



Belmont Abbey
COLLEGE

**GRADUATE BULLETIN
2021-2022**

Mission Statement

Our mission is to educate students in the liberal arts and sciences so that in all things God may be glorified. In this endeavor, we are guided by the Catholic intellectual tradition and the Benedictine spirit of prayer and learning. Exemplifying Benedictine hospitality, we welcome a diverse body of students and provide them with an education that will enable them to lead lives of integrity, to succeed professionally, to become responsible citizens, and to be a blessing to themselves and to others.

Accreditation

Belmont Abbey College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Anyone with questions concerning the accreditation of Belmont Abbey College may contact the Commission on Colleges at 1866 Southern Lane; Decatur, Georgia 30033-4097, or call 404-679-4500. Belmont Abbey College is also a member of the North Carolina Independent Colleges and Universities.

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- International applicants, or applicants whose first language is not English, must submit official scores for the Test of English as a Foreign Language (TOEFL) exam with a minimum score of 550 on the PBT OR 79 IBT.

Acceptance

After review of applicant’s credentials by the Director of the program, applicants are notified in writing of the admission decision as follows:

- Admission is granted unconditionally.
- Admission is granted conditionally with the caveat that the student must earn grades of B or higher in the first six credits earned.
- Admission is denied

Costs and Financial Aid

Tuition and Fees

Application fee.....	50.00
Tuition, per credit hour.....	\$695.00

College Refund Policy

Graduate programs at Belmont Abbey College do not have a drop/add period. Students have until the first day of class to drop courses for a refund. There is no refund once classes have met.

Academic Requirements for Receiving Financial Aid

For a student to be eligible to receive financial assistance from Title IV Federal funds (Federal Direct Student Loans), he/she is required to make satisfactory academic progress.

When is Satisfactory Academic Progress Evaluated? Belmont Abbey College evaluates satisfactory academic progress at the **end of each semester**. Students will be notified via their Abbey email account if after their evaluation; they are determined to not be making satisfactory academic progress.

Criteria for Determining Satisfactory Academic Progress

A student must complete 67% of the cumulative credit hours attempted **AND** must have received a minimum 3.0 cumulative GPA.

Appealing to the Financial Aid Review Committee

IMPORTANT: In order for an appeal letter to be considered, it must be written by the student him or herself and submitted to the Financial Aid Office prior to the submission deadline, as indicated in your Satisfactory Academic Progress letter. Appeals must also contain the following information:

1. Your description of the extenuating circumstances that you believe prevented you from meeting the Satisfactory Academic Progress (SAP) standards. Examples of extenuating circumstances include but are not limited to the following:
 - Unexpected death or major hospitalization of an immediate family member.
 - Extended hospitalization or medical condition of the student
 - Victimization of a violent crime or natural disaster

Examples that are **NOT considered** extenuating circumstances include, but are not limited to the the following:

- Work conflicts or lack of transportation to school
 - The time of day the class is being held
 - The professor who is teaching the course
2. Your Plan of Action – what you will do to resolve the cause of the circumstance which led to unsatisfactory academic progress.
 3. Your contact information. Provide us with a telephone number and email address.
 4. Copies of supporting documentation such as doctor’s letters/bills, death certificate, obituary, police reports etc.

Submitting Your Appeal

You must submit your appeal via email (*remember to attach any supporting documentation*) to SAPappeal@bac.edu by the cutoff date listed on your Satisfactory Academic Progress letter. Appeals sent to any other email address will not be reviewed by the Financial Aid Review Committee.

After Submitting Your Appeal

Your appeal will be reviewed within 2 weeks of the deadline listed to submit your appeal. The review of your appeal may take longer during peak periods. You will be notified via your Belmont Abbey College email account of the committee’s decision. The decision of the committee is final.

During the review process the following factors may be considered:

Belmont Abbey College Credit Hour Policy

Traditional Lecture and Seminar Courses

Belmont Abbey College uses the Carnegie Unit as the minimum standard for assigning credit hours. One credit hour therefore requires at least 50 minutes of classroom instruction (recitation, lecture, discussion, testing or evaluation, seminar or colloquium) and two hours of student preparation outside the classroom each week for a fifteen-week semester.

Nontraditional Lecture and Seminar Courses

Lecture and seminar courses offered in nontraditional formats require the same competencies and learning outcomes as those offered in a traditional fifteen-week semester and an equivalent of forty-five hours of work for each unit of credit. Students enrolled in nontraditional courses should expect substantial amounts of work outside the classroom to meet the same competencies and learning outcomes as those required in a traditional course.

Online / hybrid courses

Courses offered in other modes (such as fully online or mixed hybrids of online and seated work) that do not maintain the same number of contact hours award equivalent credit so long as one of the following criteria is met: a. the course covers the same material in the same depth as a seated version of the same course; or, b. the course has been evaluated by the department and by the Academic Affairs Committee (AAC) for content and rigor, and both the department and the AAC have approved the award of credit. Approval must be received and documented prior to the start of the term in which the course is offered.

Grading System

Grades and their point values are as follows:

GradeQuality PointsGradeQuality Points

A 4.00 B 3.00

C 2.00 F 0.00

The highest passing grade of A is awarded for distinguished course work. The low passing grade of C is awarded for work that is minimally acceptable at the graduate level. D grades are not awarded nor are they accepted in required undergraduate courses. The failing grade of F is given for work that is unsatisfactory.

Registration and Advising

Students at Belmont Abbey College use a web-based registration system to register and make schedule adjustments. New or readmitted students will select and register for courses with the assistance of the Program Director. During subsequent terms, students must process their own registrations.

Time Limits

If you started during	Your time expires end of	If you started during	Your time expires end of
Fall 2021	May 2028	Fall 2023	May 2030
Spring 2022	December 2028	Spring 2024	December 2030
Fall 2022	May 2029	Fall 2024	May 2031
Spring 2023	December 2029	Spring 2025	December 2031

Transfer of Graduate Credit from Other Institutions

Students may transfer a maximum of six hours of graduate-level credit from another accredited institution, subject to approval by the program director.

- Transfer courses must be compatible with the graduate program curriculum.
- Students must have earned a grade of B in the course to be considered for transfer credit.
- Non-academic courses (seminars, workshops, etc.) are not acceptable as graduate transfer credit.
- To be considered, requests for transfer of credit must be made in writing in conjunction with receipt of official transcripts.
- The request to transfer credits must be made prior to completion of 18 semester hours of the Belmont Abbey program.
- Courses must be taken within the seven (7) year time limit for the program.

Grades earned in transferred credits are not calculated in the student's grade point average and will appear on the transcript as "TR."

Academic Probation

Should a student's cumulative grade point average (GPA) fall below a 3.0, he or she will be placed on academic probation until such a time as his or her cumulative GPA rises to a 3.0 or above. The director of the program will notify the student of the probationary status in writing. Students who do not maintain a minimum cumulative GPA of 3.0 for two sessions will be academically dismissed from the program.

Degree Requirements

1. Completion of all required coursework within seven (7) calendar years from the date of initial enrollment.
2. A cumulative GPA of 3.0 or greater must be attained in all graduate work.

Formal Complaint Procedure

Formal complaints must be filed within a reasonable time frame whenever possible, usually within ten days if there was a specific incident. College officials will make reasonable efforts to give an initial response to complaints within ten working days of receipt, although the process of resolving a complaint may take longer.

Formal complaints must:

- 1) Specify that a formal complaint is being made, and be addressed to the appropriate College official; a printed letter signed by the individual is preferred
- 2) Describe the situation/incident/event and identify the person or office involved
- 3) If relevant, indicate how attempts have already been made to resolve the issue

Formal complaints should be submitted to the appropriate administrator.

The administrator receiving the complaint will either attempt to resolve and respond to the complaint directly or route the complaint to the director/chair of the appropriate department. The student will receive a response in writing within ten working days.

If the complaint was routed to a chair/director, and the student believes that the complaint has not been satisfactorily resolved, he or she may raise the matter again, in writing, with the appropriate administrator, who will give a response within ten working days.

Academic Complaint Appeals

In academic matters, the decision of the Provost is final. Matters of academic dishonesty or grade appeals have their own procedures, specified below.

Non-Academic Complaint Appeals

In the event that a student continues to believe that a grievance exists in a non-academic matter, the student may send a written appeal to the Grievance Committee in care of the President's Office. The President's Office will forward the complaint to the Chair of the Grievance Committee, who will then convene the committee in accordance with the requirements specified in the *College Handbook*.

Academic Dishonesty Procedures

In accordance with the moral and academic standards of Belmont Abbey College, scholastic dishonesty of any kind will not be tolerated. Academic dishonesty includes plagiarism (the appropriation of passages from the writing of another as one's own), collusion (improper collaboration with another in preparation of notes, term papers, or other written work), cheating (giving or receiving, offering or soliciting information, or using illicit material in an examination or quiz), or fabrication of sources used in a paper and included in its bibliography.

Note: The use of technological devices to perpetrate acts of academic dishonesty will be punished in the same way as other violations of the College's policy on academic honesty.

Grade Appeals

If a student considers a final grade to be inaccurate or based on an unfair application of course policies, he or she should ask the professor to review the course grade within thirty (30) days of the end of the semester in which the grade was awarded. If the professor determines that a grade change is justified, the professor will submit a request using a standard form to the Vice Provost for Academic Affairs (VPAA) for approval. If the change is approved, the new grade will be reported to the Registrar. Requests for a grade change must be based on the student's belief that the final grade was inaccurate or based on an unfair application of course policies. Requests for the purpose of avoiding academic probation, suspension, or dismissal, or to preserve eligibility for financial aid, graduation, scholarships, or academic honors will not be considered.

If after requesting a grade change, students wish to appeal the professor's decision, they may submit a request for a review to the Program Director. (Appeals of a grade given by the Program Director are handled by the Vice Provost for Academic Affairs according to the following procedure.) As part of this review, students must submit a written appeal to the Program Director within the first four (4) weeks of the semester following the semester in which the grade was received. Using the syllabus and the relevant material submitted for the course, the appeal must show evidence that the grade in question is inaccurate or that course policies have been unfairly applied. The Program Director will then conduct an investigation, speak with the student and professor, and attempt to resolve the dispute. The Program Director will render a decision in writing to the student within ten (10) business days of receiving the student's written appeal. Failing a resolution at this level, the student may, within ten (10) business days of receiving the Program Director's letter, appeal the decision to the Vice Provost for Academic Affairs (VPAA). The VPAA makes the final decision. Absent extraordinary circumstances, the VPAA will send a written decision to the student within fourteen (14) business days of receiving the student's appeal letter.

Program of Study

The Master's of Health Administration (MHA) program consists of 36 credit hours of courses.

Curriculum

- HA 601 United States Healthcare Systems
- HA 602 Catholic Healthcare Leadership and Ethics
- HA 603 Organizational Behavior and Communication in Healthcare
- HA 604 Healthcare Marketing
- HA 605 Healthcare Quantitative Analysis

HA 608 Community Health Law and Policy

(3)

This course examines the forces of change in society as they affect health policy formulation and implementation, including the role and influence of political structures and healthcare law. The relationship between social issues, personal values, and bioethics as it relates to healthcare policy will be discussed.

HA 609 Managing Health Services Org & Systems

(3)

Major issues associated with the current and future organization and delivery of health services in the United States will be examined. Guided by continuous quality and performance improvement models, the course explores concepts and applications of organization and management in the health sector.

HA 610 Health Informatics

(3)

Healthcare Informatics and Analytics provides a foundation for designing databases and analyzing healthcare data to enhance clinical and administrative decision making. Topics include database analysis, SQL, datamining, and other areas.

HA 699 Healthcare Strategy Capstone

(6)

A capstone course guiding the students' synthesis and application of strategic planning, health informatics, and related management concepts in a consultative comprehensive project. Scholarly proficiency and mastery of health informatics will be demonstrated in a written project report, with a presentation delivered to a professional audience. Students apply foundational knowledge to theoretical and practical applications with guidance from the instructor and an external health care leader. **Only offered as a 16 week course.**

If inaccurate, misleading, or otherwise inappropriate data are found in the records, they will be promptly corrected or deleted. The student also has the right to insert into his or her records a written explanation respecting the contents of such records. If the student and the Registrar, the Director of Financial Aid, the Dean of Student Life, or their deputies do not agree on any items contained in the records, the student may submit a written request to the Chief Academic Officer for a hearing to challenge the content of the records. The Chief Academic Officer will schedule such a hearing within thirty (30) days after receipt of the request and will notify the student well in advance of the date, time, and place of the hearing. The hearing will take place before a board composed of the Chief Academic Officer and the Dean of Student Life (or their designated alternates), and at least one disinterested member of the faculty who shall be appointed by the Chief Academic Officer. None of those hearing the challenge may have a direct interest in the outcome. Students will be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney. The decision of the board on the correctness of the record, as determined by majority vote, will be in writing and will be final. This decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and reasons for the decision.

If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the College shall amend the records accordingly and so inform the student in writing. If, however, as a result of the hearing, the College decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the College shall inform the student of its right to place a statement in the records commenting on the information in question and/or setting forth the student's reasons for disagreeing with the College's decision.

4. The College considers the following to be Directory information: student's name; hometown address; student's local address; telephone listing; email address; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student. Students may request that they not be listed in campus directories by submitting a written statement to the Chief Academic Officer to that effect. Students electing this option should be aware that their decision means that the College can neither list their names in the graduation bulletin for Commencement, nor verify their degree completion for a prospective employer, nor have their names published in the media for academic recognitions like the Dean's List and the President's List. Students choosing to not be listed in campus directories are required to inform the Chief Academic Officer in writing by December 1 for the fall semester, and by May 1 for the spring semester.

5. No student can be required, or will be asked, to waive rights under Part 99 of the Code of Federal Regulations. However, a student may voluntarily waive right of access to confidential statements made by third parties respecting admission to educational agencies or institutions, applications for employment, or the receipt of an honor or honorary recognition. In case of a waiver, the confidential statements will be used solely for the purposes for which they were specifically intended, and the student will, upon request, be notified of the names of all persons making such confidential statements.

6. The College reserves the right, after a five (5) year period, to destroy any and all records that it maintains on a student, except to the extent that the law requires their maintenance for a longer period of time.

Mr. Joseph McCullough
Partner, Nexsen Pruet, PLLC

Mr. Thomas J. Molony
Associate Professor of Law
Elon University School of Law

Mrs. Regina P. Moody, SHC '73
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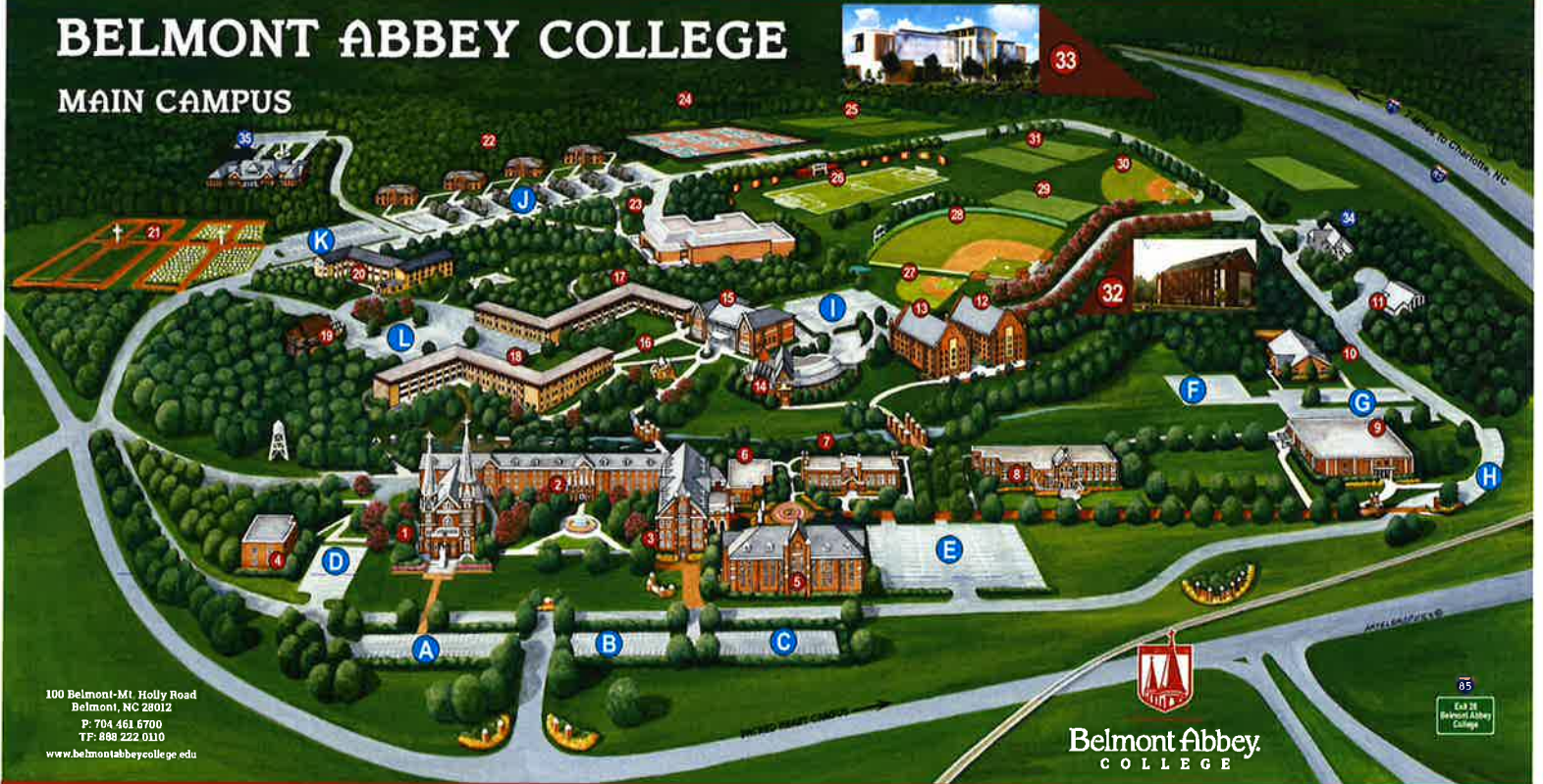
Mrs. Silvia Rodriguez
CPA

The Right Reverend Placid D. Solari, O.S.B.
Abbot, Belmont Abbey College
Chancellor, Belmont Abbey College
Member of Belmont Abbey Monastery

Dr. William K. Thierfelder (Ex-Officio)
President, Belmont Abbey College

BELMONT ABBEY COLLEGE

MAIN CAMPUS



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LEGEND

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|--|--|---|---|---------------------------------------|
| 1. Mary Help of Christians Basilica | 4. Music Building | 11. Chi Rho House/Facilities | 16. The Gratitude Bell | 24. Mike & Bonnie Reidy Tennis Center |
| 2. Belmont Abbey Monastery | 5. St. Leo Hall
The Catholic Shoppe
Campus Bookstore
Grace Auditorium | 12. St. Benedict Residence Hall | 17. Poellath Residence Hall | 25, 27, 31, 32 Practice Fields |
| 3. Robert Lee Stowe Hall
Office of the President
Academic Affairs
Athletic Administration
Business Office
Campus Reception
College Relations
Human Resources
Institutional Research
IT Services & Help Desk | 6. Holy Grounds Coffee Shop & Cafe | 13. St. Scholastica Residence Hall | 18. O'Connell Residence Hall
Residence Life
Campus Ministry | 26. Alumni Field |
| | 7. The Haid Theater & Ballroom
The Wellness Center (lower level) | 14. Abbot Walter Coggin Student Center
CRUSADER SUCCESS HUB
Admissions, Registrar,
Financial Aid, Student Accounts,
Campus Tours
Student Activities Center
Campus Post Office | 19. St. Joseph Adoration Chapel | 28. Baseball Field |
| | 8. Abbot Vincent Taylor Library
Academic Resource Center | 15. Dining Hall | 20. Raphael Arthur Residence Hall
Campus Safety and Police | 29. Intramural Sports Field |
| | 9. William Gaston Science Building | | 21. Monastery Cemetery | 30. Softball Field |
| | 10. Lowry Alumni House
Alumni Office | | 22. Culhbert Allen Apartments | 32. New Residence Hall (Fall 2020) |
| | | | 23. Wheeler Center
Coaches, Basketball Court | 33. New CaroMont Hospital (2023) |
| | | | | 34. The Belmont House (private) |
| | | | | 35. MiraVia |