



**Saint  
Joseph's  
College  
of Maine**

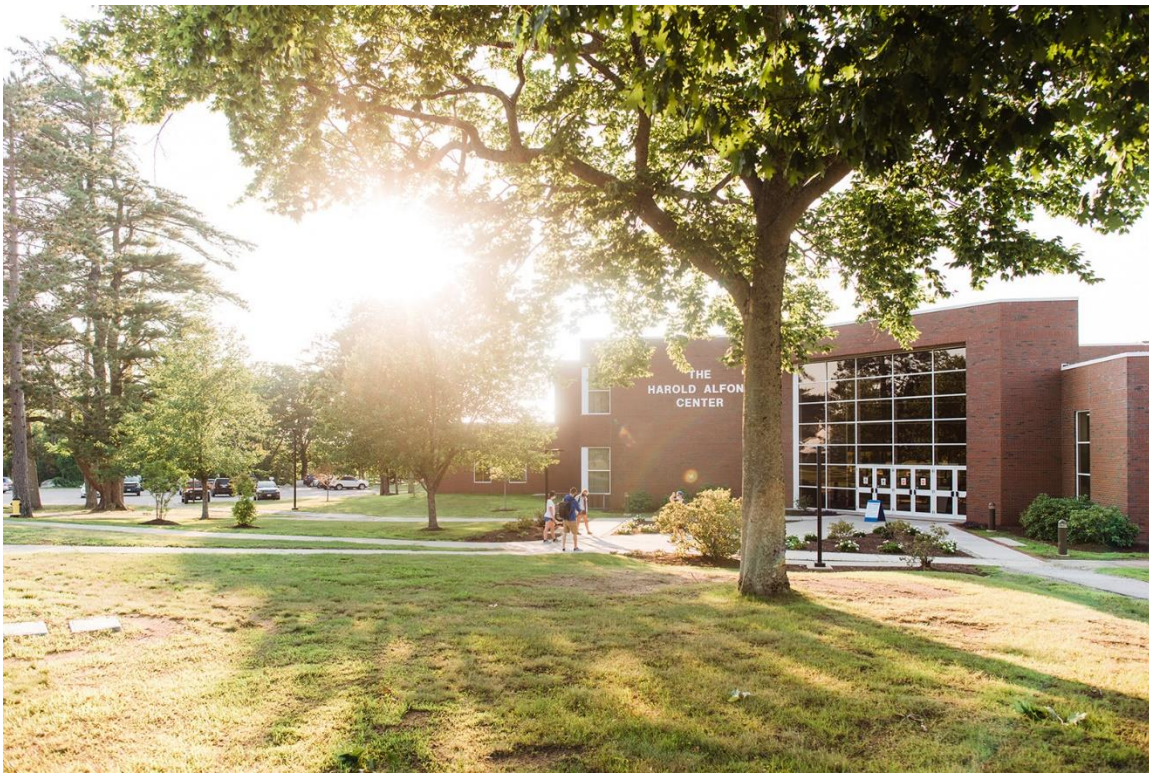
**Where community grows.**



# **SJC Online Student Handbook**

**2023-2024**

278 Whites Bridge Road, Standish, ME 04084



The College reserves the right to change the course offerings, fees, calendar, rules, and regulations governing admission and registration, and to change any other regulation concerning the student body. Although every effort has been made to ensure the accuracy of this handbook, its content is subject to change without prior notice.

The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.

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## **Mission Statement**

Saint Joseph's College of Maine, sponsored by the [Sisters of Mercy](#) and animated by the vision of Catherine McAuley, is a Catholic college in the liberal arts tradition distinguished by its welcoming community. We foster an ongoing dialogue between faith and reason so as to prepare our learners to live meaningful lives that improve the world around them.

## **Vision**

In fulfillment of its mission, Saint Joseph's College of Maine will be a diverse, inclusive, and collaborative community that forms individuals who practice humility, justice, and compassion, as Jesus did, in solidarity with the marginalized.

## **Core Values: Where Community Grows**

Community is a shared vocation of common purpose to which everyone at Saint Joseph's College of Maine is called. We are a community shaped by the teachings of Jesus Christ, the intellectual tradition of the Catholic Church, and the educational vision of the Sisters of Mercy. In this community, in the spirit of the Sisters of Mercy, we strive to give expression to the following core values and, in turn, be formed by them.

### **Faith**

Our Catholic identity calls us to seek and embrace truth and wisdom wherever it may be found. Accordingly, we welcome diverse religious traditions and honor each person's spiritual journey. Through the curriculum and co-curricular opportunities, we invite all members of the College community to explore and cultivate faith as an essential dimension of their lives.

### **Excellence**

As a Catholic college in the liberal arts tradition, we seek to combine faith with reason in the pursuit of academic excellence. We call all members of the College community to excel as individuals and as professionals within their specific roles.

### **Integrity**

Concerned for the common good as individuals and as a community, we commit ourselves to honesty in all relations with each other. Through our integrity, we maintain the trust of the surrounding community and of public and governmental agencies, and we endeavor to practice responsible stewardship of the resources available to us.

### **Inclusion**

We demonstrate our spirit of connectedness by welcoming the perspectives, cultures, and abilities of all people of goodwill, especially the disenfranchised. In turn, we are enriched and shaped by the distinctive gifts and unique experiences of each person. In the words of Catherine McAuley, we strive for "true, sincere, and heartfelt affection for all."

## **Respect**

We value and respect the contribution of each member of the Saint Joseph's College community, past and present, to the advancement of our mission. We encourage and support each other as colleagues working together for the good of the whole institution.

## **Compassion**

Inspired by the example of Catherine McAuley, foundress of the Sisters of Mercy, we open our hearts to those among us in physical, psychological, or spiritual need. We consciously reach out beyond our college boundaries to serve the needs of others with compassion and mercy.

## **Justice**

We embrace the inherent dignity of each person and the responsibility to care for creation. As such, we seek to address instances of injustice that impact people and the earth in solidarity with those we serve and from a position of informed advocacy.

[Our History, Mission, Vision Statement, Core Values, & More](#)

# Online Program Offerings

## Undergraduate Online Programs

### Business

#### **Bachelors Program**

- Business Administration (BSBA)
- Business Administration (BSBA): Banking Major
- Business Administration (BSBA): Completion Program
- Fast Track to Leadership MBA

### Health Administration

#### **Certificate Program**

- Health Administration Certificate Program
- Long-Term Care Administration Certificate Program

#### **Associates Program**

- Radiologic Science Administration (ASRSA)

#### **Bachelors Program**

- Fast Track to Master of Health Administration
- Health Administration Major
- Health Information Management Major
- Long-Term Care Administration Major
- Radiologic Science Administration (BSRSA)

### Interdisciplinary Studies

#### **Certificate Program**

- Adult Education & Training Certificate Program

#### **Associates Program**

- Associate of Science, Interdisciplinary Studies (AS, IDS)
- Interdisciplinary Studies (AS): Adult Education & Training Minor
- Interdisciplinary Studies (AS): Business Administration Minor
- Interdisciplinary Studies (AS): Criminal Justice Minor
- Interdisciplinary Studies (AS): Health Administration Minor
- Interdisciplinary Studies (AS): Human Services Minor

- Interdisciplinary Studies (AS): Long-Term Care Administration Minor
- Interdisciplinary Studies (AS): Psychology Minor
- Interdisciplinary Studies (AS): Theology Minor

### **Bachelors Program**

- Bachelor of Science, Interdisciplinary Studies (BS, IDS)
- Interdisciplinary Studies (BS): Accounting Minor
- Interdisciplinary Studies (BS): Adult Education & Training Minor
- Interdisciplinary Studies (BS): Business Administration Minor
- Interdisciplinary Studies (BS): Criminal Justice Minor
- Interdisciplinary Studies (BS): Health Administration Minor
- Interdisciplinary Studies (BS): Human Services Minor
- Interdisciplinary Studies (BS): Long-Term Care Administration Minor
- Interdisciplinary Studies (BS): Psychology Minor
- Interdisciplinary Studies (BS): Social Service Profession Minor
- Interdisciplinary Studies (BS): Theology Minor

## **Nursing**

### **Bachelors Program**

- Bachelor of Science in Nursing (RN to BSN)

## **Social Work**

### **Bachelors Program**

- Bachelor of Social Work

## **Theology**

### **Bachelors Program**

- Bachelor of Arts in Theological Studies
- Fast Track to Master of Arts in Theology

### **Certificate Program**

- Undergraduate Certificate in Catholic Theology

For a complete list of undergraduate programs & course offerings, please review the 2023-2024 SJC Online Course Catalog via [MySJC](#).

## Graduate Online Programs

### Business

#### **Masters Program**

- Master of Accountancy
- Master of Business Administration

#### **Post-Masters**

- Post-Graduate Certificate in Compassionate Leadership & Sustainability

### Health Administration

#### **Certificate Program**

- Certificate in Catholic Health Care Leadership
- Graduate Certificate in Long-Term Care Administration

#### **Masters Program**

- Master of Health Administration
- Master of Health Administration, Catholic Health Leadership

#### **Post-Masters**

- Certificate of Advanced Graduate Study

### Nursing

#### **Masters Program**

- Master of Science in Nursing
- Master of Science in Nursing & Leadership Master of Business Administration
- Master of Science in Nursing & Master of Health Administration

#### **Post-Masters**

- FNP, AGACNP, AGPCNP, & PMHNP Certificate Programs

### Education

#### **Certificate Program**

- Certificate in Catholic School Leadership
- Certificate in School Leadership

#### **Masters Program**

- Master of Science in Education
- Master of Science in Education - Catholic School Leadership Administration



- Master of Science in Education - Catholic School Leadership Concentration
- Master of Science in Education - Health Care Educator Core
- Master of Science in Education - Leadership Administration
- Master of Science in Education - School Educator Concentration
- Master of Science in Education - School Leadership

### **Post-Masters**

- Certificate of Advanced Graduate Study

## **Master of Arts Theology**

### **Certificate Program**

- Graduate Certificate in Theology
- Graduate Certificate in Jewish-Christian Studies

### **Masters Program**

- Master of Arts in Theology - Advanced Diaconal Studies
- Master of Arts in Theology - Pastoral Theology Specialization
- Master of Arts in Theology - Sacred Theology Specialization
- Master of Divinity
- Master of Divinity, Accelerated Track

### **Post-Masters**

- Certificate of Advanced Graduate Study



For a complete list of graduate programs & course offerings, please review the 2023-2024 SJC Online Course Catalog via [MySJC](#).

# SJC Online Policies

## Course Registration

SJC Online's published registration periods for each term can be found [here](#). Early registration is recommended, as course availability may become limited close to the start of the term. A student's financial account must be in good standing prior to course registration.

On the term start date, a Read & Understood Agreement becomes available in each course in Brightspace. It is a requirement to complete this agreement in each course a student is enrolled in by the end of week one to acknowledge enrollment and financial responsibility for the course. Upon completion of this agreement, full course access is granted. See [Non-Attendance Withdrawal](#) for more information.

## Add, Drop, & Course Substitution

Students may drop a course through the last day of week one of the term. Starting on the first day of week two, academic and tuition refund policies will apply. A dropped course will not appear on the student's transcript.

Students may be able to add or substitute a course within the first three days of the course start date with approval from their Academic Advisor.

A change in course load may have financial aid implications; please see the [Tuition and Fees](#) section for more information

## Term Schedules

SJC Online students are encouraged to work with their Academic Advisor regarding their enrollment plans, including course schedules and anticipated breaks. Students cannot enroll in overlapping terms, so a new course cannot be started until the previous term's end date has passed.

### **12-Week Program Term Schedule**

Our Nursing and Graduate Theology programs offer four terms per year, usually starting in October, January, April, and July. Please refer to the academic calendar in your online course catalog or [here](#) for specific dates.

### **10-Week Program Term Schedule**

All non-nursing Undergraduate programs, as well as Graduate Business, Graduate Accounting, Graduate Health Administration, and Graduate Education programs, offer five terms per year. Start dates fall in August, October, January, March, and May. Please refer to the academic calendar in your online course catalog or [here](#) for specific dates.

## Course Load

New students may enroll in a maximum of two courses concurrently unless otherwise pre-approved by the Director of Online Admissions and/or the appropriate program director. After successfully completing all courses in the first term, students may exceed the two-course maximum with their academic advisor's and/or program director's approval, provided they maintain satisfactory academic progress.

The following credit loads determine a student's enrollment status:

<u>Undergraduate</u>	
Number of Credits	Status
1-5	Less than half time
6-8	Half time
9-11	$\frac{3}{4}$ time
12+	Full time

<u>Graduate</u>	
Number of Credits	Status
1-2	Less than half time
3-5	Half time
6+	Full time

## Attendance & Participation

SJC Online students are expected to maintain satisfactory progress in their courses and must do so through regular participation and assignment submission.

Attendance is defined by participation in assigned activities which include, but are not limited to, submission of academic assignments, completing quizzes or exams, or participating in graded discussion boards. Logging into a course without active participation does not constitute attendance.

Students will be administratively dropped for non-attendance if gradable work has not been submitted prior to 11:59 pm ET on the last day of week one in the term. Administratively dropped students are not eligible for reinstatement into their course(s). See [Non-Attendance Withdrawal policy](#).

After week one, it is assumed that students are enrolled and participating according to the expectations of the course. If SJC Online students cannot complete an assignment, they are expected to contact their faculty member. Faculty members are not required to accept late work or assign make-up work. Students should refer to each course syllabus for late assignment policies.

Students receiving financial aid are encouraged to review applicable policies in the [Tuition and Fees section](#).

## Grades

Final course grades are posted within seven days after the official term end date.

The following system of grading is used by Saint Joseph's College.

<b>UNDERGRADUATE</b>		
Letter Equivalent	Quality Grade	Numerical Points
A	4.0	93 – 100
A-	3.7	90 – 92
B+	3.3	88 – 89
B	3.0	83 – 87
B-	2.7	80 – 82
C+	2.3	78 – 79
C	2.0	73 – 77
C-	1.7	70 – 72
D+	1.3	68 – 69
D	1.0	63 – 67
D-	0.70	60 – 62
F	0.00	Below 60
P	0.00	73 or Above
<b>GRADUATE</b>		
Letter Equivalent	Quality Grade	Numerical Points
A	4.0	93 – 100
A-	3.7	90 – 92
B+	3.3	88 – 89
B	3.0	83 – 87
B-	2.7	80 – 82
C+	2.3	78 – 79
C	2.0	73 – 77
C-	1.7	70 – 72
F	0.00	Below 70
P	0.00	83 or Above

Grade	Denotation	Explanation
F	Failure	Assigned when earned, or when a student fails to submit assignment/exam requirements outlined in the course syllabus. A final grade of "F" is calculated into the GPA. *
P	Pass	For courses structured with Pass/Fail grading, a 73 or above is required at the undergraduate level and an 83 or above is required at the graduate level. *
I	Incomplete	Assigned in the event of an approved Incomplete due to extenuating circumstances, such as illness or emergency. This reflects an agreed-upon course of action between the faculty member and student to complete the coursework within an established time frame, but not to exceed four weeks from the course end date.* See <a href="#">Incomplete Course Grade Policy</a>
W	Withdrawn	Reflects withdrawal from a course <b>without</b> academic penalty. A grade of "W" is not calculated into the GPA.* Please see <a href="#">Course Withdrawal policy</a> for more information
WF	Withdrawn/Fail	Reflects withdrawal from a course <b>with</b> academic penalty. A grade of "WF" is calculated into the GPA.* Please see <a href="#">Course Withdrawal policy</a> for more information.

\*Nursing students must review and adhere to program-specific grading policies in the [Nursing Student Handbook](#).

### Incomplete Course Grade

In the event of extenuating circumstances, such as a death in the family, a prolonged illness, or an emergency, a student can request an incomplete course grade.

Eligibility for an incomplete grade requires that a student request the incomplete grade at the time of the extenuating event, be current in their coursework, and be in good financial standing.

Students must notify their instructor that they request an incomplete grade by completing the Incomplete Grade Request Form. The instructor, in consultation with the Program Director, will review and approve or deny the request. If approved, the

instructor selects a due date for the remaining work to be completed, not to exceed four weeks from the original course end date. The official course start and end dates do not change with the approval of an incomplete grade, which allows for additional time to complete coursework.

A grade of "I" will be assigned at the end of a term and reflects an agreed-upon course of action between the instructor and student to complete the course within the designated time frame. Once the official term end date has passed, a course withdrawal is no longer an option. If the remaining coursework is not completed within the extended time frame, a final adjusted grade will be assigned based on course grade calculations.

An Incomplete Course Grade may impact a student's financial aid eligibility and/or loan deferment status. Please contact Financial Aid at 800-752-1266 or [finaid@sicme.edu](mailto:finaid@sicme.edu) with any questions.

**Note:** Students needing an Incomplete Course Grade due to ADA accommodations should contact Holly Sanborn, Manager of ADA Accommodations, at [hsanborn@sjcme.edu](mailto:hsanborn@sjcme.edu) or 207-893-7562.

### **Request for Review of Course Grade**

When there is a discrepancy between the final grade students think they earned and the final grade received in a course, they are encouraged to seek an acceptable resolution through discussion with the faculty member of the course as soon as possible. Any change in grade is to be submitted by the faculty member in writing to the Registrar's Office.

If a satisfactory resolution is not reached, students may initiate a formal grade appeal only if there is a valid basis or clear evidence for an appeal. Specifically, students must demonstrate that the final grade was assigned as a result of:

1. A computational error,
2. Grading criteria were applied in a manner that treated them differently than the other students in the same course and section,
3. Unreasonable or unannounced changes made to the assignment, grading criteria, or computational process,
4. A grading decision made on some basis other than the student's academic performance.

Students may initiate a formal appeal no later than 15 calendar days after the date on which the final grade was recorded.

Steps in the formal Grade Appeal Process:

1. To start the appeal process, a student contacts their Academic Advisor to request a review of a final grade. Required forms and next steps will be provided. The student must provide supporting documentation to the appropriate Program

Director within 15 days of the date on which the student's final grade was recorded. Supporting documentation includes, but is not limited to, the course syllabus and all graded assignments.

2. The Program Director will inform the parties of their decision within 15 days of receiving the request to review the final grade.
3. If a satisfactory resolution is not reached, the student may appeal this decision by submitting a Request for Review and supporting documentation to the Senior Vice President of Learning and Programs (SrVPLP).
4. Within 15 days of receiving the Request to Review, the SrVPLP will inform the parties in writing of the grade change decision. As Chief Academic Officer, the SrVPLP's decision is final. A copy of the written decision is filed in the Academic Affairs office.

## **Repeat Courses**

Students may repeat courses taken at Saint Joseph's College in the event the initial grade for a course is lower than a C- or fails to meet the minimum grade requirement by the student's academic program of study. In most cases, courses may be repeated once at SJC and once elsewhere, for a total of three attempts to pass the course.

Note: Nursing students should refer to the [Nursing Student Handbook](#) for course repeat policy.

All course attempts and final grades earned at SJC appear on the student's academic transcript. Only the higher grade is used in calculating the cumulative grade point average.

Please note that while students may take an equivalent course at another institution, the earned grade will not be calculated into the student's GPA. Therefore, it is advisable that students retake their courses at SJC if they are seeking to improve their GPA. Credit for a course toward graduation will be given only once, even if the course is passed more than once.

Students requesting to repeat a course to improve a grade must receive approval from their Academic Advisor.

SJC graduates cannot file requests for retroactive grade replacements. Once a degree is conferred, course grades are final and cannot be changed.

Repeating a course may affect financial aid. It is the student's responsibility to consult with the Office of Student Financial Services.

## **Academic Progress**

SJC Online students must maintain a cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate) to show academic progress. Repeat probationary periods will be reviewed for academic progress even if GPA requirements are currently being met. SJC Online students not meeting these guidelines are subject to academic dismissal for failure to progress in their program.\*

Financial aid eligibility must be confirmed with the Office of Financial Aid.

\*Nursing students must review and adhere to program-specific grading and academic progress policies in the [Nursing Student Handbook](#).

\*Social Work students must review and adhere to program-specific grading and academic progress policies in the [Social Work Student Handbook](#).

## **Academic Probation**

Academic probation is defined by a cumulative GPA specific to the student's degree level and is considered both a warning and an opportunity to improve.

Baccalaureate and associate program students must maintain at least a 2.0 (2.0 = C) and to comply with graduation requirements must achieve an average of at least 2.0 or higher in their specialization, major, and minor to qualify for graduation.\*\*

Graduate program students must maintain at least a 3.0 (3.0 = B) to comply with graduation requirements and must retake any course for which they receive a grade of less than "C". \*\*

SJC Online students on probation are encouraged to work closely with their Academic Advisor and Program Director to improve their academic standing.

The probationary period will extend for the duration of one additional term, at which time students' status will be re-evaluated upon its completion. If students still do not attain the required cumulative quality-point average or show no sign of improvement, they are subject to academic dismissal from SJC Online. See [Academic Progress policy](#).

\*\*Nursing students must refer to the [Nursing Student Handbook](#) for program-specific policies.

## **Change in Degree Program**

Students may request an evaluation for a possible program change at any time. Requests must be made in writing to the student's Academic Advisor. Certain program changes may require students to submit a new admissions application, including any required materials. Upon approval, excluding transfer into a Fast Track program, the student enters into the new program under the most recent curriculum requirements and policies.



## **Active Student Status**

Students are considered “active” students if they have enrolled and completed one course within the prior two years. Students who apply but do not begin have two years from their acceptance date to enroll in their program of study within the catalog year under which they were admitted.

Students who do not register and complete courses beyond a two-year period will be administratively withdrawn and must reapply, subject to the current admissions and program requirements. See [Inactivity Withdrawal](#).

A change in program may require re-application regardless of active status. Students should consult with their Academic Advisor or Admissions Counselor for details regarding their status.

All student financial holds must be resolved with the Office of Student Accounts before enrollment in subsequent courses can occur.

Students should consult with the Offices of Student Accounts and Financial Aid to discuss any potential impacts on Title IV funding and student account charges. Students who have educational loans are encouraged to contact their lenders directly to learn about options and requirements for in-school deferment eligibility.

Note: Nursing program students must adhere to program-specific withdrawal, inactivity, and reinstatement policies which can be found in the [Nursing Student Handbook](#).

## **Leave of Absence**

A leave of absence (LOA) is a temporary interruption in a student’s program due to extenuating circumstances. Extenuating circumstances include, but are not limited to documented medical issues, the death of an immediate family member, military deployment, natural disasters, and other unforeseen temporary events. Students must be in good academic, disciplinary, and financial standing to be considered for a leave of absence.

Students must contact their academic advisor to request a Leave of Absence and may be required to provide the reason for the request and their expected date of return. If approved, students will be assigned a reasonable leave start and end date. Carrying with it the intention of returning to Saint Joseph’s College, a leave of absence guarantees readmission to SJC Online.

## Withdrawal Policies

### Course Withdrawal

To withdraw from a course, students must contact their Academic Advisor and complete a withdrawal form. Discontinuing active participation in a course does not constitute an official request for withdrawal.

The deadline for withdrawing from a course is through the end of the halfway point in a student's term. Please refer to the chart below for examples of withdrawal deadlines. The withdrawal date is determined by the date that the student last submitted gradable work\*.

<b>Term Length</b>	<b>Academic Penalty Deadline</b>
12 Weeks	Withdrawal date on/before the last day of Week 6 results in a grade of W. Withdrawal date on/after the first day of Week 7 results in a grade of WF.
10 Weeks	Withdrawal date on/before the last day of Week 5 results in a grade of W. Withdrawal date on/after the first day of Week 6 results in a grade of WF.

Withdrawals without academic penalty will result in a grade of "W," which is not computed into the student's GPA. Withdrawals after the deadline to withdraw without academic penalty will result in a failing grade of "WF" on the student's transcript, which is computed into the student's GPA.

Withdrawals will not be granted after the official course end date.

Withdrawing may have financial implications. A change in course load may have financial aid implications; please see the [Tuition and Fees section](#) for more information.

\*Students within the Nursing program should refer to the [Nursing Student Handbook](#) for specifics regarding grading policies

### Non-Attendance

Students are required to complete a Read & Understood Agreement in Brightspace for each course in which they are enrolled in order to acknowledge enrollment and tuition responsibility. Students must complete the Read & Understood agreement *and* participate in each course by submitting gradable work by 11:59 pm ET on the last day of week one. See [Attendance & Participation policy](#).

If attendance is not verified during week one, the student will be administratively dropped from the course. Starting on day one of week two, students are considered enrolled, and academic and financial policies will apply. Students must consult with the Office of Student Accounts and/or Financial Aid for specific ramifications related to a change in enrollment.

## **Program Withdrawal**

Students requesting to withdraw from their program must speak with their Academic Advisor and complete the Withdrawal Form for approval. Students currently enrolled in a course at the time of the program withdrawal request should refer to the [Course Withdrawal policy](#) to determine any applicable academic penalty. Discontinued class participation does not constitute an official program withdrawal.

Note: Nursing program students are not eligible for reinstatement into their program of study after withdrawal of any kind. Withdrawn Nursing students must reapply through Online Admissions and are subject to the current admissions and program requirements. Nursing program students must adhere to program-specific withdrawal, inactivity, and reinstatement policies which can be found in the [Nursing Student Handbook](#).

## **Inactivity Withdrawal**

Following the successful completion of their current term, SJC Online students may take a break from enrollment for up to two years. Students who do not register for the subsequent term after this two-year break will be administratively withdrawn from their program, effective the end date of their last completed term. See [Active Student Status](#).

To return, students reapply through Online Admissions and are subject to the current admissions and program requirements. Students are encouraged to consult with their academic advisor for details.

Students should consult with the Offices of Student Accounts and Financial Aid to discuss any potential impacts on Title IV funding and student account charges. Students who have educational loans are encouraged to contact their lenders directly to learn about options and requirements for in-school deferment eligibility.

Note: Nursing program students are not eligible for reinstatement into their program of study after withdrawal of any kind. Withdrawn Nursing students must reapply through Online Admissions and are subject to the current admissions and program requirements. Nursing program students must adhere to program-specific withdrawal, inactivity, and reinstatement policies which can be found in the [Nursing Student Handbook](#).

## **Involuntary Withdrawal Policy for Active-Duty Students**

Involuntary withdrawal requests from students who are called to active duty into the armed services must be substantiated with copies of military orders that show proof of date of entry. The student's commanding officer or another appropriate official must sign the orders. Student Accounts will review tuition refunds on a case-by-case basis.

With proof of military orders, reinstatement into the student's program will be granted without loss of earned credits.

## **Academic Honesty**

All members of the Saint Joseph's College community are expected to adhere to the principles of academic honesty central to the College's mission. Plagiarism, collusion, falsifying the results of one's research, cheating on examinations, and any form of misrepresenting one's own work - including the use of Artificial Intelligence (AI), purchasing papers, or other methods of taking credit for work not done by the student - or collaborating in the misrepresentation of another's work, are contrary to the traditions and goals of the institution. Instances of academic dishonesty are subject to disciplinary action and/or academic sanctions.

Students are expected to cite any sources upon which their work is based, through the use of bibliographical lists, footnotes, endnotes, and the like, and to document all uses made of the content, style, conceptualization, organization methods, and factual material of others, or of other work produced by the student. The Statement on Plagiarism is available in the Office of Academic Affairs.

## **Procedure in Cases of Academic Dishonesty**

When a breach of the Academic Honesty Policy is suspected (or determined), the faculty member shall contact the student and discuss the details of the charge. Subsequent disciplinary action shall be at the discretion of the faculty member.

For a minor violation, the faculty member shall either:

1. decide to take no further action, or
2. require that the student's work be resubmitted with appropriate changes, or
3. lower the grade for work submitted.

Beyond a minor offense, the faculty member shall either:

1. assign a failing grade for the work submitted, or
2. assign a failing grade for the course.

When either of these last two options is chosen, then notification, along with supporting documentation, should be sent to the Office of Academic Affairs, where a record of the infraction will be kept. Depending on the particulars of the case and/or the student's prior history of infractions, the VP and Chief Learning Officer may decide to extend the sanction to include:

1. temporary suspension from the SJC Online; or
2. permanent expulsion from the SJC Online.

Students accused of academic dishonesty may appeal their case in writing to the Office of Academic Affairs, who will then convene the Academic Review Panel. The role of this Panel is to evaluate the accusation in light of the circumstances bearing upon the case, and then to advise the SrVP of Learning and Programs. The decision of the SrVPLP is final.

## **Plagiarism**

Occurs when a person uses the words, ideas, opinions, research, or creative expressions of another as if they were their own.

Plagiarism can take many forms. One common type of plagiarism occurs when a person uses another's words without adding quotation marks around the words and clearly stating the source. The words of another may be used only when both of these conditions are present (quotation marks and clear citation of the source). Not using quotation marks implies that the words are the student's.

Another common example of plagiarism is when an individual uses another person's ideas or opinions and expresses them in their own words (called paraphrasing) but fails to cite the source. Although in this case, the words may be the students', the ideas have been borrowed from another, and that borrowing must be acknowledged.

Plagiarism can involve unacknowledged borrowing from any number of places, including published articles, a classmate's paper, graphs, charts, the Internet, or a video production. To take anything owned by another without proper acknowledgment is theft, and plagiarism is intellectual theft. Plagiarism occurs in research papers through failures of documentation, but it also can happen in class reports, essays, tests, and in any other situation in which a student may use the words or ideas of another.

Plagiarism is a serious violation of academic integrity; it always involves deceit, whether that deceit is intended or not. Ignorance and carelessness sometimes lead to plagiarism, but they are not acceptable excuses. Each individual student has the responsibility to understand and avoid plagiarism. Opportunities to learn about the proper use of documentation are included in numerous courses throughout various programs.

## **Student Conduct Policy**

Our SJC [core values](#) should be apparent in all interactions. This includes but is not limited to, written communications, e-mails, telephone, text, chat, virtual meetings, and face-to-face exchanges within SJC Online. Adherence to the generally accepted norms for human communications, especially avoiding communications that are false or are likely to be considered discourteous, malicious, unwanted, or causing unjustified loss of prestige is asked of all students, faculty, and staff.

Disruptive classroom conduct negatively affects classroom environments as well as the educational experience for all of the students enrolled in the course. The College defines disruptive classroom behavior as “any behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class”. Disruptive classroom behavior will not be allowed.

Students who exhibit disruptive conduct of any type may be put on notice by the Office of Academic Affairs and may be dismissed from the program.

The potential for reentry into a program after a conduct dismissal will be assessed on a case-by-case basis but those seeking readmittance will need to address the reason for dismissal and how this will be remedied moving forward. A student will be required to address the reason specifically with the Program Director or the Associate Dean.

## Educational Rights and Privacy Policy

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

1. 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 written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. 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 Registrar and clearly identify the part of the record they want to be 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 their 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.
3. 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 their tasks.

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

The College may disclose appropriately designated directory information without written consent unless the student has advised the Registrar of their request not to have directory information released without the student's consent. This is accomplished by submitting an "Access to Student Records" form to the Registrar. The following data has been designated as appropriately designated directory Information at the College:

- the student's name, address, telephone listing, and e-mail address
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- the weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- the most recent previous educational institution attended

4. 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

## **Grievance Policy**

Regarding an academic concern, the student is encouraged to seek counsel from the chair of the department in which the course resides. If students are still dissatisfied, they may present the grievance, in writing using the appropriate form, to the Senior Vice President of Learning and Programs within ten (10) working days of the incident or of the initial response.

### **Contact:**

Senior Vice President of Learning & Programs  
278 Whites Bridge Road  
Standish, ME 04084  
[grievances@sjcme.edu](mailto:grievances@sjcme.edu)

The Senior Vice President of Learning and Programs will conduct a review of the written grievance to resolve any factual disputes. The Senior Vice President may appoint a member of the college community to review the situation in greater detail. A response will be given to the student within ten (10) working days from the date the written grievance was received. If the disposition extends beyond the ten (10) working days, the Senior Vice President will inform the student of the delay and the expected response date.

Regardless of the situation, no member of the College community may harass or retaliate against a student who has filed a grievance under the College grievance procedure.

# Undergraduate Policies

## Learning Goals

Saint Joseph's College is committed to the development of all its students into lifelong learners through its educational programs. SJC Online pursues the following teaching and learning goals:

- Instill knowledge and understanding of the arts and sciences through disciplined learning and discourse in the search for permanent truths;
- Develop a sense of self and a capacity for independent action, based on universal human values;
- Promote an understanding of individual, social, civic, and environmental responsibilities;
- Advance critical thinking by focusing on organization, synthesis, and analysis, maintaining intellectual independence and an attitude of healthy criticism;
- Strengthen interactive oral and written communication skills.

## Writing Skills

All SJC Online baccalaureate and associate degree candidates are required to complete six semester-hour credits of English Composition, usually College Composition I and II. Aside from completing these courses as SJC Online, credit may be granted to entrants who have completed equivalent and acceptable transfer courses with a grade of "C" or better or achieved a minimum CLEP score of 50.

Those who do not transfer credit must complete the English requirement no later than their third enrollment. A satisfactory TOEFL score submitted by applicants from non-English-speaking nations does not fulfill the English requirement.

## Writing Placement

All SJC Online undergraduate students enrolling in a degree program that meets any of the criteria below will take a brief writing assessment prior to signing up for courses:

- Have not completed a college-level writing course in their past (equivalent to English Composition I);
- Have taken a college writing course but earned below a C grade;

The writing placement is designed to enroll students in a writing course that matches their current skills and will help them reach their potential. The assessment has three parts - (1) grammar, usage, mechanics, and effectiveness of expression, (2) reading comprehension, and (3) essay writing.

Students cannot fail this assessment and their admissions status will not change as a result of their score. Students should be notified of their placement status within 5 business days after completion.



## **Grade Point Average Requirements**

SJC Online baccalaureate and associate degree candidates must maintain a cumulative quality-point average of at least 2.0 on a 4.0 scale (2.0 = C, 4.0 = A), and an average of at least 2.0 or higher in their specialization, major, and minor to qualify for graduation. All required courses must be passed. Otherwise, the course must be taken again. When students have a choice of several courses within a requirement area (e.g., must take two courses from a list of six), and fail one of those courses, they may choose another course from the list of applicable courses instead of repeating the one previously failed.

If a student fails a course at SJC, successfully retakes the course at another accredited institution, and then transfers in the credit, the initial course grade appears on the SJC transcript, but the grade is not calculated into the quality-point average.

Students enrolled in a certificate program must maintain at least a 2.0 (2.0 = C) cumulative quality-point average to receive a certificate of completion\*.

\*Nursing students must refer to the [Nursing Student Handbook](#) for program-specific policies.

\*Social Work students must review and adhere to program-specific grading and academic progress policies in the [Social Work Student Handbook](#).

## **Academic Probation**

See [Academic Probation](#) for Associate and Baccalaureate degrees

## **General Education Requirements**

In keeping with its liberal arts tradition, Saint Joseph's College requires its students to complete foundation courses through a general education component. Minimum requirements may vary slightly according to the program and are listed under the specific program requirements.

The general education requirement provides students with exposure to the humanities, which may include art, music, history, literature, philosophy, and theology; the social sciences, including psychology and sociology; and the natural sciences. Refer to the particular program of studies page for the general education requirements specific to that degree.

## **Baccalaureate Degree Requirements**

A total of 120 semester-hour credits is required for completion of all Baccalaureate degrees. Each student must earn a minimum of 25% of the course requirements at SJC Online to meet degree requirements. Eighteen (18) or twenty-four (24) semester-hour credits within the major/specialization must be earned through Saint Joseph's College. See specific programs for additional requirements.

## **Associate Degree Requirements**

An Associate of Science degree requires between 60 and 66 semester-hour credits for completion, depending on the major. Each student must earn a minimum of 25% of the course requirements at Saint Joseph's College to meet degree requirements. Fifteen (15) semester-hour credits within the major must be earned through Saint Joseph's College.

## **Declaration of Minor**

Applicants and matriculated SJC Online students in certain programs with enough remaining general elective credits may be eligible to minor in:

Accounting  
Adult Education and Training  
Business Administration  
Criminal Justice  
Health Administration  
Human Services  
Long-Term Care Administration

Students wanting to declare a minor must consult with their admissions counselor or academic advisor.

## **Certificate Program Requirements**

A total of 18 semester-hour credits is required for the completion of most certificate programs. Those credits are earned by taking a combination of required core courses and student-selected electives. Each student must earn a minimum of 12 semester-hour credits through Saint Joseph's College. There are no general education requirements in the certificate programs.

# **Graduate Policies**

## **GPA Requirements**

Matriculated degree candidates for all graduate programs are required to maintain a cumulative GPA of 3.0 or higher, as well as to fulfill all degree requirements as outlined in this catalog. All required courses must be passed; otherwise, the course must be taken again.

All required courses in a program must be completed with a B- or better otherwise the course must be retaken.

\*\*Nursing students must refer to the [Nursing Student Handbook](#) for program-specific policies

## **Academic Probation**

See [Academic Probation](#) for Graduate degrees

\*\*Nursing students must refer to the [Nursing Student Handbook](#) for program-specific policies

## **Matriculation Limit**

Graduate degree programs at SJC Online typically require students to complete the requirements within a specified time period (usually between five and ten years). This period will include leaves of absence, but it will not include periods in which students withdraw, provided that they meet all new program requirements on re-entrance in the program. Only the active time spent in the program, before and after such withdrawal, will be counted. If, at the end of the matriculation period, a student is not finished, but has demonstrated good progress through the curriculum, the student may petition for a specific and limited extension subject to the discretion of the program director. The nursing program does not allow extensions.

Please see specific program details for matriculation limits.

## **Continuing Education Students**

Students may take individual courses without obtaining a certificate or degree. To indicate this intent, students submit an application through Online Admissions and enroll in a "Continuing Education" status. Graduate Nursing CE applicants are required to meet specific admissions criteria and submit an official BSN transcript to be considered. Please contact an online admissions counselor for more information.

# **Academic Resources**

## **ADA Accommodations**

Saint Joseph's College, in accordance with the Americans with Disabilities Act of 1990, provides accommodations to students with various types of disabilities. Students who have a documented disability and wish accommodation are responsible for submitting appropriate current documentation of disability and accommodation needs from a licensed professional to the College's Accommodations Manager as early as possible before their program of study begins. For information or to access accommodations or services related to disabilities, contact Holly Sanborn, ADA Accommodations Manager, at 207-893-7562 or [hsanborn@sjcme.edu](mailto:hsanborn@sjcme.edu). For more information, please visit our [Student Resources Page](#).

## **Wellehan Library**

The Wellehan Library staff looks forward to helping you find and access the information that you need for your coursework. For the most current information about library services available to online students, please visit the [Library](#) page on our website. To reach the library staff, please call 800-343-5498, Ext. 7725 or 207-893-7725 or email [askalibrarian@sjcme.edu](mailto:askalibrarian@sjcme.edu)

For off-campus access to the Wellehan Library's databases, you will need to log into [mySJC](#), using your username and password.

## **Textbooks**

Textbooks and materials are available from our textbook vendor, [MBS Direct](#). If you have any questions regarding your course materials, please contact your Academic Advisor and/or MBS Direct. For general questions, return policies, or general support, you may call MBS Direct at 800-325-3252.

## **Online Tutoring**

Free online tutoring services are available to online students in a variety of subjects, some of which are available 24 hours a day, seven days a week. The best place to access online tutoring is through your Student Resources links within your course in Brightspace. You will find the link to online tutoring, along with other valuable resources, on the right-hand navigation in every course in Brightspace.

If you need help accessing online tutoring or want to request additional free tutoring hours, please contact [askace@sjcme.edu](mailto:askace@sjcme.edu) or your Academic Advisor.

## **Student Resources**

[MySJC](#) is a dashboard of links to critical and useful tools for all online students. In addition to the information available there, all students have access to the following amenities and services on our campus in Standish, Maine:

- Free use of the Alford Center, including the gym and fitness classes
- The abundant resources and study spaces in Wellehan Library
- Trails and access to Maine's second-largest lake

## **Student ID Card**

SJC Online students may request an ID card by contacting [iteam@sjcme.edu](mailto:iteam@sjcme.edu). You will be asked to attach a photo and the card will be available to you by mail or for pick up at the IT Help Desk. Ask your Academic Advisor for additional details.

## **Active Duty & Veteran Students**

Our registrar's office offers support regarding eligibility and benefits. Please contact [onlineregistrar@sjcme.edu](mailto:onlineregistrar@sjcme.edu).

SJC Online requires students to provide a copy of their Certificate of Eligibility (COE) to their academic advisor if they intend to use their VA Educational Benefits. Tuition Assistance forms are required for active-duty military educational benefits.

## **Mental Health Resources**

Please access both national and Maine-based support [here](#). Should you have questions, please contact SJC's Counseling Center via [counselingcenter@sjcme.edu](mailto:counselingcenter@sjcme.edu) or by calling 207-893-6631.



If you have questions about accessing any of these services, please contact your Academic Advisor.

# Graduation

## SJC Online Graduation Requirements

To be eligible for graduation, students must meet the following requirements:

- Successfully complete all degree program course requirements and credits, as outlined in the catalog, by the published deadlines.
- Have an end date in the terms in the [conferral date chart](#).
  - [MSN conferral dates](#)
- Complete and submit the graduation application and fee by the deadlines.
- Settle any outstanding financial obligation with the college.

## Undergraduate GPA Requirement:

- Degree program cumulative minimum GPA of a 2.0 on a 4.0 scale.
  - **RN-Bachelor of Science in Nursing** students are required to obtain a minimum program cumulative GPA of 2.5 on a 4.0 scale.
- Degree major and/or minor cumulative minimum GPA of 2.0 on a 4.0 scale.
  - **RN-Bachelor of Science in Nursing** students are required to obtain a minimum letter grade of C+ (78) in all Nursing core requirements.

## Graduate GPA Requirement:

- Degree program cumulative minimum GPA of 3.0 on a 4.0 scale.
- Satisfactorily complete all degree program requirements with a minimum letter grade of C in each course.
  - **Master of Science in Nursing** students must satisfactorily complete all degree program requirements with a minimum letter grade of B in each course.

## SJC Online Programs Graduation Deadlines & Conferral Dates

Final Enrollment Term	Graduation Application Deadline	Conferral Date	Commencement
<b>10-Week Term Schedule</b>			
Online 10 Week August 2023	October 1, 2023	December 30, 2023	May 11, 2024
Online 10 Week Oct 2023	October 1, 2023	December 30, 2023	May 11, 2024
Online 10 Week January 2024	March 1, 2024	May 11, 2024	May 11, 2024
Online 10 Week March 2024	March 1, 2024	September 1, 2024*	May 11, 2024
Online 10 Week May 2024	March 1, 2024	September 1, 2024*	May 11, 2024
<b>12-Week Term Schedule</b>			
Online 12 Week Summer 2023	October 1, 2023	December 30, 2023	May 11, 2024
Online 12 Week Fall 2023	October 1, 2023	December 30, 2023	May 11, 2024
Online 12 Week Winter 2024	March 1, 2024	May 11, 2024	May 11, 2024
Online 12 Week Spring 2024	March 1, 2024	September 1, 2024*	May 11, 2024

**\*Students with a September 1 conferral are eligible to participate in the commencement ceremony in the May prior to their conferral, not the following May.**

Please note that certain internships and practicums may delay your conferral. Please speak with your Academic Advisor regarding the timeline of your degree completion.

**MSN students see the next page for conferral dates**

## Master of Science in Nursing

FNP, AGACNP, AGPCNP, and PMHNP programs are conferred four times per year: October, December, April, and July.

To be eligible, students must submit the graduation application and fee, complete all program requirements, pay all outstanding College account balances, and have a final enrollment term on or before the following deadlines:

<b>SJC Online MSN: FNP, AGACNP, AGPCNP, and PMHNP Programs</b>			
<b>Graduation Deadlines &amp; Conferral Dates</b>			
<b>Final Enrollment Term</b>	<b>Graduation Application Deadline</b>	<b>Conferral Date</b>	<b>Commencement</b>
Online 12 Week Summer 2023	October 1, 2023	October 30, 2023	May 11, 2024
Online 12 Week Fall 2023	October 1, 2023	December 30, 2023	May 11, 2024
Online 12 Week Winter 2024	March 1, 2024	April 30, 2024	May 11, 2024
Online 12 Week Spring 2024	March 1, 2024	July 30, 2024*	May 11, 2024

**\*Students with a July conferral are eligible to participate in the commencement ceremony in the May prior to their conferral, not the following May.**





## **Commencement Information**

All graduates are encouraged to participate in the commencement ceremony held on the Sebago Lake campus on the second Saturday in May. All students who meet the above requirements are eligible to attend the May 2024 commencement.

All students are encouraged to attend the commencement exercises on campus in the spring, and will receive details about obtaining their diploma, activities, and events, upon successful completion of all degree requirements and submission of the graduation application. Please visit our [Commencement page](#) for more detailed information about graduation ceremony events.

## **Honors – Graduation with Distinction (undergraduate candidates only)**

Graduating seniors are cited for graduation honors on their transcripts and diploma. Undergraduate degree students with at least 63 credit hours earned at Saint Joseph's College who have achieved a cumulative index of 3.90-4.0 graduate summa cum laude; those with a cumulative index of 3.70-3.89 graduate magna cum laude; and those with a cumulative index of 3.50-3.69 graduate cum laude. Undergraduate degree students who have earned between 54 and 62 credit hours at Saint Joseph's College and who have achieved a cumulative index of at least 3.50 graduate cum laude. The cumulative index for the purpose of graduation with distinction is based on the student's records at Saint Joseph's College.

## **Delta Epsilon Sigma**

Delta Epsilon Sigma, a national scholastic honor society for students of Catholic colleges and universities, has been represented at Saint Joseph's College since 1950 by the Beta Omicron Chapter. Membership in Delta Epsilon Sigma is based on leadership, service, superior achievement in the student's academic program 3.5 average or better based on a minimum of 63 semester-hour credits of Saint Joseph's College courses only, and the student's indications of future creditable use of that achievement in bringing the principles of a sound Christian philosophy to bear effectively upon the problems of a modern, free society.

## **Sigma Theta Tau International**

Sigma Theta Tau International honor society for nursing students has been represented at Saint Joseph's College since 1987. Saint Joseph's College Department of Nursing is one of three colleges forming the local chapter Kappa Zeta Chapter at Large. The mission of the Honor Society of Nursing is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide. Membership in Sigma Theta Tau International is by invitation only. Invitations are extended each spring based upon leadership, service, and superior achievement in the student's academic nursing program. Online undergraduate students must have no more than 16 credits remaining in their program and must hold a minimum GPA of 3.0. Online graduate students must have no more than 20 credits remaining in their program and must hold a minimum GPA of 3.5.

<https://www.sigmanursing.org/>

# **Tuition, Fees, & Financial Aid**

## **Financing an SJC Online Education**

There are several ways to manage the cost of a Saint Joseph's College education including a tuition installment plan, private loans, Tuition Assistance vouchers, or traditional financial aid programs. Many employers also offer tuition reimbursement programs for their employees. In addition, major credit cards are accepted for payment of tuition and fees, which enables students to enroll and make payments through their online portal.

Payment in full is expected within 30 days of registration unless utilizing the tuition installment plan.

For students using the tuition installment plan, the first payment, equal to one credit hour of tuition per course plus the installment plan fee, is required within 30 days of registration. The remaining balance is paid in two separate payments, which can be made through the online portal. Contact the Office of Student Accounts at 207-893-7732 for more information.

## 2023-2024 Tuition & Fees

Current tuition rates effective July 1, 2023, for the 2023-2024 academic year:

<b>Online Program</b>	<b>Tuition Per Credit Hour</b>
All Undergraduate Programs	\$378
Graduate Business & Accounting (MBA, MAcc)	\$591
Graduate Education	\$449
Graduate Health Administration	\$591
Graduate Nursing	\$683
Graduate Theology	\$398
Dual Degree (MSN/MBA and MSN/MHA)	\$637
Certificate of Advanced Graduate Study (CAGS)	\$449

<b>Supplemental Program Fees</b>	
MSN: FNP Clinical Fee (per course, selected courses)	\$750
MSN: Non-FNP Clinical Fee (NU 610, NU 647)	\$225
MSEd: Distance Internship, per course	\$320
MSEd: Student teaching, per course	\$640

<b>Other Fees (Non-Refundable)</b>	
Tuition Installment Plan fee	\$55
Graduation fee	\$75
Service charge for unpaid check or credit card return	\$50
Transcript of record request	\$8

For current tuition rates and a complete fee schedule, please visit [Costs and Billing](#).

Financial obligations must be satisfied to ensure continuance at the College. If you have a financial hold on your student account, please contact Student Account at 207-893-7737. When it is necessary to forward an unpaid account to an outside collection agency, that account is responsible for all collection fees.

## Tuition Responsibility & Refunds

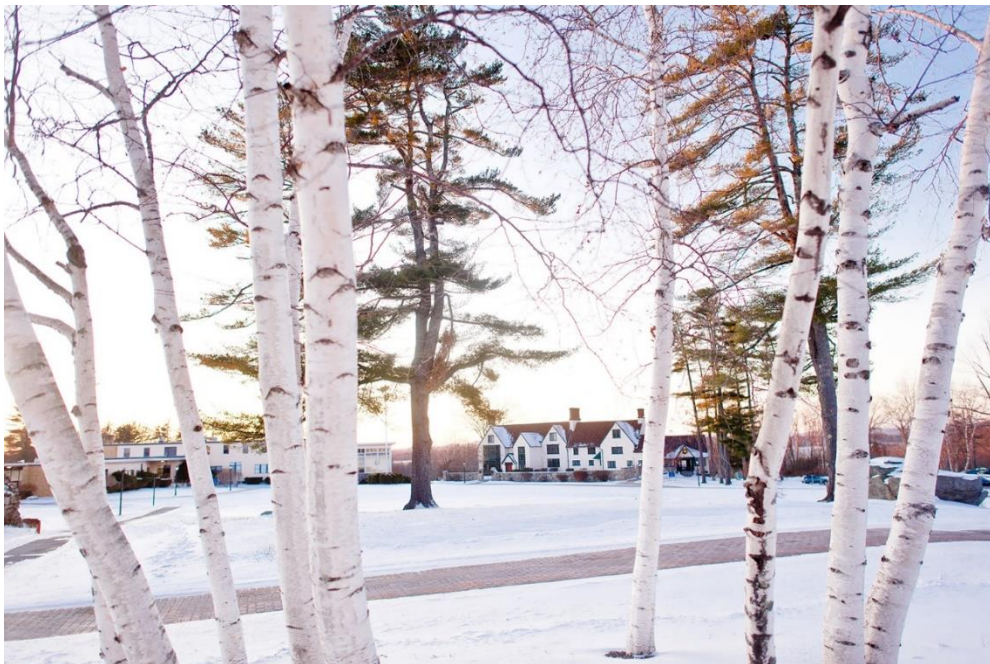
SJC Online anticipates that students will complete the courses in which they are enrolled. Should it be necessary to withdraw from an online course, students must contact their Academic Advisor and submit the withdrawal form.

Special fees, room and board, and non-refundable fees will not be included in tuition adjustments or refunds.

Students withdrawing through the last day of week one in the term (day seven)	No tuition charged
Students withdrawing the first day of week two or later (day eight)	100% tuition charged

Any student dismissed for violation of the conduct policy will be responsible for applicable tuition, and ineligible for tuition adjustments or refunds.

Financial aid recipients who withdraw or are withdrawn are subject to federal refund regulations as well as the tuition refund policy. A student is generally able to keep aid that has been earned based on the length of time the student has been enrolled during the period of education. The refund calculation is performed within 30 days of the official withdrawal date. For more information, contact the Office of Financial Aid at 800-752-1266 or 207-893-6612.



## Financial Aid Overview

SJC Online offers federal financial aid for eligible students enrolled in degree programs to help cover the cost of tuition.

To apply for financial aid, a student must submit the [Free Application for Federal Student Aid](#) and the Saint Joseph's College Online Financial Aid Application. A copy of the student's (and spouse's, if applicable) signed federal tax return and W2s must also be provided. These materials are reviewed, and an award letter will be sent to the student once the student has been fully admitted to a degree program and the student's transfer credits, if any, have been evaluated. During summer residency courses, financial aid may also be available to assist with travel, room, board, and book costs.

A student must be enrolled half-time to be eligible for financial aid. Funding is available through both the Federal Stafford Loan and the Federal Pell Grant (for undergraduates only). Stafford Loan funds will be disbursed on approximately three weeks after the official start date of the course. At that time, the student is required to have submitted at least one assignment in each class for which the loan disbursement is being received.

For students who desire a more flexible financing option, please contact the Office of Financial Aid for credit-based educational loans that can be used to meet tuition and any applicable summer residency costs.

## Deferment

Many students choose to pay for tuition through means other than financial aid but are still interested in deferring student loans borrowed previously. A student must be enrolled half-time to be eligible for most deferments. The College reports enrollment information through the Clearinghouse, a national student loan database, every month. If a student's loan provider does not use the services of the Clearinghouse, they must contact the provider for a deferment form for each online term in which they are enrolled. This form (including the lender/services name and address) should be sent to [onlineregistrar@sjcme.edu](mailto:onlineregistrar@sjcme.edu) for completion.

Saint Joseph's College Office of Registrar  
278 Whites Bridge Rd  
Standish ME 08084-5263

Email Office of Online Registrar: [onlineregistrar@sjcme.edu](mailto:onlineregistrar@sjcme.edu)  
Email Office of Financial Aid: [finaid@sjcme.edu](mailto:finaid@sjcme.edu)

For more information, please visit the [Financial Aid page](#) on our website.

## Maintaining Half-Time Status & Eligibility for Financial Aid and Loan Deferment

To maintain eligibility for financial aid and loan deferment, students must be enrolled at least half-time. An undergraduate student will be considered half-time if s/he is enrolled in 6 credits. A graduate student will be considered half-time if s/he is enrolled in at least 3 credits during the 10 or 12-week enrollment period. Students must also maintain satisfactory academic progress, which requires at least a 2.0 cumulative grade point average and completion of at least 70% of all credits attempted including those that have been transferred to SJC Online. Incomplete grades may affect financial aid or deferment eligibility.

	Half-time Enrollment	Full-Time Enrollment
Undergraduate Programs	6 credits	12 credits
Graduate Programs	3 credits	6 credits

**\*Note: A change of a course's official start date will adversely affect a student's financial aid and loan deferment eligibility.**

For more information, please call the Office of Financial Aid at 800-752-1266 or 207-893-6612.

# **SJC Online Student FAQs**

**\*This is an incomplete list. Please contact your Academic Advisor for additional inquiries\***

**What is MySJC?** This is a “dashboard” that includes links to all the important information and resources online students need. You can find it at the bottom of every page of our website, just be sure to select Online. Links to your online classroom (Brightspace), student email, course catalog, textbook ordering, library information, policies, Microsoft Office access and much more. <https://my.sjcme.edu/resources/online-students/>

**How do I check my SJC email?** [MonkSuite](#). It is expected that all students review all college-related emails in a timely manner, especially those sent by instructors, your program director, academic advisor, the advising team, and the Billing department. Email cannot be checked or accessed via Brightspace. If receiving financial aid, the email address entered on the FAFSA form may be contacted in addition to or in place of SJC email. Please contact us with any questions.

**What does required participation look like?** Enrolled students must be regularly engaged throughout the duration of their course(s) or risk administrative withdrawal from the course(s). This participation starts with the “Read and Understood” agreement, which is an ungraded quiz that acknowledges your enrollment, participation, and financial commitment. It becomes available on the start date and is located on the course homepage, under the Content or Quizzes sections. You must complete the quiz *in each course* to gain full access.

To get a good start on your coursework, we request that you complete this step in each course on your start date. *Failure to complete the Read & Understood Agreement and gradable coursework within the first seven days of the course will result in being dropped from the course according to the [Attendance & Participation policy](#).*

**How do I find out about important policies?** Aside from this handbook, your academic advisor is the best resource for questions specific to your situation, but students can always review **Policies & Procedures** in the **Online Course Catalog** for the current academic year, linked in [MySJC](#). This [Online Student Handbook](#) is another great resource. You must take time to understand policies that will enhance your experience. Be sure you are accessing the most current information for this academic year. Let us know if we can help!

**How do I make sure I cite my coursework accurately?** MLA or APA—we’ve got you covered! [Wellehan Library](#) has many resources available including videos and sample papers. Or contact [askalibrarian@sjcme.edu](mailto:askalibrarian@sjcme.edu) -- we are more than happy to assist with more specific citation questions!

**What if I have a question about an assignment, required text, or grades?** Students are encouraged to contact their instructor at any time with course or grade-specific questions. As you would raise your hand in a physical classroom, students in the online classroom are encouraged to email or call their instructor with questions or concerns. For all other inquiries, your academic advisor is your main resource and point of contact.

**Who do I contact with billing or tuition-related questions?** The Student Accounts office can be reached at the information below. If you happen to miss us, please leave a voicemail with a detailed message including return contact information: [800-343-5498](tel:800-343-5498) or [207-893-7732](tel:207-893-7732) or [studentaccounts@sjcme.edu](mailto:studentaccounts@sjcme.edu)

**What if I have questions about Financial Aid?** If you have questions about your eligibility, required documentation, loan deferment, or award letter, please reach the Financial Aid office at [800-752-1266](tel:800-752-1266) or [finaid@sjcme.edu](mailto:finaid@sjcme.edu).

**What is my tuition responsibility?** Students may drop a course through the last day of week one of the term (day seven). Starting on the first day of week two (day eight), students are responsible for 100% of their tuition and academic policies will apply. See the [Tuition & Fees section](#) or Policies in the 2023-2024 Online Course Catalog linked in [MySJC](#).

**Where can I see what courses are required for my program?** That is a great question! Your Academic Advisor is your best resource and can show you how to access that information.

**Where can I find what books I will need for my courses?** A list of required texts is available in the course syllabi and in our online bookstore, [MBS Direct](#). If you choose to order your books through a vendor other than MBS, please be sure to use the correct ISBN numbers to ensure that you receive the correct edition for the course(s). SJC is not responsible for any issues related to books that are not ordered through MBS. Please pay special attention to delivery estimates, as you will need your books to get started on your coursework right away. Please let your instructor and academic advisor know of any delays right away.

**What if I need more support?** Your academic advisor is happy to help you every step of the way, from your first day of class through submitting your very last assignment. Call, text, or email us! We can help figure out what might be the best resource for you.

**How do I request an official transcript?** All transcript requests must be made [here](#). The transcript request link is also available via [MySJC](#). You cannot obtain a transcript by calling or emailing the Registrar's Office. Many students use their portal to access an *unofficial* transcript.

**Can I use a tablet, Chromebook, or mobile device?** We recommend that online students have access to a laptop or desktop computer to complete their courses. Some programs and courses use functions that are not supported on a mobile device, tablet, or Chromebook. In addition, students should be aware of the significant challenges in completing written assignments and discussion board posts on a tablet or mobile device. Your academic advisor can send you in the right direction if you have questions about the specific technical requirements of your program.

**How do I request an enrollment verification letter or in-school loan deferment?**

Send an email to [onlineregistrar@sjcme.edu](mailto:onlineregistrar@sjcme.edu) with three required pieces of information:

- Your name, Employer/Lender name(s), Employer/Lender's fax # or address(es)
- Enrollment verification letters are sent on the start date of the term.

**I have veteran or military educational benefits. How do I use them?** SJC Online requires students to provide a copy of their Certificate of Eligibility (COE) to their academic advisor if they intend to use their VA Educational Benefits. Tuition Assistance forms are required for active-duty military educational benefits. Please contact [onlineregistrar@sjcme.edu](mailto:onlineregistrar@sjcme.edu) about requirements specific to your VA chapter or branch. *Once verified, you must notify [onlineregistrar@sjcme.edu](mailto:onlineregistrar@sjcme.edu) if you do not plan to use your VA Educational Benefits for a term or indefinitely.*



## Important Contact Information

Who?	For what?	How to contact?
<b>Online Advising</b>	Help with anything and everything related to your studies. Your Academic Advisor is your primary point of contact at SJC.	<ul style="list-style-type: none"> <li>• <a href="https://my.sjcme.edu/academic/academic-advisor/">https://my.sjcme.edu/academic/academic-advisor/</a></li> <li>• <a href="mailto:onlineadvising@sjcme.edu">onlineadvising@sjcme.edu</a></li> <li>• 800-343-5498, option 1</li> </ul>
<b>Wellehan Library &amp; Brightspace Support</b>	Materials available 24/7. Staffed evenings & weekends. Help with research, citations, library access, Microsoft Office & Brightspace.	<ul style="list-style-type: none"> <li>• <a href="https://www.sjcme.edu/academics/library/">https://www.sjcme.edu/academics/library/</a></li> <li>• <a href="mailto:askalibrarian@sjcme.edu">askalibrarian@sjcme.edu</a></li> <li>• 800-343-5498, option 4</li> </ul>
<b>Technology Services</b>	Help with software installation, SJC portal access and email or password issues.	<ul style="list-style-type: none"> <li>• <a href="mailto:iteam@sjcme.edu">iteam@sjcme.edu</a></li> <li>• 207-893-7851</li> <li>• Quick Tip: Enroll in self-service password reset <a href="#">here</a> (you must know your current unexpired password. When enrolled, you won't need IT assistance with password retrieval)</li> </ul>
<b>Online Tutoring</b>	Expert tutors accessible online 24/7. Free for Online SJC students, also ask your Academic Advisor for details.	<ul style="list-style-type: none"> <li>• Link to Online Tutoring is on Brightspace "Course Home"</li> <li>• <a href="mailto:askace@sjcme.edu">Contact askace@sjcme.edu for additional free hours</a></li> </ul>
<b>MBS Direct</b>	Listings of required textbooks for all courses.	<ul style="list-style-type: none"> <li>• <a href="https://my.sjcme.edu/online/">https://my.sjcme.edu/online/</a> then</li> <li>• Click on <b>Order Your Textbooks</b></li> <li>• 24/7 support at 800-325-3252</li> </ul>
<b>Student Accounts</b>	Billing statements, tuition policies, payments, etc.	<ul style="list-style-type: none"> <li>• <a href="mailto:billing@sjcme.edu">billing@sjcme.edu</a></li> <li>• 800-343-5498, option 2</li> </ul>
<b>Financial Aid</b>	Eligibility, required documents, award letters and deferment.	<ul style="list-style-type: none"> <li>• <a href="mailto:finaid@sjcme.edu">finaid@sjcme.edu</a></li> <li>• 800-752-1266 or 800-343-5498, option 3</li> </ul>