receives "Honors" designation. A quality point average of 3.8 or better earns "High Honors." Full-time students are eligible for inclusion every semester. Part-time students are eligible after two consecutive semesters during which they complete at least 16 credits. Part-time students may only count the same semester for inclusion on the Dean's List once. Summer courses will not be considered when determining a student's eligibility for the Dean's List.

## **DECLARATION OF MAJOR**

Each student must declare a major or area of concentration formally prior to registering for the 17th course.

A student who wishes to change a major or concentration, or to declare a second major or concentration or add a minor, must formally declare the new major or concentration prior to registration for the last four courses required for graduation.

When a current student declares or changes a major or concentration, the student becomes subject to the current major requirements at the time of declaration. Transfer students will be considered on an individual basis.

## **DEGREE AUDIT**

Students can view their program evaluation (aka Degree Audit) by logging into Student Planning via the Bloomfield College of Montclair State University Portal. The My Progress tab will reflect the program evaluation and courses completed and needed.

## **DEGREE CANDIDATE**

A student formally accepted by the College to pursue a degree on a part-time or full-time basis is a degree candidate, or a matriculated student.

## **DIRECTORY INFORMATION**

Based on the Family Educational Right and Privacy Act (FERPA), Bloomfield College of Montclair State University may release the following directory information without written permission of the student: name, college/school and curriculum, enrollment status and credit hour load, dates of attendance, classification, receipt or non-receipt of a degree, academic awards received (dean's list, honors students), participation in officially recognized activities, photographs, position, weight and height of athletes,

Primary address and/or email address will be shared with designated vendors providing the following external services to graduating students: Information about purchasing class rings, yearbooks, commencement photos.

The student may request that the directory information be kept confidential by submitting an executed copy of the "Request to Opt Out of Directory Information" form. Students can request the form by emailing the Registrar's Office. The "Do Not Disclose" will remain in place indefinitely unless the student submits a written request to have it removed. DND does not need to be renewed when students leave the university.

Academic information, including grades, GPA and graduation information, can be discussed only with the student unless the student has granted proxy access to a specific party via Student Planning or has signed a release giving permission to discuss this information with a third party. Proxy information needs to be updated yearly.

## **DIRECT TRANSFER PROGRAM/ NJ TRANSFER**

*(For details, see the section on ADMISSION.)*

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the

student when notified of the right to a hearing. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A School official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff ); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605

Academic information, including grades, GPA and graduation information, can be discussed only with the student unless the student has granted proxy access to a specific party via Student Planning or has signed a release giving permission to discuss this information with a third party. Proxy information needs to be updated yearly.

### **FERPA and parent's access to their student's Education Records:**

When the student reaches the age of 18 or begins attending a postsecondary institution at any age, FERPA rights transfer from the parent to the student. FERPA applies to students attending any educational program at Montclair State University. Students are granted rights under FERPA if they are currently attending or have been in attendance, regardless whether in a credit, no-credit, degree or non-degree credit program. FERPA does not apply to applicants of a school or college at Montclair State University who have been admitted but who have not actually been in attendance.

### **What are Education Records?**

An education record is any record that is directly related to a student and maintained by the university. A student has the right of access to these records. Education records include any records in whatever medium (handwritten, email, print, magnetic tape, film, diskette, etc.) that is in the possession of any school official. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

### **What are not Education Records?**

- Sole possession records or private notes held by school officials that are not accessible or release to other personnel,
- Law enforcement or campus security that is solely for law enforcement purposes and maintained solely by the law enforcement unit,
- Records relating solely to an individual's employment by the institution that are not available for any other purpose,
- Records relating to treatment provided by a physician, psychiatrist, psychologist or paraprofessional and disclosed only to individuals providing treatment,
- Records of an institution that contain only information about an individual obtained after that person is no longer a student, i.e., alumni records,
- Grades on peer-graded papers that have not been collected and recorded.

### **What is a Legitimate Educational Interest?**

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **Public posting of grades**

The public posting of grades, either by the student's name, institutional student identification

number or social security number is a violation of FERPA. Using an assigned random number that only the student and instructor know would be an appropriate way to post grades. Even then, the order of posting should not be alphabetic.

### **Letters of Recommendation**

Statements made by a person making a recommendation that are made from that person's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if the personally identifiable information obtained from a student's education record is included in a letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which:

- Specifies the records that may be disclosed,
- States the purpose of the disclosure and,
- Identifies the party or class of parties to whom the disclosure can be made.

Since the letter of recommendation would be part of the student's education record, the student has the right to read it – unless he/she has waived that right of access.

### **Exceptions to FERPA Non-Release Regulations:**

#### **Health and Safety**

Institutions may take into consideration circumstances pertaining to the health and safety of a student or other individuals to disclose information from education records without a student's consent. If the institution determines there is "articulable and significant threat" to the health and safety of the student or others, information from education records can be released "to any person whose knowledge of the situation is necessary to protect" the health and safety of the student or other individuals.

#### **Dependent Student Status**

Under FERPA, schools may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.

#### **Alcohol**

Schools may inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

#### **Outstanding and Access to Education Records**

Institutions are allowed to disclose education records without the student's consent to contractors, volunteers and other non-employees performing institutional services and functions.

### **GRADE APPEAL POLICY**

If you think you have received a final grade that you did not deserve, you must begin the appeal process within the first two weeks of the next semester (spring appeals may be initiated the following fall). If the final grade for the course depends in any part upon charges of academic dishonesty against the student, those charges must be resolved following the process detailed in the section of the catalog devoted to Academic Integrity before a grade appeal can take place. If the grade you are appealing for is for a course that is part of a sequence, it is the student's responsibility to initiate the grade appeal as soon as possible. Failure to do so may prevent you from taking the next course in the sequence. Efforts will be made to accelerate the process in such cases.

**Step 1: Speak to your instructor.** Ask the reason for the grade and discuss your work in the course. (If the instructor is no longer with the College, then address your appeal to the Division Chair—see Step 4.)

**Step 2:** If you still wish to appeal the grade, you must continue the appeal process within one week after speaking with the instructor. **You must write a letter to the instructor** stating your reasons for appealing and send copies of the letter to the Registrar and the Chairperson of

the Division in which the course is listed.

**Note:** If the student fails to respond in time, the instructor's grade stands.

**Step 3: Your instructor must respond within one week of receiving your letter.**

Copies of this letter are forwarded to the Registrar and the Chairperson of the Division.

**Step 4: If you wish to appeal further, you must send a letter to the Chairperson of the Division** within one week of receiving the instructor's response stating your intention to appeal further, with copies to your instructor and to the Registrar.

If the instructor of the course is the Division Chair, he or she will request that the Vice President for Academic Affairs and/or designee appoint an appropriate member of the Division to respond to your appeal.

**Step 5 The Chairperson of the Division or the appointed designee, must respond in writing within one week of receipt of your letter.** Copies of the Chairperson's letter are sent to your instructor and to the Registrar.

**Step 6** If the student does not accept the recommendation of the Chairperson of the Division, the student can appeal by **sending a formal petition to the Faculty Committee on Academic Standards with-in one week of receipt of the decision of the Chairperson of the Division involved in the appeal.** Copies of the petition must be sent to the instructor, the Registrar, and the Chairperson of the Division. The Faculty Committee on Academic Standards will respond within one week after its next regularly scheduled meeting.

**Step 7 If the students wishes to appeal further, within one week of the decision of the Committee on Academic Standards, the student must send a letter to the Vice President for Academic Affairs and/or designee** with copies to the instructor, the Registrar, the Chairperson of the Division and the Chairperson of the Faculty Committee on Academic Standards. The Vice President for Academic Affairs and/or designee shall receive a folder assembled by the Divisional Office Secretary containing a record of previous appeals and shall respond in writing to the student within one week of his/her letter. Following consultation with the student, the instructor, the Division Chairperson, and the Chairperson of the Faculty Committee on Academic Standards, the Vice President for Academic Affairs will render a decision regarding the grade. The decision will be final.

**Note:** After each step, if there is failure to respond, within one week the student is free to go to the next level. In the case of graduating seniors, efforts will be made to accelerate the appeal procedure.

## **GRADE CHANGES**

Once an instructor submits a final grade to the Registrar's Office, it may be changed for only two reasons: a mathematical error calculation or a transcription error in the recording on the official grade sheet. Instructors who request change of a particular grade must secure the written approval of the Registrar.

## **THE GRADING EVALUATION SYSTEM**

### ***Evaluation***

Evaluation takes several forms, depending on particular course objectives. Regular evaluations should occur throughout the term as well as upon completion.

### ***Specifically:***

1. The instructor should state course objectives in writing during the first week of classes, in clear, comprehensive, specific terms.
2. The stated objectives should include:

Any prerequisite skills or knowledge;



Time factors for classroom contact and out-of-class study and preparation;

The methods to be utilized;

Desirable behavioral, cognitive, or effective changes; and

Standards against which the instructor will evaluate.

Evaluative reports to the student will include both a grade or score and comments or suggestions for improvement;

- Evaluations should be made as soon as possible after an assignment is completed and reported to the student when the work is returned, with opportunity for extensive discussion of evaluative comments;
- All original written work submitted for evaluation will be returned to the student with the instructor reserving the right to retain a copy if so desired.

## GRADING SYSTEM

GRADE	DEFINITION	VALUE (Quality Pts)
A+*	Excellent	4.3*
A		4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory**	2.0
C-	Less than Satisfactory	1.7
D+		1.3
D		1.0
D-		0.7
F	Failing	0.0
P	Passing	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
W	Official Withdrawal	0.0
WF	Unofficial Withdrawal	0.0
UW	Unofficial Withdrawal	0.0
WN	Medical Withdrawal	0.0
I	Incomplete Grade	0.0

\*A+ grade eliminated Fall 1997

\*\*C is the minimum quality of work expected from students qualifying for a baccalaureate degree.

## GRADING

A grade or score on a specific assignment should represent a fair and competent evaluative judgment. The grade or score, as well as accompanying comments, should be understandable and based only on the stated course objectives.

### *Specifically:*

1. With the exception of final course grades, which must be selected from among a standardized set of grading symbols, individual instructors may use a variety of evaluative methods and symbols based on their course objectives and standards.
2. Grading standards and criteria should reflect at least the following factors:
  - The level of the course (i.e., 100, 200, 300, or 400);
  - Student performance in accordance with the instructor's stated expectations and the stated objectives of the course; A general understanding of the minimum quality of academic achievement acceptable for graduation credit.
  - Midterm and final grades are submitted to the Registrar's Office for each course.

### *Incomplete Grades*

A grade of Incomplete may be reported only when illness or other serious emergency occurs during

the semester to prevent the student from completing the work for the marking period. A student who misses the final exam must notify the instructor or the departmental office with-in 48 hours. An Incomplete may not be reported because of negligence or procrastination. If the student's academic standing is in question when Incomplete grades are submitted, the Faculty Committee on Academic Standards reserves the right to consult appropriate instructors and to base its decision on the student's anticipated course grade(s).

A student who receives an Incomplete grade must arrange with the instructor to make up the incomplete coursework. The College strongly encourages the student to make up incomplete work before the beginning of the succeeding semester.

Students must complete all incomplete work within two weeks following the semester in which the Incomplete was incurred. Any request for extension must be made by the instructor to the Registrar's Office no later than the end of the second week. If an incomplete remains within two weeks following the semester in which the Incomplete was incurred, and there is no official request for an extension by the instructor, it will be officially converted to an "F" and affect semester and cumulative averages accordingly.

A student who receives a grade of incomplete may not be considered for honors in that semester.

### ***Grade Point Average and Quality Points***

Quality points are determined by multiplying the respective grade weight by the value of the course.

Grade point average is determined by dividing the total quality points earned in a set of courses by the sum of the total courses attempted for credit.

## **GRADUATION WITH HONORS**

To be considered for Honors at graduation, a student must have successfully completed at least sixteen (**16**) courses on the letter grade system (no S's or P's) at Bloomfield College of Montclair State University. A student who has earned a cumulative grade point average of 3.50 and a 3.50 average in the major is eligible for cum laude; both averages must be 3.65 for magna cum laude and 3.80 for summa cum laude. Students may also be considered for Honors at graduation by membership in the Bloomfield College of Montclair State University Honors Program or Bloomfield College of Montclair State University chapters of the honor societies listed below.

## **HONOR SOCIETIES**

Alpha Chi–National Academic Honor Society.

Chi Alpha Sigma–Honor Society for Scholar Athletes.

Delta Mu Delta–Business Honor Society.

Psi Chi–National Honor Society for Psychology Majors.

Kappa Delta Pi–Education Honor Society.

## **INTERNSHIP PROGRAMS**

To enroll in any Bloomfield College of Montclair State University internship, a student must file a timely application through an internship coordinator. The applicant must have successfully completed all stated academic prerequisites and must have a cumulative quality point average of 2.3 or above. In special cases, the student may petition the Faculty Committee on Academic Standards to waive this minimum grade point average. Statements from the internship coordinator and the division chairperson must support such a petition.

Two faculty and/or employment references (as approved by the internship coordinator) attesting to the student's ability to function effectively in an internship must accompany application for admission to an internship program. The admission decision will be based on factors which include access to transportation and the availability of a suitable position.

These are the minimal institutional standards for all internship programs. The internship coordinator

will provide information regarding special additional requirements for admission to any particular internship.

## **NON-MATRICULATED POLICY**

Non-matriculated students are those who:

may take up to six (6) undergraduate courses at Bloomfield College of Montclair State University

are members of a special population defined as: senior citizens, students seeking a certificate, or students who already have an undergraduate degree

Before registering for a seventh course, students, with the exception of members of special populations, must matriculate. In order to matriculate, a non-matriculated student must:

have a G.P.A. of 2.0;

complete an application with Admission to be accepted as a matriculated student.

Other students who may be enrolled but not pursuing a degree, include those taking individual courses for personal interest, enrichment, certification or professional advancement; visiting students; high school scholars; and those taking classes as part of the High School/College Credit Program.

## **ONLINE ENROLLMENT**

Student enrollment in online courses is defined as active participation in the course as described by the individual course syllabus. Students enrolled in these courses must maintain active Bloomfield College of Montclair State University email and Blackboard accounts to permit correspondence about the course. Students must download the course syllabus from their own Bloomfield College of Montclair State University Blackboard accounts by the end of the Add/Drop period or they will be withdrawn from the course.

## **POSTHUMOUS DEGREE POLICY**

Bloomfield College of Montclair State University recognizes that, on rare occasions, a student may die prior to the completion of a degree for which he/she was enrolled. This policy allows Bloomfield College of Montclair State University to recognize the achievements of the deceased student and award the student a degree posthumously. This policy outlines the process for determining the criteria for awarding the posthumous degree. A posthumous degree may be awarded to a student enrolled or eligible for continued enrollment at the time of death prior to completion of all requirements for the degree. For an undergraduate level degree, the student should be in senior status and must have a cumulative 2.0 grade point average or higher. For a graduate level degree, the student should be within their final two courses and must have a cumulative 3.0 grade point average or higher. A request to award a posthumous degree may be initiated by the deceased student's family member, a faculty member of Bloomfield College of Montclair State University, Administrator or Staff.

### ***Posthumous Degree Procedure***

Upon learning that a student has died, the Registrar will ensure that the student meets the criteria and will consult with the VPAA. The VPAA will seek approval from the President and the President's Council. Upon approval, the VPAA will notify both the Faculty Council and the Academic Standards Committees for their approval. Once approved the Registrar will order the diploma.

## **REGISTRATION**

It is the student's responsibility to be registered for classes through the Registrar's Office and cleared through the Student Financial Services Office. Students who attend classes and who are not properly registered and cleared will not be reinstated into the class and will not receive credit.

## **REINSTATEMENT**

A student who has withdrawn from the College or who has been academically suspended and who wishes to be considered for reinstatement must complete the reinstatement application available in

the Office of Enrollment Management and Admission.\*

The faculty of Bloomfield College of Montclair State University recognizes that a maturation process will have occurred in a student who has been out of college for several years. In view of this, and the fact that a student may be seriously compromised by previous failures on his/her academic record, the faculty has directed that a student seeking reinstatement after five (5) years will not have any grades of "F" counted in the cumulative index. These courses will remain on the student's permanent record. The five year forgiveness will be applied once the student is re-enrolled and the census date has passed.

Students returning to the College after an absence of three years or more will be subject to any new graduation requirements, including those in the major. Classes taken previously must be evaluated by the Discipline Coordinator for inclusion in the major.

\*Unpaid balances must be paid in full to be considered for reinstatement.

## **REPEATING COURSES**

Students may repeat no more than three courses in their major in which any combination of grades of C- or lower, W, or WF has been received. If a grade of W, WF, or less than C is earned in the course for the second time, the course may not be repeated again. The highest grade achieved in the course will be counted in the GPA. All courses regardless of weight in credits will be counted as one course. In the event that a student is unsuccessful after repeating three courses in the major, the student must change majors.

For any course that a student wishes to repeat (grade in course is C- or lower), the course MUST be repeated at Bloomfield College of Montclair State University. A student wishing to repeat a course may only repeat at the highest level attained in that discipline. Credit for courses that must be repeated may not be earned through CLEP testing.

A course in which the student has received a grade of C or better may not be repeated for additional credits quality points.

Students with extenuating circumstances who wish to challenge the above policy may petition the Faculty Committee on Academic Standards by emailing [standards@bloomfield.edu](mailto:standards@bloomfield.edu) for instructions. All measures will be taken to maintain confidentiality.

To expedite the processing of the petition and decision of the Committee, petitions should be submitted no later than two weeks after final grade posting.

## **REPEAT POLICY FOR NURSING MAJORS**

An undeclared Nursing interest student who needs to repeat more than three required courses (BIO 205, BIO 206, MTH 130, MTH 141, NUR 105, WRT 105 or WRT 106, WRT 108 or WRT 109) will not be allowed to enter the major. Once a student is admitted to the major, if the student must repeat a fourth course (including prerequisites, co-requisites, or courses designed as NUR), the student may not continue in the major. Only one nursing course (NUR designation) may be repeated once. A withdrawal or a grade of C- or below on the second attempt necessitates withdrawal from the major.

## **SECOND BACCALAUREATE DEGREE**

A student who holds a baccalaureate degree from Bloomfield College of Montclair State University or another accredited institution may register for courses at Bloomfield College of Montclair State University in order to complete a second academic major and/or earn a second baccalaureate degree.

Candidates for second baccalaureate degrees must successfully complete at least eight courses beyond the normal undergraduate requirement, including at least three courses in the second major appropriate to the degree. A student who holds a baccalaureate or graduate degree from another institution is eligible to earn a Bloomfield degree in the same major only if he or she is pursuing a defined concentration which includes at least four courses that are recognizably different from any of the courses taken while earning the previous degree. The Registrar's Office will examine the transcript of courses leading to the first baccalaureate degree to determine whether these courses meet General

Education and major requirements appropriate to the second degree. These requirements must be met, even if this necessitates more than the minimal eight courses.

## **STUDY IN ABSENTIA**

Students may study at other colleges by requesting permission to study in absentia. This status may be granted for up to one full year through application and approval from the Faculty Committee on Academic Standards. Students may submit credits earned as transfer credits if the Registrar's Office has given prior approval for such work.

## **TAKING COURSES AT ANOTHER INSTITUTION**

### ***Requirements:***

- Only students with a cumulative GPA of 2.0 or better can take classes off-campus.
- The requested course cannot be a repeat of a course already taken at Bloomfield College of Montclair State University.
- Students with junior or senior status must take courses at a four-year institution.
- Students must fill out the Application to take an Off Campus course form to request permission.
- The Residency Requirement states that students must take their last eight courses through Bloomfield College of Montclair State University (online, hybrid, or in-person modality).
- The requested course must have the approval of a faculty member in the appropriate department or the Division Chairperson.

Appeals of the requirements should be directed to the Faculty Committee on Academic Standards.

### ***Procedure:***

Students must fill out the Application to take an Off Campus course form to request permission and have the course approved by a faculty member in the appropriate department or the Division Chairperson. The student will be notified by the Registrar's Office if permission is granted or not. The current GPA, course transfer eligibility, and the number of completed BC courses will be checked.

The student will be given a letter confirming that the course has been approved and that Bloomfield College of Montclair State University will accept credit provided that a grade of C or better is earned and an official copy of the transcript is received by the Registrar's Office. A copy of the letter will be placed in the student's permanent file.

## **TRANSCRIPT REQUESTS**

- All transcript requests are processed electronically through the National Student Clearinghouse. Instructions for transcript requests are located on the Bloomfield College of Montclair State University website.
- Current students can obtain unofficial transcripts via the Student Portal.
- Transcripts will not be prepared for students who owe money to Bloomfield College of Montclair State University.

## **TRANSFER CREDITS FOR UPPERCLASSMEN**

Students with upper-class standing (i.e., those who have completed 15 courses or more) may not take courses at a community or other two-year college for transfer to Bloomfield College.

## **TRANSFER STUDENTS**

The Registrar's Office will evaluate transcripts of prior collegiate work by students who enter as transfer students.

In general, only courses in which a grade of C or better was earned will be considered for transfer credit.

The Bloomfield College of Montclair State University GPA is based solely on courses taken at this

institution, while credits are transferable, the GPA is not.

Students wishing to transfer in courses that were taken more than three years ago must have them evaluated and approved by the Discipline Coordinator. Courses that are not approved are not transferable.

Students who have received A.A., A.S., A.A.S./RN (only for students seeking BSN), B.A., B.S., or M.A. degrees from regionally-accredited institutions will be admitted under the Direct Transfer Program. For further information, see Direct Transfer Program.

Students who have received the bachelor's degree in a given discipline from other institutions are eligible for admission as candidates for Bloomfield College of Montclair State University degrees in other disciplines. Prior academic work is treated much the same as prior academic work of any transfer student. For further information, see Second Baccalaureate Degree.

### **UNOFFICIAL WITHDRAWAL**

Grades of “UW” or “WF” designate unofficial withdrawal from class depending on the last date of attendance. A “UW” is awarded to a student who stops attending and the last date of attendance is prior to the withdrawal deadline. A “WF” grade is given to a student who stops attending and who’s last date of attendance is reported as after the withdrawal deadline.

### **VETERAN’S BENEFITS**

Bloomfield College of Montclair State University is approved for the training of veterans and the widows and children of deceased veterans under the provisions of the various federal laws pertaining to veteran’s educational benefits. Information about veteran’s benefits and enrollment procedures may be obtained at the Registrar’s Office by emailing registrar@bloomfield.edu.

Students eligible for veteran’s benefits register and pay their College bills in the same manner as non-veteran students. Reimbursement is made by the Department of Veterans Affairs on a monthly basis. The amount of reimbursement is governed by the student’s program and the student’s course load.

To be reimbursed the student must comply with the following procedures:

#### **VA Initial Enrollment**

Once admitted to the College, the student must submit their applications online at: <https://www.va.gov/education/how-to-apply/> or call 1-888-442-4551 to receive an application by mail. All VA students must file an application when they first start school before they can receive benefits. Submit a certified copy of the DD-214 to the Office of the Registrar, 467 Franklin Street, Bloomfield, New Jersey, 07003.

Students transferring from another university or college will need to obtain a Request for Change of Place of Training (VA Form 22-1995) from the Department of Veterans Affairs. The completed form should be sent to the Registrar’s Office, 467 Franklin Street, Bloomfield, NJ, 07003.

#### **VA Re-enrollment**

Students who receive veteran’s benefits at the College the preceding semester and plan to re-enroll with no change of objective should inform the Registrar’s Office via email at the time of registration that they wish to be re-certified under the provisions of their original VA Form 22-1990.

Students receiving veteran’s benefits must take courses that lead toward the exact objective (usually a specific degree) on the original VA application. Otherwise, they must submit a Request for Change of Program (VA Form 22-1995). Students utilizing veteran’s benefits must email the Registrar’s Office immediately of any change in their status or program that might affect the amount of their monthly payment from the VA. If they fail to do so, the Department of Veterans Affairs will seek reimbursement from the student for any overpayment.

## **Yellow Ribbon Program**

Bloomfield College of Montclair State University has partnered with the Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program), a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree-granting institutions) in the United States to voluntarily enter into an agreement with Veterans Affairs to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. Bloomfield College of Montclair State University has agreed to match dollar for dollar with the Yellow Ribbon Program to cover the difference in tuition and fees for qualifying veterans. Therefore, under this program, veterans can earn a degree at Bloomfield College of Montclair State University at no cost.

This new benefit was created for those who served in the military on active duty for at least 90 days beginning on or after September 10, 2001. For more information about eligibility, please visit the U.S. Veterans Affairs website.

## **VA Standards of Progress**

Continuation of VA payments depends on the student's meeting the College's academic standards for all students. The student must also meet any standards of progress which may be established by VA regulations.

If in a national emergency students are called to active duty, they will be withdrawn from classes without academic or financial penalty. Alternative arrangements may be made with the instructor in special circumstances. Documentation must be provided to the certifying official.

## **WITHDRAWAL FROM COLLEGE**

A student may officially withdraw from the College prior to the end of classes in a given semester. W-grades will be recorded if the voluntary withdrawal is made between the beginning of the third week of classes and the last day to withdraw (See Calendar). After that date, an "WF" grade will be recorded. Students who feel that there are mitigating (non-medical) circumstances may file an appeal with the Faculty Committee on Academic Standards. Those students with medical documentation should utilize the medical withdrawal process below. In order to withdraw, the student must complete and submit the Academic Withdrawal Form that can be found on the Registrar's Home page in the MyBloomfield portal. Failure to withdraw officially will lead to failing grades and may limit chances of reinstatement at a later date. Students who have withdrawn and who wish to be considered for reinstatement must complete the reinstatement application available online at <https://bloomfield.edu/former>.

Bloomfield College of Montclair State University students who experience physical and/or psychological circumstances that substantially impair their ability to function successfully or safely as a student may be eligible for a medical withdrawal.

## **MEDICAL WITHDRAWAL**

To qualify for a medical withdrawal, the student must submit to the Office of Disability Services a description of the medical circumstances and documentation from a licensed healthcare provider that addresses those circumstances and supports withdrawal as medically appropriate.

Documentation or a detailed letter from the treatment provider must include the following:

- Diagnosis
- Date of onset
- Effect of medical condition on your ability to perform academically
- Prognosis
- Treatment plan
- Time frame for treatment and recovery

Based on the documentation provided, the Office of Disability Services and VPAA then approves or denies the request for medical withdrawal. The VPAA notifies the Registrar. If approved, the student

will receive a WN for all courses during the requested semester. In addition, the student must submit documentation to the Office of Disability Services clearing them to return to classes following a medical withdrawal semester .

## Standards of Conduct

### Standards of Conduct

Because Bloomfield College of Montclair State University is rich with human diversity, it provides a unique setting for students, employees, and alumni to learn to advance ideals of human worth and dignity. The College is committed to safeguarding conditions which will foster mutual respect. The mission of the College, "to prepare students to attain academic, personal and professional excellence in a multi-cultural and global society" clearly articulates our respect for the rights, privacy, and sensibilities of each member of this educational community. Abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, or injures another because of his or her personal characteristics or beliefs, which include but are not limited to race, sex, sexual orientation, national origin, religion, disability, and age, will not be tolerated at Bloomfield College of Montclair State University. Nor will persons who commit such deeds be entitled to continue their membership in this academic community.

Bloomfield College of Montclair State University is a multi-racial, multi-cultural institution of higher education. Part of the learning experience includes learning about and respecting those norms of society that are designed to promote, protect, and respect the rights of all members of society.

If Bloomfield College of Montclair State University is to operate harmoniously and efficiently, the students must be assured of certain fundamental rights and the College must have basic rules which are respected and enforced. The failure to behave in accordance with existing standards may result in the administration of discipline that is consistent with, and related to, the College's objective of learning and growth.

What follows is a list of student rights and responsibilities, followed by the Code of Conduct and an explanation of the College Judiciary Program. Nothing in this document is to be construed as interfering with the academic freedom of faculty and students. These statements of policy originated with the Faculty Committee on Student Affairs and were approved by the Faculty of Bloomfield College of Montclair State University.

Bloomfield College of Montclair State University's program is in keeping with that of other major institutions of higher education.

### **BILL OF RIGHTS**

The following rights shall not be construed to deny or diminish other rights retained by students as citizens of the local community, the state, or the nation.

1. In the free pursuit of their educational goals, students are entitled to:

- Competent, professional instruction at all times, and the right to ask relevant questions and receive coherent answers.
- Accurate, concerned advising from assigned advisors.
- All reasonable respect for their characters, opinions, abilities, sincerity and integrity as human beings. Student performance is to be evaluated solely on academic achievement, including adherence to the traditional canons of scholarly honesty and integrity, and not on unrelated matters.
- Freedom from verbal and/or physical abuse.
- Fair grading based on standards that are clearly articulated by the instructor in the syllabus distributed by the second class meeting.
- The right to appeal to the head of the division or the Vice President for Academic Affairs and Dean of Faculty/designee any grade that the student believes is based on a prejudiced,



- capricious, or erroneous academic evaluation.
- Confidentiality concerning matters both personal and academic.
- Equality in the administration of College codes and administrative due process in the handling of all charges against the student; and the right to appeal to an appropriate body as defined in the appeals procedures of Section VI of the Standards of Conduct.
- The right to control the release of information contained in their student records, as specified in the Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment).
- Free inquiry and expression are encouraged. All constituents of the College Community are free, individually and collectively, to express their views on issues of College policy and on matters of interest to the student body. However, such expression must not:
  - Disrupt the operation of the College.
  - Threaten the safety of individuals and/or their property, individual rights, or the continuity of the educational process.
  - Cause damage to College property.
  - Harass or threaten others.
- Students have the right to be secure in their persons, campus living quarters, papers, and personal property. Information on the Family Educational Rights and Privacy Act (Buckley Amendment) is available in the Registrar's Office.
- Students can organize and join associations to promote their common interest as designated by College rules and provided they are consistent with the mission of the College. Student organizations may be afforded use of College facilities and resources when available so long as such interests and use are compatible with the purposes and functions of the College. If student organizations are affiliated with organizations outside Bloomfield College of Montclair State University, the relationships must not interfere with the objectives and activities of the College. College policy will take precedence over the rules of any national, state, or local affiliate organization.
- Bloomfield College of Montclair State University regards student publications as central to the creation of an atmosphere of free and responsible discussion and of intellectual exploration on campus. Bloomfield College of Montclair State University is firmly committed to freedom of expression in order that student publications may maintain their integrity of purpose.

The freedom of student editors and managers entails allegiance to the canons of responsible journalism, such as the avoidance of libel, slander, obscenity, and undocumented allegations. Students must recognize the legal and fiduciary obligations incumbent upon them and the College in all publication matters. There also must be a recognition that freedom of expression with opportunities for responsible replies is one of the characteristics of higher education in the United States. All student publications must explicitly state on the editorial page that the opinions that are expressed are not necessarily those of the College or student body. Editors and managers of the student press shall not be arbitrarily disciplined because of student, faculty, administrative, alumni, or community disapproval of editorial policy or content. Discipline may result from failure to adhere to the canons of responsible journalism, as discussed above.

No student shall be discriminated against on the basis of sex, race, color, creed, national or ethnic origin, sexual orientation, age, or disability.

Each student shall be guaranteed fair treatment under College rules and regulations in the securing and protection of aforesaid rights. Alleged violations of the student's rights should be referred to the Office of the Vice President for Academic Affairs and Dean of the Faculty/designee for academic matters or to the Office of the Dean for Student Affairs and Dean of Students/designee for other matters, or to the Affirmative Action Officer. The appropriate Officer will respond, in writing, to the student's concern.

## **STANDARDS OF CONDUCT ACADEMIC INTEGRITY**

### ***Plagiarism***

Plagiarism is the copying of a passage or idea from a book, article, notebook, laboratory report, video, Internet, or other source, published or unpublished, without acknowledging the source of the passage or idea. Text extracted from another source without substantial paraphrasing must

be cited as a quotation, or it too will be considered plagiarism. Finally, any replication of another student's work or a student's own work from prior semesters or other courses will be considered as plagiarism, unless the instructor's approval for such usage has been obtained. Penalties for plagiarism can include a combination of one or more of the following actions administered by a faculty member.

- Redoing the assignment.
- Obtaining a failing grade for the assignment.
- Obtaining a failing grade in the course.
- Vice President for Academic Affairs and Dean of the Faculty/designee may issue a written warning/reprimand and/or impose additional sanctions up to and including suspension or expulsion from the college. In addition, students who have committed acts of academic dishonesty may be ineligible for academic honors.

### ***Cheating***

Cheating on an examination (whether in-class, take-home or online) includes the following: attempting to look at another student's examination for the purpose of obtaining answers; communicating any information about the examination, either during or after the testing period, to someone who has not yet taken the exam; using any materials, including books and/or notes, technologically based communication devices (including but not limited to cell phones, pagers, personal digital assistants, laptops, hard drives, disks, or student's personal space on the computer) during the examination that have not been authorized by the instructor; engaging in any other activity for the purpose of obtaining assistance not authorized by the instructor; opening online exams before you are scheduled to take the exam; searching the web for information without permission during an online exam.

Collusion is a form of cheating that involves working with another person/persons to prepare separate course assignments (including papers, projects, and presentations) in ways not authorized by the instructor. Penalties for cheating on an examination or collusion can include a written warning/reprimand and a combination of one or more of the following actions administered by a faculty member or if necessary by the Vice President for Academic Affairs and Dean of the Faculty/designee:

Failing the examination.

Obtaining a failing grade on the assignment.

Failing the course.

Suspension or expulsion from the College if deemed necessary, will be administered by the Vice President for Academic Affairs and Dean of the Faculty/designee.

### ***Other Forms of Dishonesty***

All forms of dishonesty, including knowingly furnishing false information, forgery, (college written/online documents, records, timesheets, identification cards/or other material) alteration or use of College documents or instruments of identification with the intent to defraud; theft or misappropriation of property or services; knowingly furnishing false information to the College; helping others to give such false information, are prohibited. Violations of this provision will subject all individuals who participate in or otherwise aid or abet in any form of academic dishonesty to the full range of disciplinary actions.

### ***Protocol/Appeal Process/Sanctions***

If the instructor has sufficient evidence to believe that a violation of the academic integrity policy has taken place, the instructor must discuss the issue, as well as the penalty, with the student. If the supportive evidence is not definitive and the student denies guilt, the case is referred to the Vice President for Academic Affairs and Dean of Faculty/designee.

Depending upon the circumstances surrounding the incident, as assessed by the instructor, following discussion with the student, and, if necessary, following discussion with the Vice President for

Academic Affairs and Dean of Faculty/designee, any one of the penalties below could be enforced:

- Students are issued a written warning/reprimand.
- Students must resubmit the assignment.
- Student obtains a failing grade for the assignment.
- Students obtain a failing grade for the examination.
- Student fails the course.

Suspension or expulsion from the College if deemed necessary, will be administered by the Vice President for Academic Affairs and Dean of the Faculty/designee. The instructor will place a written record of the infraction in a permanent file maintained in the Office of the Vice President for Academic Affairs and Dean of Faculty. A copy of the record must also be given to the student. If plagiarism, cheating or other types of academic dishonesty are discovered after final grades have been submitted to the Registrar's office, final grades may be lowered accordingly.

## **CODE OF CONDUCT**

The primary purpose of regulations and discipline at the College is to protect the well-being of the community and to advance its educational mission by defining and establishing certain norms of behavior. Institutional discipline may be applied to conduct that adversely affects the College community's pursuit of its educational objectives.

Conduct of the following kind may result in the imposition of institutional discipline in the form of one or more of the disciplinary actions listed in Section IV, Official College Sanctions. Any other misconduct deemed a threat to the well-being of the community or to the safety of any person might also result in the imposition of institutional discipline as well. In cases involving academic misconduct (cheating, plagiarism, collusion), the determination of the appropriate discipline to be applied shall be made by the Vice President for Academic Affairs and Dean of the Faculty/designee according to the procedures set forth herein. The determination of the appropriate discipline to be applied in all other cases shall be made by the Dean of Students for Student Affairs and the Assistant Dean of Students/designee according to the procedures set forth in Section IV (J), Emergency Powers and according to Section V, The Judiciary Program.

## **COVID-19 Policy**

In response to the COVID-19 pandemic, the College has instituted a number of precautions to protect the health and safety of our campus community. These standards require adherence to a range of hygiene, screening, testing, and contact tracing protocols to be implemented.

If you have tested positive for COVID-19 or are showing symptoms of COVID-19 infection, do not come to campus. Please get an official positive result from a lab testing facility and email those results to [saffairs@bloomfield.edu](mailto:saffairs@bloomfield.edu). You will be subject to quarantine procedures as dictated by the CDC.

Violation of these or other requirements necessitated by the College's response to the COVID-19 pandemic will subject all students to the range of disciplinary actions described in Section IV - Official College Sanctions of the Catalog. Students with documented medical concerns that prevent them from adhering to these requirements should contact the Office for Students with Disabilities.

## **ENDANGERING HEALTH OR SAFETY OF OTHERS**

Any conduct in any College facility, on any College grounds, or at any on or off-campus College-sponsored or College related event or activity, which harms or threatens to harm the physical, emotional, or mental well-being of any person is