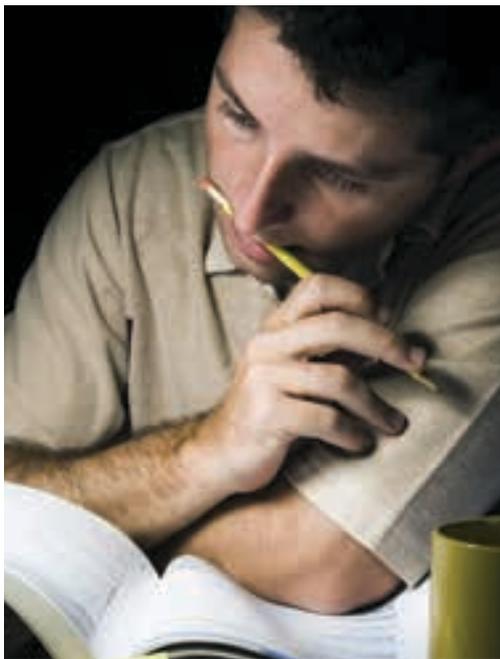




GRADUATE STUDIES

HANDBOOK



Engaging Minds. Embracing the World.



La Roche
COLLEGE

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ABOUT



La Roche

COLLEGE

La Roche College is an independent, coeducational Catholic college which offers a career-oriented curriculum based on a strong liberal arts and sciences foundation. The college has structured its curriculum on the belief that graduates need the skills required for professional careers as well as mature judgment and the capacity to adapt to a variety of personal and professional challenges.

Located within 43 acres in the growing North Hills suburbs just minutes from downtown Pittsburgh, La Roche offers countless opportunities for cultural and professional enrichment.

Engaging Minds. Embracing the World.

NONDISCRIMINATION POLICY

La Roche College admits qualified students of any age, sex, race, religion, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the college. The same policy is followed within respect to all employees, regardless of rank or classification. La Roche College does not discriminate on the basis of sex, race, religion, color, disability, handicap, ethnic and national origin in the administration of its educational policies and programs, admissions processes, scholarship and loan programs, employment practices, athletic and other college administrative programs.

La Roche's nondiscrimination policy is administered in accordance with Title IX of the 1972 Educational Amendments, and all other applicable federal and Pennsylvania status. All inquiries should be directed to the Vice President for Administrative Services.

PHILOSOPHY OF GRADUATE EDUCATION

La Roche College is committed to offering professional graduate education which will enable professional men and women to bring to their fields: initiative, expertise in practice, a commitment to use their knowledge to affect improvements, and a desire to contribute to their fields of knowledge.

The central objective of graduate education at La Roche College is to provide students with academic training designed: (1) to prepare students to be advanced practitioners in a professional field; and (2) to provide students with a foundation for doctoral study.

ACADEMIC POLICIES FOR ALL GRADUATE PROGRAMS

La Roche College personnel develop and maintain academic policies to aid students in academic progress and degree completion, and to avoid potential misunderstandings. La Roche College has the right to make changes to this handbook at any time. It is the responsibility of each student to thoroughly review the policies and procedures in this handbook. Questions or clarifications should be directed to the Office of Graduate Studies & Adult Education.

PROGRAM REQUIREMENTS

Students must complete the program of studies as outlined by the specific department. The specific program requirements are set by each department and are subject to change, so each student is responsible for conferring with his/her advisor concerning the requirements for any particular degree. The basic requirements for the master's programs are as follows:

Master of Science in Human Resources Management

The HRM master's degree consists of 12 three-credit classes, totaling 36 credits. Of the 12 classes, seven (7) are required core, three (3) are electives under the area of specialization and the final two (2) are required for a concentration. Courses are sequenced with the assistance of an academic advisor to accommodate your work demands and meet the program's educational goals. Students must also successfully complete all prerequisite courses required for admission. Prerequisite coursework credits do not count toward the 36 credit graduate degree completion requirement and must be completed within the first three semesters of graduate study.

INTERNSHIPS

Occasionally, businesses recruit HRM interns to work on a special project, or students may choose to seek an internship opportunity for HRM work experience. Internships are temporary work experiences, which can be as short as a semester or as long as a year or more.

Internships usually involve 20 work hours per week. They may be paid or unpaid work experiences. No academic credit is granted for HRM internships. Students interested in HRM internships should contact their advisor for further information.

No graduate credit will be granted for challenge examinations, credit for life experience, CLEP tests,

internships, practicum or other advanced standing requests toward the requirements established for the master's program.

Master of Science in Nursing

The Master of Science in Nursing degree consists of two specializations: Nursing Administration (36 credits) and Nursing Education (34 credits). The program consists of two components that include core and role specialization courses. The core courses help students to integrate the theoretical and conceptual bases of nursing knowledge, health policy issues and research methodology. Completion of a research study or a research project also is included in the core. Graduate students in both specializations complete the core courses. The concentration courses focus on the student's chosen area of specialization. This program is online with the exception of the practicum courses. Please refer to the MSN student handbook for policies and information.

Master of Science in Health Science (Nurse Anesthesia)

The graduate program in nurse anesthesia consists of two parts: a La Roche College portion and a professional portion taught at Allegheny School of Anesthesia. A student seeking to become a CRNA must complete both parts of the curriculum successfully in order to be granted the Master of Science in Health Science from La Roche College. Students who already possess the CRNA credential (but wish to earn the master's degree) are required to complete only the La Roche College portion of the curriculum.

The Master of Science in Health Science (Nurse Anesthesia) requirements include 37 credits of courses, taken in sequence. In addition, all students are required to register for two additional six (6) credit courses which are taught at Allegheny School of Anesthesia: HSCG 5030 (Anesthesia Didactics I) and HSCG 6030 (Anesthesia Didactics II). Students at Allegheny School of Anesthesia take HSCG 5030 (Didactics I) in Fall/Spring/Summer Semesters Year One and HSCG 6030 (Didactics II) in Fall/Spring/Summer Semesters Year Two.

The total credit requirement for this graduate program, including HSCG 5030 and 6030, is 49. Note: Students who already possess the CRNA credential are exempt from taking HSCG 5030, 6030 and 6055. Your total credit requirement for the Master of Science degree is 33.

TIME LIMIT

RN students must complete the MS in Health Science must in two years without exception. CRNA students who are unable to devote their full time to graduate study may, however, extend their time beyond three years. All requirements for the master's degree must be completed within six years from the first enrollment.

Master of Science in Information Systems

The Master of Science in Information Systems requires the successful completion of 30 credits. 27 of those credits are core requirements and three (3) credits (one class) are general electives. Students will be expected to develop competencies in five main areas including: integrated technical expertise, project management and change management, ethical practices, professional delivery of oral and

written communication, and information systems strategies. Students must meet required pre-requisites either through previous coursework or professional experience.

INTERNSHIPS

Master of Science in Information Systems students who are interested in completing an internship should speak with their advisor.

Master of Education

The Master of Education degree consists of two specializations: Autism Spectrum Disorder Endorsement (30 total credits) and PreK-8 Special Education Certification (48 total credits). The program consists of two components: the core (18 credits) and the specialization courses. The core courses provide candidates with the advanced skills and knowledge needed to successfully teach children with special needs and to work effectively with their families and community agencies. Integration of evidence-based practices and research skills also comprise the core courses. Completion of a research project and field experience hours are required components. The concentration courses focus on the student's chosen area of specialization.

Master of Science in Accounting

The Master of Science in Accounting degree consists of ten (10) three-credit courses, totaling 30 credits. At the present time, all ten (10) courses are required courses; there are no electives. Courses are presented in an eight-week format. In-person courses meet one evening each week, or on a Saturday morning or afternoon. Each course includes an on-line component. To accommodate your life's demands, the program can be started or resumed during any of five different months during the year (January, March, May, August, October). Students without sufficient undergraduate accounting credits may be required to complete up to nine (9) such credits at the beginning the graduate program. Prerequisite coursework credits do not count toward the 30 required credits for the graduate degree.

RESEARCH

Institutional Review Board

La Roche College requires that research investigators, also known as principal investigators or PI's, must protect the rights, privacy and welfare of individuals recruited for participation in research. The La Roche College Institutional Review Board (IRB) holds the primary responsibility to protect human subjects involved in scientific, social, behavioral and educational research conducted by departments, programs and all administrative divisions and organizations affiliated with the college. The jurisdiction of the IRB includes the authority to review, approve, modify or disapprove research protocol applications submitted by faculty, staff and student investigators. The process of review serves to ensure the safe and ethical conduct of research that ultimately will protect the rights and welfare of human subjects in an atmosphere of mutual trust and academic integrity in the pursuit of knowledge. It also reviews research conducted by outside investigators using La Roche College students, personnel or facilities.

Please see the IRB web page for additional information: <http://intranet.laroche.edu>.

RE-ADMISSION

Upon missing three consecutive semesters (12 months), students must apply for re-admission. Re-admission forms can be obtained by contacting the Office of Graduate Studies & Adult Education at La Roche College: (412) 536-1260.

TRANSFER STUDENTS

Students who wish to transfer to La Roche College from another graduate program must submit a completed application to the Office of Graduate Studies & Adult Education. Official transcripts from all institutions of higher education, plus all items listed under **Admission Requirements** must be submitted.

Transfer students must satisfy the minimum requirement of a cumulative grade point average of 3.0 and must have received a letter grade of “B” or better on transferable courses.

TRANSFER OF PREVIOUSLY EARNED CREDIT

Credit for graduate course work from an accredited school may be accepted as transfer credit. A maximum of three credit hours in course work which meets degree requirements will be accepted on a tentative basis. Transfer credits may only be counted toward graduation if they fall within the six-year time limit as stated in the academic policies section of this catalog. Catalog descriptions of the graduate courses to be transferred must be submitted by the student to the Office of Graduate Studies & Adult Education prior to evaluation of transfer credit. The transfer credits will be officially posted upon matriculation to La Roche College. No credit will be allowed for graduate courses for which the student received less than a ‘B’ grade. Transfer grades do not affect the cumulative quality-point average of the student’s La Roche transcript. Students transferring in credit must still complete the minimum number of credits required for their degree. In the Master of Science in Human Resources transfer credit may be awarded for a required course if you feel you have already had that course and wish not to repeat it. Those transfer credits do not apply toward graduation requirements. You are still required to complete 36 credits at La Roche College.

ADVISEMENT

All students will receive advising at the time of registration as well as throughout their tenure as a graduate student at La Roche. Students are responsible for planning their programs in consultation with their academic advisor, who will be assigned at the beginning of the semester/program.

ACADEMIC INTEGRITY: PLAGIARISM AND CHEATING

As an institution of higher education, La Roche College values academic integrity and honesty. Upholding these values involves the community of teachers and learners.

A. ACADEMIC INTEGRITY ISSUES

FACULTY

La Roche College faculty has a responsibility to uphold academic integrity in such ways as:

- To create an intellectual and educational environment that reinforces academic honesty
- To define and promote academic honesty (i.e., in course outlines)
- To discuss plagiarism with students at different points throughout the semester
- To provide a strong example, such as withstanding pressures to change students' grades
- To monitor students during exams
- To develop assignments which minimize the opportunity for dishonesty
- To check for differences between research materials and students' submitted assignments
- La Roche College faculty is required to provide information about penalties for academic misconduct on all course outlines
- La Roche College faculty should respond to breeches of integrity by:
 1. Taking disciplinary action against students who have violated the standards
 2. Reporting the names of students who have apparently violated these standards to the Office of the Vice President for Academic Affairs (VPAA) and Academic Dean who will inform the Student Life Office, the Office of Academic Enrichment and the student's adviser

STUDENTS

La Roche College students are responsible for honest completion and representation of their work. By submitting signed work, students attest to the originality of the effort.

The following are examples of academic dishonesty and are subject to discipline:

PLAGIARISM: Plagiarism is presenting another person's work as one's own. Plagiarism includes directly quoting or otherwise representing (paraphrasing or summarizing) as one's own the written work of another person without acknowledging through citation appropriate to a specific discipline the source of the information and/or knowingly providing assistance to another student through shared work.

- Academic writers are expected to utilize sources, for it is the interaction between self and others that actually constitutes academic writing. Likewise, it is expected that these sources will be properly cited.

FOR EXAMPLE:

- When writers use the exact words of another writer, they must use quotation marks to distinguish between their own voices and the source. The source must also be formally cited.
- Writers must also formally acknowledge the sources of ideas they borrow, wherever possible.

- When a source is cited, the borrower cannot paraphrase too closely to the original by making only incidental changes to words and grammar.
- When a student relies so heavily on outside sources that the paper is void of the student's original thoughts and ideas.
- Selling or purchasing materials such as papers that are submitted as the student's endeavor is considered plagiarism. Cheating: requesting and/or receiving information from other students or unauthorized sources, and/or providing information to other students regarding tests, exams or individual assignments.

REUSE OF ASSIGNMENTS: Whole or part of work submitted for another class must not be reused without permission from the instructor.

FALSIFICATION OF ACADEMIC MATERIALS: fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment. Misrepresentation of documents: forgery, alteration, or misuse of any college or official document, record or instrument of identification.

B. PENALTIES

Academic dishonesty is a serious and sensitive issue, and these measures have been established in order to protect the faculty member, the student and their respective integrity.

- Instructors will report breaches of integrity to the Office of the Vice President for Academic Affairs as a clearinghouse to identify students who are repeat offenders. A copy of the written report will be submitted to the offices of the Registrar, Student Life and the student's advisor. The written faculty report must be submitted within the semester of the offense and contain full documentation of the incidence including photocopies of the materials deemed dishonest. Records will be maintained in the VPAA's Office for five years.
- Under most circumstances, the instructor will handle breaches of academic honesty. It is the instructor's duty to meet with the student promptly and privately in order to inform him/her that there is a reason to believe that s/he has committed an offence in violation of his/her academic integrity.
- The instructor has the responsibility to match the punishment to them misdeed.
- A student may be required to redo a dishonest assignment or retake a test where cheating occurred, may be failed on the same, or failed for the course. In any event, the breach of integrity should provide a learning opportunity for the student. The College retains the right to dismiss students for repeated instances of academic dishonesty.

C. APPEALS

- A student has the right to dispute allegations of misconduct. The student should first meet with the faculty member responsible for the allegation. If the dispute is not resolved, the student may take the matter to an Academic Integrity Appeals Board.

This standing committee will have five members. Two faculty members of the board will be selected by the Division Chairs; two students will be appointed by the Vice President for Academic Affairs; and one member of the Academic Standards Committee will be appointed as the faculty representative to the board.

- If necessary, alternates will be selected.

REGISTRATION

Students bear the responsibility for course registration each semester until the degree is awarded. The degree audit report, available on My.LaRoche, will track a students' progress towards the degree.

An appointment should be made with the student's academic advisor each semester for registration and advising. Students may also (with the permission of their advisor) opt for telephone or email advising. The period established for advisement and registration is stated in the academic calendar.

After the first semester of graduate study, students may register online. A course rotation is listed on the La Roche College public website and is a valuable tool for students to keep track of when courses are offered.

Student Support Services.....	412-536-1231
Writers Center	412-536-1230
Help Desk.....	412-847-2300 studenthelpdesk@laroche.edu
Library.....	412-536-1064

Students will not be permitted to attend a class until their financial obligations to the college have been met.

The last day to enroll in a class is the end of the add / drop period stated in the academic calendar.

Failure to attend a class after the registration form is processed does not constitute withdrawal from that course.

Students who, for mitigating circumstances, need to take a graduate course at another regionally accredited institution and apply the credit toward the La Roche College degree must receive permission from the program coordinator or department chair. The student must present a catalog description of the course to the department chair prior to approval. The temporary transfer (visiting) form must be filed with the registrar at La Roche College prior to registration. An official transcript documenting the completed course must be sent from the institution attended to the registrar at La Roche College.

AUDIT OF CLASS

A student may audit a class with the approval of his/her advisor and the registrar, provided that space is available. Formal registration is required. An audited class appears on the transcript with an “AU” grade. No grades or credits are received and the course does not count toward graduation. Full tuition is charged for an audited course.

SPECIAL STATUS ADMISSION

(Does not apply to the Nurse Anesthesia program)

Special status applicants who do not meet all the criteria for full graduate status may be eligible for admission as special status students.

A student is considered special status if they are only coming to take a class or two; applicants admitted to special status may take only nine credits in the graduate program. Evaluation at the end of nine (9) credits will be based on the achievement of all requirements for full status.

Special status includes provisional and conditional standing:

A. **Provisional standing:** Applicants are assigned provisional standing if:

1. Admission materials are incomplete but the applicant appears to be qualified for admission based on materials received.
2. Prerequisite courses have not been completed.

B. **Conditional standing:** Applicants are assigned conditional standing if the undergraduate Quality Point Average (QPA) or test scores are low. Students admitted on conditional standing must achieve a cumulative QPA of 3.0 at the completion of twelve (12) credits in the graduate program to be considered for full graduate status

C. **Non-Degree status:** If space is available, applicants may take a course(s) for which they have the prerequisites without formal admission to the graduate program. A maximum of twelve (12) credits may be taken. If the student decides to seek the degree, all criteria for admission to full status must be met.

STATUS

In general, a graduate student is considered full-time if s/he is taking nine (9) or 12 credits per semester. For financial aid purposes a graduate student taking six (6) credits is considered full-time.

COURSE LIMIT

In most cases, students are not permitted to register for more than nine (9) credit hours of graduate study during a semester. Written approval from the dean for graduate studies is required for all exceptions.

REPEATED COURSE

A graduate course may be repeated no more than one time. When a course is repeated, the higher grade is used in computing the QPA. If the same grade is attained when the course is repeated, the course is counted only once.

ACADEMIC STANDING

A graduate student is considered to be in good academic standing at La Roche College when she/he has a cumulative quality point average (QPA) of 3.0 or above. Any student whose QPA is below 3.0, either during a particular term or as a cumulative average, will be subject to review, reclassification or dismissal according to their particular program guidelines. Students in all programs must have a cumulative QPA of 3.0 or above in order to be eligible to receive their master's degree.

Academic Warning

Students with a cumulative quality point averages of 3.0 or above, but semester QPAs that fall below 3.0 will be placed on academic warning for the subsequent fall, spring or summer semester.

Any student placed on academic warning is required to work with a designated academic support advisor on strategies to improve his or her academic performance.

Academic Dismissal

Students may be dismissed from the College if they are placed on academic probation for two consecutive semesters or fail to make progress after reinstatement to the College from suspension. Dismissal decisions are recommended by the Academic Standing Review Board to the Vice President for Academic Affairs. The Academic Standing Review Board will carefully consider the student's total academic record prior to making a recommendation to dismiss.

For Students in the Anesthesia Program

Students must maintain good academic standing at both La Roche College (> 80%) and Allegheny School of Anesthesia (> 85%). Clinical performance must also meet program requirements. Students who are deficient in either component will be placed on clinical and/or didactic probation. Failure to improve after a probationary period at either La Roche College or Allegheny School of Anesthesia will result in immediate termination from the program. Successful completion of both academic and clinical components is mandatory in order to graduate.

GRADES

The letter grading system is used. Corresponding quality point values are assigned for each grade.

Grade		Description
A	=	4.0 Outstanding
A-	=	3.7

B+	=	3.3
B	=	3.0 Quality expected of a graduate student
B-	=	2.7
C+	=	2.3 Not up to the standards of graduate work
C	=	2.0
F	=	o Unacceptable graduate work
X	=	o Incomplete
W	=	o Withdrawal
P	=	o Pass
Au	=	o Audit

In exceptional cases a student may request an incomplete (X) grade for a course (e.g. illness). The online Incomplete Grade Request Form must be submitted by the student no later than the end of the final exam period of the semester. Requests are reviewed by the instructor, and students will be notified by email of the status of the request. Unless otherwise specified by the instructor, course requirements must be completed within six (6) weeks from the beginning of the semester, or the “X” grade becomes an “F”.

FORMAL GRADE APPEALS

Policy

Students may seek review of a grade through a formal grade appeals process. A grade will be reviewed by the Grade Appeals Committee on the basis of whether the grading procedure was effectively communicated to students at the beginning of the semester, and to determine whether the communicated grading procedure was followed.

To make such a determination, faculty may be asked by the Grade Appeal Review Committee to:

- Explain the basis or criteria for a grade
- Demonstrate that the basis or criteria was communicated at the beginning of the semester
- Demonstrate that the grading procedure was not applied indiscriminately

The methodology faculty may use in teaching or grading will not be reviewed in the formal grade appeal process. In the appeal proceedings, the burden of proof is on the student appellant to prove that a change of grade is the appropriate course of action in his or her case. Students may not use the grade appeal process to challenge college policy.

For the purpose of graduate student grade appeals, the committee is comprised of:

- Three faculty members, plus two alternates named by the Dean of Graduate Studies & Adult Education. At least one voting member must have regularly taught in one of the graduate programs.
- A representative from the Administration named by the Dean of Graduate Studies & Adult Education.

- Two graduate students. A pool of six graduate students will be selected by the Dean of Graduate Studies & Adult Education. Student and faculty alternately excuse two students each with the remaining two students serving on the committee.

Procedure

A formal grade appeals process involves multiple steps within a specific timetable.

STEP	RESPONSIBLE PARTY	TASK	DEADLINE
1.	Student	Informal contact with instructor to clarify concerns and make efforts to resolve the grade issue.	Anytime
2.	Student	Submits written statement to instructor that a grade appeal is desired.	Before 6 weeks into next semester
3.	Instructor	Must respond in writing to the student.	5 class days after receipt of student's statement
4.	Student	Must prepare a written appeal giving a clear and precise statement including a statement that the student has complied with the first two steps, the specifics of the appeal and suggestions after receipt as to what the student would consider a fair resolution of the appeal, with supporting reason(s). The statement must be submitted to the instructor and the instructor's chairperson.* Student must also submit copies of all relevant correspondence and documents, including notes on verbal communication, email and written exchanges to the department / program chair.	5 class days after receipt of student's statement
5.	Instructor	Will submit a written response to the department chairperson** and to the student. Instructor must also submit copies of all relevant correspondence and documents, including notes on upon receipt of the verbal communication, email and written exchanges to the department / program chair.	7 calendar days upon receipt of the student's appeal letter
6.	Department / Program Chair	Will attempt to resolve the conflict between the instructor and student. Will write a letter stating the status of the student's grade after communication with all parties.	7 calendar days after receipt of response from instructor
7.	Student	Will submit a request in writing to the Dean of Graduate Studies & Adult Education for a hearing before the Grade Appeal Review Committee.	3 days upon the receipt of letter from department / program chair
8.	Dean of Graduate Studies	Will convene a meeting of the Grade Appeal Review Committee who will follow hearing adopted by the College.	3 weeks upon the receipt of the Education request for a hearing.
9.	Grade Appeal Review Committee	Makes final determination about the appeal and informs all parties involved, including the registrar, the student, the faculty member and the department chair.	The entire process must be completed during the semester within which the appeal is filed.

*When the instructor is also the chairperson of a department or program, the Dean will replace the chairperson in these proceedings.

** In the event the faculty member concerned refuses to participate in the appeal procedure or refused to provide available materials essential for the appeal procedure, the Grade Appeals Review Committee may, by majority vote, elect to have the chairperson direct the registrar by written memorandum to make the appropriate change in the grade on the student's transcript.

STUDENT EVALUATIONS

During the latter part of each semester, each student confidentially and anonymously evaluates each course in which she/he is enrolled.

The faculty uses these evaluations as a guide to improving their teaching and course content. Student evaluations are conducted in person at the end of the course.

GRADUATION CRITERIA

Graduate Health Science Program

The following requirements must be successfully completed before a student may apply for graduation:

1. Clinical practicum commitment completed, with satisfactory clinical performance, and with the required number of cases in each category mandated by the Council on Accreditation of Nurse Anesthesia Educational Programs
2. All course requirements at the Allegheny School of Anesthesia completed with an 85% minimum average
3. All course requirements at La Roche College completed with a minimum 3.0 GPA.
4. All financial commitments to La Roche College and the Allegheny School of Anesthesia satisfied
5. Completion of all paperwork in preparation for the certification examination

The Allegheny School of Anesthesia reserves the right to defer the graduation of any student who:

1. Has not met any of the above criteria for graduation
2. Has not fulfilled the time requirement by excess absences, thus requiring makeup time on the basis of one day for each day of absence
3. Has incurred any infraction of policies, rules or regulations that would lead to suspension or dismissal

Any student who is terminated from the Allegheny School of Anesthesia will not be granted a degree from La Roche College, regardless of the number of La Roche course credits completed.

APPLICATION FOR GRADUATION

A formal application for graduation must be filed according to the deadline dates published in the academic calendar. In order to graduate, the student must maintain a 3.0 or higher cumulative average and complete all necessary requirements. The graduation application is available online in MyLaRoche and can be submitted electronically. The graduation fee is due with the submission of the graduation application.

CONFERRAL OF DEGREES

Graduate degrees are conferred by the board of trustees through the president of La Roche College in December, May, August and September. La Roche College holds one commencement ceremony in May of each year. Previous August, September and December graduates and students anticipating graduation the following August are invited to participate.

FINANCIAL AID

The Financial Aid Office is available to assist students in applying for both need-based and non-need-based assistance. If you are awarded financial aid, it will be reflected on your student invoice. Please contact the Financial Aid Office at 412-536-1125 for questions about your financial aid package.

Financial Aid For Graduate Studies

Students are eligible to borrow through the Federal Stafford Loan program for graduate studies. Students may also qualify for a Federal Perkins Loan or Federal Work-Study. Students must submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. You may also secure grants and scholarships from sources outside of the College.

Loans

Federal Unsubsidized Stafford Loans, Federal Graduate PLUS loans and alternative (private) loans will appear on your invoice as pending. However, it is your responsibility to make sure proper paperwork is complete. Perkins loans will not be credited to your account until you complete the Perkins loans entrance interview and sign a Master Promissory Note (MPN). Questions on loans or other aid should be directed to the Financial Aid Office at 412-536-1125.

Outside Scholarships

The Financial Aid Office must be notified of all outside scholarships. However, if an invoice is required, the Office of Student Accounts must receive authorization from the organization or company in order to generate a bill.

PAYMENT POLICIES

Invoices and Current Student Account Status

It is very important to understand that La Roche will send each student ONE paper bill at the beginning of each semester. You will NOT be mailed additional bills for adjustments or corrections. A student can log in to the MyLaRoche portal to view updated eBills. It is important to check your La Roche email account often. Not viewing your eBill does not eliminate your responsibility to pay.

In order for your registration to remain valid, your student account balance must be paid in full, be included in a payment plan, or be covered by a current loan application. If you do not have financing in place by the due date, the College will be forced to void your registration. Your name will not appear on the final class rosters. If your registration is canceled, you will have one week to obtain financing

and request reinstatement, pay a \$75 reinstatement fee, and re-register for your classes (choosing only from those classes that are available at that time). If you receive a Registration Cancellation notification letter, please call the Student Accounts Office immediately at 412-536-1030 or 412-536-1132.

Payment Options

La Roche College is committed to assisting students in formulating a complete financial plan for the payment of their educational expenses. As a La Roche College student, you have several options available to you when it comes to paying for your education. Payment arrangements for student account balances in excess of financial aid awards must be made using one of the following methods:

- Cash or check
- Financial aid
- La Roche College / CashNet Payment Plan
- Credit card via CashNet
- Tuition reimbursement
- Third-party billing

Cash or Check Payments

You may make payments by cash or check* in person at La Roche College.

Make checks payable to:

La Roche College
Office of Student Accounts
9000 Babcock Blvd.,
Pittsburgh, Pa. 15237

**Please include your student ID number on the check.*

Credit Card Payments

Credit card payments are accepted and processed by CASHNet SmartPay. CASHNet SmartPay is a third party processor, operating under agreement with La Roche College to process electronic payments on your behalf. A processing fee of 2.9 percent is added to the total payment. Discover, MasterCard, Visa and American Express are accepted. Using credit cards for the payment of fees only will be accepted online and not in the Office of Student Accounts. Several computer stations are located in the office for use by students who wish to make payments with a credit card and are willing to pay the convenience fee.

Cash, checks and money orders are accepted forms of payment for current term balances. Past due and prior term balances can only be paid with cash, money order or certified checks.

PLEASE NOTE: All web payment transactions completed after 2 p.m. EST will be effective the following business day.

Payment Plan Option

La Roche College offers a payment plan that allows you to divide tuition and other expenses not covered by financial aid into smaller monthly payments. Through this payment plan, you may set up a plan that allows you to spread your payments over four months for each semester. In order to avoid Registration Cancellation, you must enroll in a payment plan prior to the tuition due date each semester. If you need help calculating your budget, a representative from La Roche College's Office of Student Accounts will help you. Just call us at 412-536-1132.

Internet ACH Payment (ECheck) is a secure method for paying your bill in a timely fashion. To make an electronic check payment, log into your My.LaRoche.edu account. No service fee is charged for this option. Make sure you follow the instructions very carefully and input your bank's routing number and your account number (checking or savings account). DO NOT use your debit card number.

Late Charges / Holds

The student is responsible for ensuring all La Roche College charges are paid or covered with financial aid by the tuition due date each semester. A financial registration hold will be posted to students with delinquent accounts of \$50 or more. An account is considered delinquent if invoice charges are not paid by the tuition due date. Students will not be permitted to register for courses, and academic records (transcripts and diplomas) will be withheld until the financial registration hold is released.

Your account will accrue a late fee of 1.5 percent per month if it is not paid by the posted due date. Should it be necessary, you will be responsible for the cost of collection, all attorneys' fees and all charges necessary for the collection of the amount not paid to La Roche College. In addition, the College will not release transcripts or allow class registration if your account is past due.

Dropping / Withdrawing from a Class

Students can drop courses online at MyLaRoche through the end of the add/drop period for the session or semester. If you are withdrawing from school or dropping a class, a formal drop or withdrawal form must be processed by the Registrar's Office. Refer to the academic calendar for add/drop and withdrawal deadlines. Non-attendance or informing staff/faculty does not constitute withdrawal from a class. Only those who have officially withdrawn will have their accounts credited according to the above schedule. Additional information may be obtained by calling the Office of the Registrar at 412-536-1080 or 412-536-1083.

If your name does not appear on the instructor's roster, it indicates that you are not officially registered for the class or are in the wrong section and should contact the Office of the Registrar. Students who withdraw from a class should contact the Financial Aid Office to determine any impact on their financial aid.

E-Refunds

Students can enroll in e-refunds to get refund checks directly deposited into their checking/savings accounts. To enroll just follow the My.LaRoche.edu instructions on the back panel of this billing guide and choose "enroll in e-refund."

OUTSIDE PAYMENT POLICIES

Tuition Reimbursement Policy

Many employers reimburse students based on satisfactory completion of the coursework for a given semester. The employer requires that the students submit their grades and usually a copy of their tuition bill and receipt (or canceled check) before reimbursing them.

A completed Verification of Benefits form, signed by the student's human resources department, is required of all students who obtain tuition reimbursement. Tuition payment will be due 30 days from the date the previous semester's grades are made available by La Roche. A Verification of Benefits form must be filled out every semester and submitted to the office by the tuition date. To obtain a copy of this form, please call 412-536-1030 or visit Student Forms in the My.LaRoche.edu portal.

Third-Party Billing

Some companies and government agencies pay their students' / employees' tuition directly to La Roche. In order to ensure that this happens properly each semester, the Office of Student Accounts must receive authorization from the third party for a student's tuition and/or fees on company letterhead by the tuition due date. Please note that this process does not automatically renew each semester. Student Accounts requires authorization every semester that classes are taken.

Important information regarding tuition reimbursement and third-party billing:

Payment of tuition and fees is the responsibility of the student. In the event the sponsor does not make full payment, all charges and late fees will be the responsibility of the student.

MyLaRoche

Paying tuition, signing up for a payment plan, checking your student account... it's all on MyLaRoche!

La Roche College has partnered with Higher One's CASHNet Payments to provide students and their families with easy and convenient ways to manage their college finances. Through the My.LaRoche.edu portal, students can access their personal information regarding their student account balance as well as information concerning financial aid. Plus, you can sign up for a payment plan, pay by ECheck or credit card, 24 hours a day, from anywhere!

How to Access Your Account Balance on My.LaRoche.edu

1. Log on to My.LaRoche.edu
2. Use your La Roche network username and password to log in
 - Returning students can obtain this information from the Help Desk
 - New students will receive this information in the mail closer to semester's start
3. Click on the Billing and Aid tab
4. Click on My Account Balance to see semester account balances

My.LaRoche.edu will provide you with the most up-to-date information regarding payments to your student account, financial aid postings and any additional charges. Any schedule adjustments that impact your billing will be available online only. It is your responsibility to check this site regularly for updates.

**Please remember that your La Roche College email account is considered to be an official form of correspondence from the Office of Student Accounts. Students are responsible for all information sent via email. Please regularly check your La Roche email.*



WITHDRAWAL POLICY

To withdraw completely from La Roche College, an online Withdrawal Form must be completed. The Withdrawal / Leave of Absence form is found on the Registrar's website.

Copies of the form are forwarded to the student, the finance office and financial aid.

HEALTH INSURANCE

The College automatically enrolls ALL students taking 12 or more credits into our health insurance program.

These costs will appear on a student's bill. If the student is currently covered by another provider, it is the responsibility of the student to waive out of the school's coverage prior to the dates provided by Hulse's correspondence. There will be no health insurance charges removed from the student account after Hulse's published dates.

To waive out of the student health insurance, please go to: hulseqm.com/myinsurance. Log-in ID: Student's last name and first initial, without spaces. Password: The last five digits of your La Roche Student ID.

Information can be acquired through the Office of Student Life or by contacting Counseling & Health Services at 412-847-2506 or Hulse directly at 1-877-729-0778.

VETERANS' BENEFITS

Veterans' benefits may be available to veterans who are discharged from the Armed Forces. More information may be obtained by contacting the Registrar's Office at 412-536-1083.

STUDENT IDS & PARKING PERMITS

IDs and parking permits are issued to all new students at orientation. If you missed orientation please contact Campus Security at 412-536-1176.

PARKING / TRAFFIC REGULATIONS

- A valid parking permit must be displayed at all times. Only one permit is issued each year.
- A replacement fee of \$5.00 will be charged for lost parking permits. The replacement fee is payable at the Student Account's Office in the College Center.
- Students, faculty and staff operating a motor vehicle on campus must abide by the college motor vehicle regulations and the Pennsylvania Vehicles Law.

Designated Parking Lots

- ALL campus roads are considered to be fire lanes.
- Students are not permitted to park in the Faculty and Staff parking lot, Monday through Friday 7 a.m. to 5 p.m.
- Commuter students, faculty and staff are not permitted to park in the residence hall parking lots.
- Additional parking is available behind the Sisters of Divine Providence barn in the lot designated for college parking.
- Visitor parking is available in front of and behind the Kerr Fitness and Sports Center.

Parking Violations

Violators can be ticketed for the following with the applicable fine listed below. Multiple parking violations may be applicable in certain situations:

- Blocking walkways / handicapped ramps \$75.00
- Parking in a fire lane \$75.00
- Parking in a loading / unloading area \$75.00
- Parking where prohibited by a sign \$25.00
- Parking in an unauthorized lot \$25.00
- Parking in a reserved or handicapped space \$100.00
- Parking permit not displayed \$25.00
- Parking near a yellow curb \$50.00
- Parking in a space not designated for parking \$25.00
- Parking in more than one space \$25.00

Warning Stickers

The College utilizes florescent orange warning stickers on vehicles for serious violations or repeat offenders prior to a vehicle being subject to towing.

SNOW AND EMERGENCY CLOSINGS

When severe weather affects driving conditions in the area, La Roche College will activate its SEVERE WEATHER NOTIFICATION SYSTEM. You may use several methods to determine the status of delays and cancellations of classes and events.

Call the La Roche College Weather Line at 412-536-1052, which operates 24 hours a day and can serve 16 calls at one time.

Monitor your La Roche email account for special weather announcements such as this one.

Listen for delays and cancellations on KDKA-AM and watch for them on KDKA-TV, WTAE-TV and WPXI-TV.

The College will also post weather-related delays and cancellations on the College's homepage.

Off-Campus Sites

Classes at off-campus sites will not be delayed or canceled by La Roche College. The decision to attend class is the responsibility of the individual student and/or off-site faculty administration. Cranberry Woods is **NOT** considered an off-campus site.

Mobile Campus Alerts

New technology is allowing campuses around the country to contact students in case of emergency, including weather-related events. La Roche College has a new, state-of-the-art communication system in place that will notify students as well as faculty and staff instantly.

e2Campus is a mass notification system that can alert you with text messages on your cell phone. This method of communication can increase safety on the La Roche College campus. Time-sensitive messages can now go out to you wherever you are. It's simple, just sign up for this service through the La Roche College intranet.

SMOKE-FREE CAMPUS POLICY

La Roche College, as an educational institution and in recognition of its responsibilities under the Commonwealth of Pennsylvania's Clean Indoor Air Act, has developed the following tobacco-free policy to address the rights of employees, students and other constituents of the College. Programs designed to help eliminate smoking or dependence on tobacco-related products will be available to students through the campus counseling services.

The use of tobacco products is absolutely prohibited in all campus buildings, including rest rooms, in campus vehicles, parking lots, driveways, sidewalks and entrances to campus buildings (smoking within personal vehicles is the only exception). Smoking is permitted only in smoking stations located throughout the campus.

Individuals who do not comply with this policy may be subject to disciplinary action. A verbal notice will be given upon the first violation.

Smoking is permitted only in designated areas which will be furnished with benches and receptacles with ash trays.

"No Smoking" signs will be posted appropriately.

Although any member of the College community may remind a student or fellow employee about the non-smoking areas, the Public Safety Department is responsible for enforcement of the policy.

SEXUAL HARASSMENT POLICY

La Roche College does not tolerate any physical or verbal conduct on the part of any administrator, faculty or staff member which constitutes sexual harassment of a student. For purposes of this policy, sexual harassment of a student will be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's status in a course, program or activity
2. Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student
3. Such conduct has the purpose or effect of substantially interfering with a student's educational experience by creating an intimidating, hostile, or offensive academic environment. In determining whether the alleged conduct constitutes sexual harassment, the College will look at the record as a whole, and at the circumstances, such as the nature of the sexual advances and the context in which the alleged action violates these guidelines will be made from the facts on a case-by-case basis.
4. Students who believe that they have been subjected to sexual harassment will have recourse through the established student grievance procedure (below).
5. All employees of the College will be held accountable for compliance with this policy. Violations may lead to disciplinary action, including suspension or termination of employment.

STUDENT TECHNOLOGY AND SUPPORT SERVICES

Student Help Desk

The Help Desk provides assistance to students who need help with issues such as: logging on to the La Roche College network, MyLaRoche, Blackboard and general software upgrade instructions. We do not assist with hardware issues. The Help Desk is located in the Science Center, Room 111. You can also call 412-847-2300 for assistance or reach them by email at studenthelpdesk@laroche.edu. For online self-help go to: <https://intranet.laroche.edu/OL/>

User Accounts

All students are provided a network user account which gives the student access to academic computing and support systems (e.g. Blackboard, Starfish, My.LaRoche, etc.), academic computer labs, library resources, printing and the wireless network. A separate La Roche Google Apps account, which includes Gmail, also is provided.

Each student receives their Google Apps Account and their Network Account information before or shortly after the start of their first semester at the College. Each student is responsible for his/her logins and passwords. All computer use that occurs under those accounts also is the responsibility of the student.

- Usernames and passwords must be confidential.
- Never give your login, password or other personal information to anyone soliciting such information over the phone or by email. La Roche College will NEVER send an email requesting login, password or other personal information.
- The sharing of user accounts is prohibited.
- Each user must have a personal login.
- At no times should a person be logged into a system as a user other than himself or herself.
- All new student requests for accounts should be directed to the Office of Information Technology.
- User Accounts will become locked should the incorrect password be entered seven times consecutively within a span of 10 minutes. The account will automatically become unlocked again after 10 minutes.
- Should a student forget his or her password, they may reset it through the MyLaRoche portal. If they do not remember the answers to their challenge questions, the student may contact the Student Help Desk at 412-847-2300 and request a password reset.

Privileges

The use of the network and Internet resources provided by La Roche College is a privilege. Inappropriate use will result in a cancellation of those privileges, college disciplinary action and/or legal prosecution. The System Administrator(s) of the Information Technology Department will deem what is inappropriate. The System Administrator(s) may close an account at any time as required. The administration, faculty and staff of La Roche College may request the System Administrator(s) to deny, revoke or suspend specific user accounts.

General Policies

Online computer networks only may be used in accordance with applicable College policies and only for lawful purposes. Any conduct that violates College policies or applicable law is not permitted, and any student guilty of such conduct will be subject to disciplinary action and/or legal prosecution. This includes posting on or transmitting through any online network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or religiously demeaning, threatening or otherwise objectionable material of any kind. Transmission of offensive graphic files or sexually explicit images or any other content, which is deemed offensive, is strictly prohibited. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, is strictly prohibited and may result in disciplinary action by the College, as well as civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of

the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement also can result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

Academic Computing Resources

The Information Technology Department provides a variety of resources for use exclusively in achieving the academic goals of the College and students. These include, but are not limited to, academic classrooms and computer labs, Wright Library resources, the digital photography lab, Writing Center resources and any computers provided by the College which are publicly accessible to students, etc. These resources are intended for academic purposes and at no time are to be used for recreational or entertainment purposes.

Writing Center Resources

1. Writing Center resources are managed and monitored by the Information Technology Department in conjunction with the Director of the Writing Center.
2. Writing Center resources are available only to students currently enrolled at La Roche College. Any exceptions must be previously approved by the Director of the Writing Center.
3. Writing Center resources are restricted to academic purposes.
4. Alteration of such computers by students is strictly forbidden. This includes, but is not limited to, installation of software, altering the desktop picture/settings, deletion of software or system files, alteration of control panel settings, network settings, etc.
5. Food and drink are not permitted in the Writing Center.
6. Disabling or attempts to disable security and/or monitoring software/hardware is strictly forbidden.
7. The Information Technology Department reserves the right to inspect any form of removable media which is suspect and believed to have been used in the Writing Center computers.

ACADEMIC COMPUTING LABS

1. Academic computer labs are managed and monitored by a Lab Supervisor of the Information Technology Department.

2. Use of such labs is restricted to students currently enrolled at La Roche College. Any exceptions must be pre-approved by the Director of Information Technology.
3. Use of such labs is restricted to academic purposes. Recreational web surfing, chatting, instant messaging, listening/viewing Internet audio/video content is strictly prohibited.
4. Alteration of academic lab computers by students is strictly forbidden. This includes, but is not limited to, installation of software, altering the desktop picture/settings, deletion of software or system files, alteration of control panel settings, network, etc.
5. Food and drink are not permitted in academic computer labs.
6. Disabling or attempts to disable security and/or monitoring software/hardware is strictly forbidden.
7. The Information Technology Department reserves the right to inspect any form of removable media which is suspect and believed to have been used in these labs.
8. Abusive language, excessive noise or any other inappropriate or disruptive behavior is not permitted in the labs.

WRIGHT LIBRARY RESOURCES

1. Wright Library computer resources are managed and monitored by the Information Technology Department in conjunction with the Director of Wright Library.
2. Wright Library resources are restricted to research and assignments of an academic nature.
3. Alteration of library computers is strictly forbidden. This includes, but is not limited to, installation of software, altering the desktop picture/settings, deletion of software or system files, alteration of control panel settings, network, etc.
4. Food and drink are not permitted in the library.
5. Disabling or attempts to disable security and/or monitoring software/hardware is strictly forbidden.
6. The Information Technology Department reserves the right to inspect any form of removable media which is suspect and believed to have been used in the library computers.

WIRELESS NETWORKS

1. Wireless networking resources are available in most campus locations.
2. The wireless networking resources may only be used by authorized students and only for academic purposes.
3. Wireless network cards must be supplied by the student.
4. Student computers must have approved and up-to-date anti-virus software installed in order to access the wireless network.

NETWORK RESOURCES

The Information Technology Department manages and maintains network resources relevant to the College's private network as well as the Internet and student gmail accounts. These resources include Internet servers, network servers, network/Internet hardware and software, wireless networks and wiring and email services from Google.

UNAUTHORIZED ACCESS

1. Use of the college's network is strictly limited to students who are currently enrolled and have valid user accounts that are in good standing with the Information Technology Department.
2. Any unauthorized attempt to gain access, whether electronic or physical, to the network/Internet resources of La Roche College is strictly prohibited.
3. Any unauthorized attempt to gain access to network/Internet resources of entities outside of La Roche College is strictly prohibited.
4. Any unauthorized attempt to alter any websites of La Roche College is strictly prohibited.
5. If a student should unintentionally gain access to resources for which he/she should not have access, the student must log out immediately, then report the incident immediately to the Information Technology Department.

NETIQUETTE

1. Transmission of ANY material(s) in violation of United States, state or local regulation is prohibited.
2. Transmission of copyrighted material, threatening or obscene material or material protected by trade secret is prohibited. Use for advertisement of products or services, or for political lobbying is also prohibited.
3. Disruption of the network/Internet is prohibited. This includes, but is not limited to, bandwidth hogging, chain letters, unnecessary group/bulk mailings, etc.
4. Electronic mail is not guaranteed to be private. System Administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Use of inappropriate language is prohibited. This includes but is not limited to: racial and ethnic slurs, and language that is profane, obscene or threatening in nature.
6. Transmission of personal home addresses, phone numbers, etc. is prohibited.
7. Transmission of personal information regarding other students, staff and faculty is strictly prohibited.

CONTACT INFORMATION

- Campus Security.....**412-536-1111** (on duty)
412-536-1176 (desk)
- Dean of Graduate Studies & Adult Education**412-536-1173**
- Financial Aid.....**412-536-1125**
- Graduate Studies & Adult Education.....**412-536-1260**
- Student Help Desk.....**412-847-2300**
studenthelpdesk@laroche.edu
- Registrar’s Office.....**412-536-1080** or **412-536-1083**
- Student Accounts.....**412-536-1030**

SCHEDULE / CATALOG MODIFICATIONS

The College makes every effort to adhere to the programs described in this catalog. However, in order to meet changing needs or enrollment, the College reserves the right to cancel any class, and to modify, delete or add any policy, subject or group of subjects and / or program content in any program of study.

NOTES



La Roche
COLLEGE

ACKNOWLEDGEMENT OF RECEIPT OF GRADUATE STUDIES HANDBOOK

This Graduate Studies Handbook has been designed to serve as a quick reference for many issues relating to your education with La Roche College. It is not a contract, nor is it an invitation to contract. In order to remain current, this manual will be updated as official policies change. This handbook replaces any previously issued handbooks. It is important for you to be familiar with the information in this handbook. Please review it carefully.

If you need to refer to the handbook in the future, remember that the most recent version will be available in the Office of Graduate Studies & Adult Education. In addition, your Graduate Department can provide assistance with questions relating to your academic relationship with the College.

La Roche College provides equal opportunities (EEO) to all applicants, students and employees.

Please sign below to indicate that:

1. You have received and have read this handbook;
2. You understand the handbook is not a contract of admissions;
3. You understand and are willing to comply with the policies and procedures in the handbook.

Signature: _____

Print Name: _____

Date: _____

**PLEASE DETACH AND GIVE THIS SIGNED FORM
TO THE CHAIR OF THE APPROPRIATE GRADUATE DEPARTMENT.**



La Roche
COLLEGE

Graduate Studies & Adult Education

9000 Babcock Boulevard

Pittsburgh, PA 15237

412-536-1260

graduateadmissions@laroche.edu

laroche.edu

MISSION

La Roche College, a Catholic institution of higher learning, founded and sponsored by the Congregation of the Sisters of Divine Providence, fosters global citizenship and creates a community of scholars from the region, the nation and around the world. The College integrates liberal arts and professional education in creative ways, empowering all members of our community to become lifelong learners, achieve success in their chosen careers and promote justice and peace in a constantly changing global society.