

WAGNER COLLEGE
Division of **GRADUATE** Studies

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**Graduate
Student
Handbook
2008 - 2009**

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WAGNER COLLEGE

Wagner College prepares students for life, as well as for careers, by providing a comprehensive education anchored in the liberal arts, experiential learning, interculturalism, service to society and in a faculty dedicated to making the College a premier integrative academic center for undergraduate and graduate education.

Importantly, Wagner College is recognized nationally as a vibrant, cutting-edge undergraduate institution that supplements and extends its mission by offering select yet comprehensive high quality graduate programs that prepares students for professionally rewarding careers.

Graduate programs are committed to a student-centered learning environment that emphasize concrete experiences, intellectual discourse, and critical reflection. The Master's degree at Wagner College is a signifier of growth, excellence, and a commitment to lifelong learning. The Division of Graduate Studies aims to prepare practical leaders.

Wagner, with its unique park-like campus, small classes, and ready access to the cultural wealth of a major cosmopolitan center, provides a distinctive setting in which to prepare for tomorrow's world.



Academic Calendar 2008–2009

FALL SEMESTER 2008

August 21, Thurs	Orientation/Registration for new graduate students
August 22-23, Fri-Sat	Orientation/Registration for new undergraduate students
August 25, Monday	First day of classes (begins 8:00 am)
	Late registration for unregistered current students
Aug 25-29, Mon-Fri	Program changes (drop/add period)
September 1, Monday	Labor Day – Holiday – No Classes
Sept. 23-29, Tues-Mon	Declare pass/fail option
October 1, Wednesday	Rosh Hashanah – No exams to be scheduled (begins sundown Tuesday, 9/30)
October 9, Thursday	Yom Kippur – No exams to be scheduled (begins sundown Thursday, 10/8)
October 13-14, Mon-Tues	Fall Break (Columbus Day – Holiday) – No Classes
October 17, Friday	Mid-Semester Feedback Reports due for all classes in Registrar’s Office
October 27-November 21	Graduate student registration
October 27-31, Mon-Fri	Advisement/Registration for seniors and Honors students for spring semester
November 3-7, Mon-Fri	Advisement/Registration for juniors for spring semester
November 4, Tuesday	Election Day – No Classes
November 7, Friday	Last day to withdraw from a course
November 10-14, Mon-Fri	Advisement/Registration for sophomores for spring semester
November 17-21, Mon-Fri	Advisement/Registration for freshmen for spring semester
November 26-28, Wed-Fri	Thanksgiving Holiday – No Classes
December 1, Monday	Classes resume 8:00 am
December 2, Tuesday	Last day of classes before final exams
December 3-4, Wed-Thurs	Reading day
December 4, Thursday	Last day of the semester to register for spring 2009
December 5-11, Fri-Thurs	Final examinations
December 11, Thursday	Semester ends
December 15, Monday	Grades due to Registrar’s Office by noon
December 22-29, Mon-Mon	Hanukkah
December 24, Wednesday	Christmas Eve
December 25, Thursday	Christmas Day

SPRING SEMESTER 2009

January 15, Thursday	Orientation/Registration for new graduate students
January 16, Friday	Orientation/Registration for new undergraduate students
January 19, Monday	Martin Luther King – Holiday
January 20, Tuesday	First Day of Classes (Classes begin 8:00 a.m.)
	Late registration for unregistered current students
January 20-26, Tues - Mon	Program changes (drop/add period)
February 16-17, Mon & Tues	Presidents Day – Holiday (Monday) – No Classes
February 18-24, Wed-Tues	Declare pass/fail option
March 13, Friday	Mid-Semester Feedback Reports deadline for all classes in Registrar's Office
March 16-20, Mon-Fri	Spring Break
March 23 – April 24	Graduate student registration
March 23-27, Mon-Fri	Advisement/Registration for seniors & Honors for summer and fall
March 30-April 3, Mon-Fri	Advisement/Registration for juniors for summer and fall
April 6-8, Mon-Wed and April 14-16, Tues-Thurs	Advisement/Registration for sophomores for summer and fall
April 7, Tuesday	Last day to withdraw from a course
April 9-10, Thurs-Fri	Passover/Easter Holidays – No Classes (Passover begins sundown Wed, 4/8 – No Exams after 4:00 pm on Wed)
April 13, Monday	Easter Monday – Holiday – No Classes
April 14, Tuesday	Classes resume 8:00 am
April 20-24, Mon-Fri	Advisement/Registration for freshmen for summer and fall
April 29, Wednesday	Monday schedule for classes
May 4, Monday	Last day of classes
May 5-6, Tues & Wed	Reading Day
May 7-13, Thurs – Wed	Final examinations
May 13, Wednesday	Semester ends
May 15, Friday	All final grades due to Registrar's Office by noon
May 21, Thursday	Baccalaureate
May 22, Friday	Commencement

Philosophical Foundations of Graduate Education at Wagner College

The Office of Graduate Studies will serve as an advocate for graduate studies at Wagner College. Its purpose will be to maintain and ensure quality of graduate programs. The dean hopes to articulate a vision of intellectual excellence for the entire graduate community

We must move the mindset Wagner College as primarily an undergraduate institution to a vibrant, cutting-edge undergraduate institution that supplements and extends its mission by offering select yet comprehensive high quality graduate programs that prepares students for professionally rewarding careers.

The Master's degree is, we maintain, the next frontier in democratic thinking in society. As the G.I. Bill of Rights filled an enormous need in the middle of the last century with the baccalaureate degree achieving great prominence, so too the Master's degree is a critical educational and social marker in the new century. The Master's degree is the penultimate symbol of what it means to be educated in a democratic society.

In a post-911 world, education will serve a more important function than ever. Education is, indeed, a powerful instrument of democracy, justice, and opportunity for all people. Although education alone will not eliminate racism and terrorism, education can play a powerful role in raising the consciousness of people in terms of what it means to be a just, caring human being in a world rife with injustice, indifference, and brutality.

The Master's degree should not merely serve as a bus station or coffin, as it is too often viewed elsewhere. Rather, the Master's degree is an aspirational degree. As one aspires to achieve personal growth and excellence, the degree can serve to foster a renewed sense of preparedness, in the practical sense, but also a way of thinking of what it truly means to be educated in a diverse democratic society.

The Master's degree at Wagner College is a signifier of growth, excellence, and a commitment to lifelong learning. The Division of Graduate Studies aims to prepare practical leaders for the real world.

The Division of Graduate Studies and the Wagner Plan

Wagner College is a nationally recognized institution of educational excellence. In the 1997-1998 academic year, the Wagner College Faculty and Board of Trustees unanimously approved a new undergraduate academic program – the Wagner Plan for the Practical Liberal Arts - that emphasizes integrated and experiential learning. The “Wagner Plan” reflects the College’s commitment to a well-rounded liberal education as a foundation for specialized study in any field. It also reflects the College’s commitment to “learning by doing.” Learning Communities are developed that group thematically linked courses for cohorts of students. Students engage in intensive learning experiences at the College while undertaking meaningful and well-designed fieldwork linked to Reflective Tutorials. [Refer to the “Self-Study for the Middle States Association of Colleges and Schools” document and the “Wagner Plan” document itself for detailed information about the Wagner Plan.]

The mission statement (see below) conceptual framework developed by the Division of Graduate Studies is a natural outgrowth of the “Wagner Plan.” We in the Division of Graduate Studies fully support the innovative and meaningful foundations of the “Wagner Plan” based on experiential learning and interdisciplinary study. Our vision, mission, and goals were developed with the “Wagner Plan” in mind. The Division of Graduate Studies believes in the integration of theory and practice. “There is no practice without theory and no theory without practice.” Each graduate program is developed by taking the very latest and best of research and theory and integrating them with experiential learning opportunities.

We in the Division of Graduate Studies are committed to a student-centered learning environment that focuses on the development of the whole student. We believe that challenging students with a strong liberal arts education infused with experiential learning and interdisciplinary study is an academic imperative. We envision graduate education as a natural extension of a strong liberal arts background.

GRADUATE STUDIES VISION STATEMENT

We aspire to enhance Wagner College's stature as a vibrant, cutting-edge undergraduate institution that supplements and extends its mission by offering select yet comprehensive high quality graduate programs that prepares student for professionally rewarding careers.

GRADUATE STUDIES MISSION STATEMENT

The Division of Graduate Studies (DGS) supports the mission and goals of Wagner College through graduate education. Committed to the "learn by doing" philosophy embodied in the Wagner Plan based on experiential learning and interdisciplinary study, the DGS offers high quality select yet comprehensive graduate programs. These exclusive programs strive to foster core competencies, cutting-edge technologies, and critical thinking. Committed and competent faculty prepare eager and reflective individuals for life and work in an increasingly complex, diverse and global society. Students in the DGS receive personal attention as they work closely with faculty in small classes. Graduate programs at Wagner College remain responsive to the needs of the external community, and in turn provide the most innovative and highest caliber graduate education in the region.

Values

The values of the Division of Graduate Studies at Wagner College guide our decisions and actions. We value:

- Academic excellence and freedom
- Democratic thinking and living
- A synthesis of theory and practice
- Lifelong learning
- Practical knowledge for the real world
- Reflective thinking
- Cultural diversity and human dignity
- Ethical leadership
- The individual needs of our students
- Intellectual discourse and self improvement
- Service to local, state and regional communities
- Continuous improvement of our programs



SECTION I

ACADEMIC POLICIES, SERVICES, AND RESOURCES

Wagner College Academic Honesty Policy

Academic integrity is indispensable to the central objectives of a Wagner College education: the promotion of knowledge and intellectual growth. Breaches of academic integrity are detrimental to the student personally and infringe on the trust essential to the academic enterprise. The Academic Honesty Committee of the College adjudicates possible violations of academic integrity and renders appropriate sanctions, as outlined below.

Students are solely responsible for informing themselves about acceptable forms of academic conduct. Lack of knowledge of citation procedures, for example, does not excuse plagiarism. Resources for mastering proper citation methods and related information may be found in the Horrmann Library.

I. Violations of Academic Integrity: Cheating and Plagiarism Defined

- A. All work submitted for credit must be done by the student. If the instructor gives specific permission, collaboration between students and/or revisions of previous work are also acceptable.
- B. Violations of academic integrity include submitting as original work that is not original, supplying information to another student knowing that such information will be used in a dishonest way, or attempting to deceive the instructor in any way. Violations of academic integrity may fall into several categories:
 - 1. Cheating consists of knowingly giving, using, or attempting to give or use unauthorized assistance before, during or after tests or other evaluations.
 - 2. Plagiarism is the presentation or submission of the work, words or ideas of another without citation or credits, as your own work. When using another person's work, the author and source must be clearly identified through the use of quotation marks, footnotes or other indices of reference. Information retrieved through the Internet or other electronic sources must, of course, also be properly acknowledged (see A. Raimes, Keys for Writers or any other college writing manual). The use of paraphrasing should be identified both as to where it begins as well as where it concludes.
 - 3. Any other attempts to deceive the instructor regarding work performed, including but not limited to handing in false reports on a laboratory experiment, submitting a report on research the student has not done, turning in a paper on a work the student has falsely claimed to have read, or falsifying attendance records, also constitute violations of academic integrity.

Procedures

- A. In cases of violations of academic integrity, students will be penalized.
- B. Instructors are encouraged to present cases of particularly serious violations to the Committee. An instructor may, however, determine that a given case does not merit presentation to the Academic Honesty Committee, based on the perceived severity of the case. In that instance, the instructor may reduce the grade as he or she considers appropriate or impose any other penalties up to but not including failure of the course, such as requiring the student to revise or rewrite the work to demonstrate his or her ability to acknowledge sources properly.
- C. When the instructor determines that there is evidence of a violation of academic integrity, whether or not the student contests the evidence, the instructor may present the case to the Academic Honesty Committee. The Committee will assess the evidence in an objective manner. Both the student and faculty member will be consulted during the deliberation.

II. Penalties

- A. In cases involving first offenders, when the Academic Honesty Committee finds the student violated the above policy on Academic Integrity, penalties may include, but are not limited to, failure for the assignment, failure for the course, or suspension from the College.
- B. When the Committee finds the student has, for a second time, violated the above policy on academic integrity, the penalty is permanent expulsion from the College.

III. Appeals

If the student wishes to appeal the decision made by the Academic Honesty Committee, such an appeal must include new evidence that was not available to the Committee. Appeals must be made in writing to the Office of the Provost.



Academic Policies

Meaning of “Credit”

As defined here, the term “credit” is interchangeable with such terms as “credit hour” or “semester hour” as used in this and in other institutions.

Prerequisite Course Work

Students who are admitted to a graduate program with deficiencies in undergraduate courses must complete those deficiencies with a grade of C or higher within the first year of graduate study. An undergraduate course taken previously at Wagner, or at another college, may not be used to meet a prerequisite requirement unless a grade of C or higher was earned in the course.

International students with TOEFL scores below 550 on paper based test or 217 on computer based test are tested on admission for English proficiency. Students with limited proficiency in the English language are assigned a prescribed program of English studies, to be completed at the beginning of their graduate studies.

Transfer of Credit

The approval of the Department Chair or Director of Graduate Program is required for all transfer credits. Numbers of credits accepted from accredited graduate schools may vary among departments. Grades below the B-level are not acceptable for transfer. Students wishing to take courses at another college for transfer to their graduate record at Wagner College should obtain written approval from the Department Chair or Director of Graduate Program and the Office of Graduate Studies before registering for such courses. No 500-level course taken as part of an undergraduate program may be transferred into a graduate program.

Work (Life) Experience Credit

A student may apply for college credit for documented learning that is germane to a graduate program at Wagner College, but must not exceed three credits. The request for credit should relate to a specific course at Wagner College with evidence being presented to show that the objectives of that course have been met. The applicant should present documentation for evaluation to the Department Chair or Director of Graduate Program, who shall determine in each instance whether preparation and competence are satisfactory for the student to receive credit for his or her work experience. A completed application form and the documentation should be brought to the Office of Graduate Studies for approval and then the student may be registered to receive credits for the appropriate course after paying the specified fee.

Maximum Student Course Load

Graduate students taking a nine credit load are considered full-time students. Full-time graduate students, in most programs, are limited to a maximum of four courses. Permission to exceed the four course limit is to be made by the Department Chair or Director of Graduate Program.

Time Schedules for Courses

Most graduate courses are offered between 4 and 10 p.m. on Monday through Friday. A detailed course schedule is available to students prior to each registration.

Course Numbering

Courses numbering 600 and 700 are exclusively graduate courses, and are open only to fully matriculated graduate students. Graduate students must take a minimum of 18 credits at the 600-level or higher for the master's degree. Some courses numbered 500 to 599 are suitable as graduate-level courses and may be recommended by the Department Chair or Director of Graduate Program or program advisors. Because 500-level courses are regarded as undergraduate senior-level courses into which graduate students may be admitted, the graduate student is expected to complete extra work in these courses (not requested of undergraduates) as stipulated by the professor. Such extra work should be clearly stated on the course outline.

Courses numbered 100 to 499 are undergraduate-level courses and are not counted in the graduate cumulative index.

Adding and Dropping Courses

The period for adding and dropping classes without academic penalty is the first week of classes during regular semesters and the first two days of classes in the summer sessions. After this period, a student may withdraw from a course upon consultation with the faculty advisor until the end of the tenth week of the semester, or up until halfway through the summer session. The last day for withdrawal from courses is indicated on the College calendar published on the Registrar webpage. If a student withdraws from a course during this time a "W" will be recorded on the transcript. The student will be liable for all charges associated with the course if it is dropped after the first weeks add/drop period.

In unusual circumstances (a major extended illness or a major change in life circumstances) the student may petition the Registrar to withdraw from a course after the normal period. Students are not permitted to drop the first year reflective tutorial and/or learning community. Nonattendance at a class or nonpayment of tuition does not constitute an official withdrawal, nor does notification of one's instructor result in an official withdrawal from the class. An official withdrawal form must be filed with the Office of the Registrar or a grade of "F" will be received for failure to attend the course.

Similarly, attending a class does not constitute registration in that class. A registration form, signed by the student's academic advisor, must be presented to the Registrar before the drop/add period ends in order to be registered in the course.

Independent Study

Students who enroll in an Independent Study course (693) must have both a minimum of nine credits earned and a grade point average of 3.0 in the department in which they are doing the independent study. Any exceptions to this rule must be approved by the Department Chair or Director of Graduate Program and by the Office of Graduate Studies.

Students are permitted to count no more than six credit hours of Independent Study courses toward their graduate degree. Students are required to register for Independent Study by the last day for adding courses.

Tutorials

Request for tutorials must be approved by the Registrar, the Department Chair or Director of Graduate Program, and the faculty member with whom the tutorial is to be taken. Students are required to register for a tutorial course by the last day for adding courses. Tutorials are offered only when necessary to enable a student to make normal progress toward a degree.

Thesis Requirements

When a thesis track is chosen for the master's degree, the thesis subject must be approved by the department. Preparation of the thesis will be directed by a faculty advisor and approved by the chair of the appropriate department.

The thesis must demonstrate the student's ability to select, organize, and evaluate the results of professional investigation. The thesis must meet an acceptable standard for written work on the graduate level. The official standard for written work for all graduate papers, including the thesis, is determined by the individual department. It is the responsibility of the student to follow the form prescribed by the department. Copies of the appropriate thesis manuals are available in the library and in the College Bookstore. All graduate students are encouraged to review the contents of the authorized manual before submitting papers or a thesis in graduate courses.

The thesis must be completed within three years, but this period may not extend beyond the six year general limit for the master's degree.

The candidate's thesis will be examined by a committee of three faculty approved by the Department Chair or Graduate Program Director. One of the three faculty should be the candidate's thesis advisor and one may be from outside the department.

The candidate must submit the original and two copies of the thesis together with a thesis binding fee of \$48 to the Office of Graduate Studies by either July 30, November 30, or April 1, depending upon the semester in which the thesis is completed. The theses are subsequently bound. One copy of the thesis is given to the student, and the other two copies are given to the library and the department. Students requesting additional professionally bound personal copies should submit extra copies to the Division of Graduate Studies Office with an additional fee of \$16 per copy at the time they submit the three required copies.

Grading Policies

Wagner uses an alphabetical system of grades to describe the quality of the student's work:

Quality point equivalencies are as follows:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = 0.7
B = 3.0	C- = 1.7	F = 0.0

The major index is determined in the same manner by dividing the number of quality points earned by the total number of graded units in courses designated as major courses, including courses with grades of "D" or "F". A major index of 3.0 is required as a qualification for graduation.

Plus (+) and minus (-) subdivisions are permitted in determining grades. “W” designates a course dropped in accordance with College policies. “I” designates a course in which a student was in good standing but with final requirements not completed, according to College policies.

A student may repeat courses in which “F” grades were received subject to the following conditions:

No more than two courses with an “F” grade may be repeated and each course may be repeated only once.

A student may not repeat a course in which a Grade of “C” or better has been received.

All course grades for which a student has registered will appear on the student’s transcript, including courses with “F” that are subsequently improved.

When a course is repeated, the higher grade earned will be calculated in the student’s cumulative index.

Students must register at Wagner College for courses that are repeated. When the original course has been dropped from the curriculum, or the original course is not offered again during the student’s tenure, the decision as to an acceptable substitute will be made by the chair of the department in which the original course was offered.

Incomplete

An incomplete grade (INC) may be assigned to a student who enjoys good academic standing in a given course but who, for valid reasons, has not been able to complete the assigned work by the end of the semester. Such a grade is assigned at the discretion of the instructor. A student must complete the remaining work within one regular semester after the date the grade is recorded. If not, the INC will automatically be converted to an “I/F”(Incomplete Failure) by the Registrar, unless a specified time of extension is requested by the instructor in writing and approved by the Registrar. The grade of “I/F” will count as an F in the calculation of the student’s cumulative grade point average. When an incomplete is assigned, it must be recorded on the appropriate form in the Registrar’s Office. The record is to include the reason for the grade of INC, requirement(s) for its removal, and the grade level of the student’s work prior to the granting of the INC.

Appeal of Grades

If a student believes that an injustice has been done in matters of grading and attendance, he or she should first speak to the professor involved, and then may appeal to the chair of the department in which the problem occurred. If further recourse is desired, the Office of Graduate Studies may be consulted.

Academic Recognition

Graduate Reception

A special reception and awards ceremony is held at the end of the academic year to recognize the achievement of graduate students. The outstanding student in each of the concentrations in the six graduate programs is given an award, and the students with the highest overall academic distinction in each of the six graduate programs receive an award. Academic departments also present special awards and prizes to students who are outstanding in specific areas of study and achievement.

Departmental and Endowed Graduate Academic Awards

Microbiology Award. This award is given to a graduating master's degree student in Microbiology whose scholastic achievement in the field is outstanding. It is given in memory of Dr. Natale Colosi, former chairperson of the department.

Constance Byron Award. A monetary award established by the family of Constance Byron, class of 1955, is presented to a graduate nursing student who has displayed academic merit, leadership qualities, tenacious spirit, thoughtfulness, and caring for others. The recipient of the award is selected by the nursing department.

Delta Mu Delta Prize. Awarded by the Alpha Beta chapter of Delta Mu Delta, national honor society in business administration, to the master's degree candidate who has completed all degree requirements and attained the highest grade point average in the field of business administration.

The Education Department Chair Award. This award is presented to a master's degree candidate in Education for academic excellence, initiative, and progress.

M.B.A. for Executives Leadership Challenge Award. This award is given to the graduating student in the M.B.A. for Executives Program who inspired and motivated others and displayed academic excellence and integrity.

M.B.A. for Executives Leadership Development Award. This award is given to the graduating student in the M.B.A. for Executives Program who displayed enthusiasm and achieved a high level of personal growth and leadership.

Sarvaloganayagam Award in International Business. This monetary prize is awarded to the outstanding graduate student from the M.B.A. Program with a concentration in international business.

Wall Street Journal Award in Graduate Study. This award is presented by the Dow Jones Publishing Company to an academically outstanding M.B.A. graduate in the finance or marketing programs. Selection of the recipient is made by the graduate faculty of the department of business administration.

Katherine and Egon Wendel Award in Education. This award is presented to the student with a liberal arts or science baccalaureate degree who has demonstrated the highest potential as a future teacher during candidacy for the Master of Science in Education. Spanning the years from 1962-1990, Dr. Wendel was a Professor of Education, Department Chairperson, and Academic Vice President of the College. Mrs. Wendel was an Adjunct Assistant Professor of Education and an active member in many college organizations.

Student Policies and Procedures

Time Limit

All work for a degree must be completed within six years from the date of matriculation for the master's degree. Leaves of absence in no way extend the time limit within which degree requirements must be completed.

Advisement and Registration

Upon acceptance for admission to a degree program, the student should make an appointment with the departmental advisor to plan the course of study. Advisors will review with students the required courses in specific graduate programs as well as any unmet prerequisites that must be fulfilled before enrollment in graduate courses. The Admissions Office provides advisors with copies of students' prior transcripts.

During advisement periods for each semester students should make appointments to meet with their advisors. Students should enroll in required courses only, so as not to end up taking more credits than are necessary to graduate.

Although advisors will render every assistance possible, the responsibility for meeting degree requirements must be assumed by the student.

Student Rights and Responsibilities

Information regarding student rights, responsibilities, services, activities and organizations at Wagner College is found in the Student Handbook. A copy of this handbook may be obtained from the Office of the Dean of Students.

Grievance Policies

Information regarding grievance policies is found in the Student Handbook. A copy of this handbook may be obtained from the Office of the Dean of Students.

Academic Honesty

The College does not condone any form of academic dishonesty whether it involves cheating on examinations, plagiarism, or similar types of behavior. Professors are to make clear to students the penalty for academic dishonesty and are required to report such cases to their Department Chair or Director of Graduate Program and the Academic Honesty Committee. The Academic Honesty Committee is composed of faculty and administrators. They are responsible for the review of the charges and determining the appropriate penalty.

Withdrawal and Leave of Absence

Students who find it necessary to leave the College for reasons other than disciplinary or dismissal are to advise the Division of Graduate Studies Office of this and fill out a withdrawal or leave of absence form.

A request form for leave of absence should be filed by a student wishing to be temporarily absent from the campus. Such leaves are granted for one semester and may, upon written request, be extended for a second semester.

Changes of Personal Information

Students are requested to inform the Division of Graduate Studies Office of any changes in name, local or permanent address, telephone number, or student status so that records can be changed accordingly. Students are encouraged to submit their email address to the Office of Graduate Studies for inclusion on a student-dean email chat group. (If you need an email address, go to Computer Services to request one. You must provide proof that you are a graduate student).

Preparation for Graduation

All students wishing to receive a degree must submit an application of candidacy for the degree. Applications will be sent to prospective candidates in advance of the due dates, or candidates may obtain an application from the Registrar's Office. Students must return the signed applications to the Registrar's Office according to the following schedule:

Expected graduation August 31

Due Date February 1

Expected graduation December 31

Due Date June 1

Expected graduation May

Due Date November 1

Once the signed application has been received, the Registrar's Office will forward it to the Chair of the appropriate department. The department chair will list the remaining degree requirements yet to be complete. Students are encouraged to make an appointment with their department chair to discuss the completion of their degree requirements. A copy of the completed application, listing all remaining courses to be completed, will be sent to the student. No student will receive a diploma before all financial and other obligations to the College are fulfilled.

Date of Degree and Commencement

The College has established August 31, December 31, and the date of commencement in May of each year for the conferral of degrees. Diplomas will be issued at or following the commencement exercises in May as well as in January, for conferred August 31 and December 31. The date on all diplomas will reflect the date when all requirements for graduation were completed (in May, August 31, or December 31). For those students completing their programs in August or December, a letter certifying the fulfillment of all graduation requirements will be issued upon request. Transcripts that show the date of program completion are sent to all students.

All candidates for degrees, regardless of effective date of completion, are required to be present at commencement exercises. Any candidate that is unable to be present is required to file in advance with the Provost, a written request that supports reasons to receive the degree in absentia.

Candidates may participate (walk) during commencement activities in May even though they are lacking up to seven credits for graduation as long as they have fulfilled all other graduation requirements (including maintaining at least a B average) and have registered for the remaining courses during the summer sessions.

Compliance

It is the responsibility of students, together with their professors and advisors, to be familiar with and abide by all academic regulations. Students should be aware of and follow requirements for completing the major and degree, prerequisites to be met for enrolling in certain courses, restrictions on enrollment in certain courses, and withdrawal from and repeating of courses. Failure to comply with all regulations could adversely affect a student's status and graduation.

Family Educational Rights and Privacy Act of 1974 (FERPA)

This federal law is designed to protect the privacy of educational records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data. Wagner College supports the intent of the law and, to the best of its ability, will provide the rights and privileges specific to the law. The College policy is available in the Registrar's Office.



ACADEMIC AFFAIRS ADMINISTRATORS

Dr. Devorah Lieberman, Provost & Vice President for Academic Affairs, oversees faculty, students, and all academic programs, services and resources.

Joy Stapleton, Administrative Assistant to Provost Office, supports the academic and administrative duties assigned to the Provost.

Dr. Jeffrey Kraus is responsible for overseeing and promoting the graduate programs, leading the Graduate Council in its consideration of academic policies, and fostering the welfare of graduate students.

Susan Rosenberg, Associate Coordinator for Graduate Programs, supports the administrative duties for the Office of Graduate Studies, including admissions and graduate assistant positions.

Theresa Cristofaro, Registrar, is responsible for all course scheduling; faculty workloads, student advisory programming; proposal preparation, state reports, and other assigned duties.

Dorothy Davison, Dean of Horrmann Library, is responsible for the full administrative direction of the library. Oversees the collection, information and technical systems and the outreach to students and faculty.

Department Chairs and Program Directors

Business Department

Dr. Robert Goodman, Business Department Chair

Dr. Donald Crooks, Program Director - MBA & Executive MBA

Margaret H. Horan, Program Director – Accounting

Education Department

Dr. Jeffrey Kraus, Interim Education Department Chair

Dr. Ann Gazzard, Program Director – MSED

Nursing Department

Dr. Lauren O'Hare, Nursing Department Chair

Dr. Kathleen Ahern, Program Director – Nursing

Biology Department

Dr. Brian Palestis, Biology Department Chair

Dr. Roy Mosher, Program Director – Microbiology

Physician Assistant Department

Dr. Brian Palestis, Physician Assistant Department Chair

Nora Lowy, Program Director – PA Wagner College



SECTION II

STUDENT SERVICES AND RESOURCES

Learning Resource Centers

A number of learning resource centers support the educational programs of the College with instructional and research materials housed in various facilities on campus. These facilities include:

HORRMANN LIBRARY

Horrmann Library houses approximately 141,000 book titles and has access to over 20,600 magazines, journals, and newspapers in print and electronic formats. Students can search the library's collections using WagCat, our online catalog.

50 computer workstations are available in the library. 20 are located on the Main Floor, and 30 more are located in the Horrmann SmartLab, a computer lab and classroom located on the Lower Level. All computers have access to the Internet and to the library's online research databases, as well as Microsoft Office. Assistive technologies such as ZoomText, Kurzweil Reader, and No-Hands Mouse are also available on designated workstations. Wireless Internet access is also available in the library for students using their own laptop computers.

Audio-visual equipment for watching videos or listening to CD's is located on the Lower Level of the library. Headphones are available to borrow at the Circulation Desk.

Horrmann Library is a member of the METRO and WALDO library consortiums, which allows students to readily obtain books and articles from other local colleges and universities via Interlibrary Loan. Items not available locally can also be obtained from almost any college in the United States via our Interlibrary Loan service. Wagner students also have full access and borrowing privileges at the St. John's University Staten Island campus library, located a short walk from the Wagner Campus.

Librarians at the Horrmann Library offer bibliographic instruction classes as well as group and individual research assistance. Group and class instruction is given in the SmartLab, the library's dedicated classroom for research instruction. One-on-one research consultation with a librarian is always available, either by appointment or on a walk-in basis at the Reference Desk. Research Tutors, students who have been trained in the use of library resources, are also available in the library for peer-to-peer research assistance.

During the semester the library is open as late as 2am for research and study purposes, with extended hours during exam periods. For current library hours, check the library web site at <http://www.wagner.edu/library>.

HORRMANN LIBRARY STUDY CENTER

The Library also houses the Horrmann Study Center, which consists of the Writing Center and the Peer Tutoring Center. Each office arranges counseling for students by fellow undergraduates: specially trained Writing Intensive Tutors (WITs) on how to improve writing skills, and outstanding peer tutors on academic subjects. Students receive this academic support free of charge—on a drop-in basis, by appointment, or through establishing an ongoing tutoring schedule for all or part of the semester.

CENTER FOR INTERCULTURAL ADVANCEMENT

The Center for Intercultural Advancement (CIA) is located in the Union, room 202. The CIA supports and promotes Wagner College's mission statement by creating opportunities for social justice dialogues, learning about different cultures, and assisting with the strategic initiatives to internationalize and diversify the campus. The Center serves as a resource place to get information and/or books about internationalization and diversity; a gathering location for formal and informal dialogues; and the place to get information and advising on study abroad whether through Expanding Your Horizons (EYH) programs or semester long opportunities.

DR. EVA MEGERLE EDUCATION RESOURCE CENTER

Recently renovated through a generous donation by Dr. Eva Megerle, and located in Campus Hall 333, this resource center for faculty and students houses a plethora of educational newspapers, journals, handbooks, books and other periodicals on a variety of relevant education topics. Learning games, curriculum manuals, assessment instruments, and other educational resources are available. The wireless room also serves as a state of the art computer technology center with over a dozen notebook computers, MAC and PC's, LCD setups, etc. The room is also used for education workshops and small class sessions.

THE HUGH L. CAREY CENTER FOR GOVERNMENT REFORM

Located in Campus Hall and named in honor of Hugh L. Carey, New York's 55th governor, the Center is dedicated to non-partisan examination of state government and to proposing legislative and administrative reforms. It focuses on New York as a laboratory and incubator for reform ideas that have often been adopted by other states, as well as our federal government.

CENTER FOR INTERNATIONAL BUSINESS STRATEGIC STUDIES

The Center for International Business Strategic Studies is a research and educational center, dedicated to providing academia, business people and policy-makers with strategic analysis of the global economic, political and cultural environments. CIBSS develops a systematic and accurate display of data and theoretical studies, evaluating the factors influencing the economic growth and social structural reshaping of the modern world.

CIBSS is also a forum for monitoring, assessing and debating major developments around the world. The list of guest speakers invited by the Center includes ambassadors, general consuls, trade and investment representatives from Brazil, Russia, China, India, United Arab Emirates, Germany, and from other major economies and emerging markets.

During the semester library hours* are as follows:

<i>Monday – Wednesday</i>	<i>8:00 am – 2:00 am</i>
<i>Thursday</i>	<i>8:00 am – 12:00 am</i>
<i>Friday</i>	<i>8:00 am – 8:00 pm</i>
<i>Saturday</i>	<i>10:00 am – 8:00 pm</i>
<i>Sunday</i>	<i>10:00 am – 2:00 am</i>

**Hours change for holidays and during final exams.*

REGISTRAR'S OFFICE

The Registrar's Office maintains academic records and coordinates registration. Questions regarding courses, grades, or transcripts are handled by this office. The window/counter is open daily from 9 a.m. - 4 p.m. in Cunard Hall.

SPIRO SPORTS CENTER

Open recreation is available free to full time Wagner students at the Spiro Sports Center with a signed Spiro Sports Center application on file. The Spiro Sports Center includes a multi-purpose gymnasium, six-lane pool, a fitness center that includes cardiovascular machines and a 12-piece Cybex weight training circuit. Aerobics and yoga classes are also offered throughout the year. Hours for the Spiro Sports Center are subject to change during the summer or due to term breaks and holiday weekends. For more information or to obtain an application for membership, please contact the Membership Coordinator at x3209.

ACADEMIC YEAR BUILDING HOURS:

<i>Monday – Thursday</i>	<i>8:30 a.m. – 11:00 p.m.</i>
<i>Friday</i>	<i>8:30 a.m. – 8:00 p.m.</i>
<i>Saturday</i>	<i>11:00 a.m. – 8:00 p.m.</i>
<i>Sunday</i>	<i>1:00 p.m. – 9:00 p.m.</i>

BANKING/CASHIER

A student check cashing service is provided to resident students at the Business Office Cashiers/Student Accounts window located on the first floor of Cunard Hall. It is open from 9:00 a.m. to 4:00 p.m., Monday to Friday. The service has a daily limit of \$50 on the cashing of personal checks. Larger personal checks must first be deposited and, after clearance, withdrawal of moneys will be approved.

In addition, there is an **Automatic Teller Machine (ATM) located in the Wagner Union**. Access to this machine will be during the regular hours when the Wagner Union is open. For more extensive banking needs, a local bank offers free checking and ATM privileges to Wagner students and is within walking distance (Richmond County Savings Bank a division of New York Community Bank, 1270 Clove Road, Staten Island, NY 10301, telephone: 718-569-3160). There are also several other banks conveniently located off campus.

BOOKSTORE

The Wagner College Bookstore, located in the Wagner Union, sells new and used textbooks, reference and general books, school and stationery supplies, office supplies, health and beauty aids, imprinted clothing, gifts, and ceramic items. Computer software is also available, at academic discount.

The College Bookstore is open during course sessions, Monday through Thursday 8:30 a.m. to 6:00 p.m., Friday 8:30 a.m. to 4:00 p.m., and on Saturday from 11:00 a.m. to 2:00 p.m. Extended hours are offered at the opening of each term. Summer hours are 8:30 a.m. to 4:30 p.m. Monday to Friday. The bookstore will take textbook orders for students via telephone with a major credit card. Orders made via telephone can be pick-up at the Main Gate.

CHAPLAIN

The Chaplain of the College oversees and coordinates all religious activities on campus. Most religious activities take place in Kairos House, where an Office and Knubel Chapel are located. There is a weekly Tuesday service of Morning Matins (prayer) at 8:00 a.m., a Wednesday evening Eucharist, a Friday evening Wagner Christian Fellowship Bible Study and a Sunday Roman Catholic Mass. Please call extension x3267 for exact times. Other services are also offered as requested. Also, periodic ecumenical services are scheduled to celebrate such occasions as Thanksgiving, All Saints Day, and Ash Wednesday.

COUNSELING SERVICES

Counseling Services are staffed by both a psychiatrist and clinical psychologist. This program includes short term treatment, psychological testing and referral services. Records are confidential and not part of the student's academic and general health file. Direct appointments may be made at the Counseling Office or with the nurse in Health Services, both located in Campus Hall at x3158.

DINING HALL & HAWK'S NEST HOURS

DINING HALL HOURS

Monday - Friday:

Breakfast 7:00 a.m. - 10:00 a.m.
Lunch 11:00 a.m. - 2:00 p.m.
Late Lunch 2:00 p.m. - 4:00 p.m.
Dinner 4:30 p.m. - 7:30 p.m.

Saturday, Sunday and Holidays:

Brunch 11:00 a.m. - 1:30 p.m.
Dinner 4:30 p.m. - 7:00 p.m.

HAWK'S NEST HOURS

Monday -Friday: (full service)

Saturday, Sunday & Holidays:

8:00 a.m. - 12:00 p.m.

10:00 a.m. - 10:00 p.m.

FINANCIAL AID

Wagner College administers a variety of financial aid funds offered through federal, state, and private agencies. In order to receive aid, students must complete a Free Application for Federal Student Aid (FAFSA) and New York residents must complete a TAP application. This is an annual process. As a result of completing the application process, an analysis of your information will be sent to Wagner College. Shortly thereafter, the Financial Aid package, based on that analysis, will be mailed directly to your home.

Wagner College encourages students to apply for outside scholarships. Scholarships received from outside sources will not reduce your Wagner grant. Your local library, high school and community are all excellent resources for researching scholarships. Wagner College's Financial Aid Office maintains an outside scholarship book for student viewing as well as a list of scholarship websites. Call the Financial Aid Office for more information.

Students interested in the Student Employment Program should contact the Financial Aid Office as soon as possible since placement is on a first-serve basis with priority placement given to Federal College Work Study. All job-related questions should be directed to members of the Financial Aid Office (718) 390-3183.

HANDICAPPED PARKING

Handicapped parking spaces are available in the Tiers Parking lot for students whose vehicles display state issued handicapped license plates or hang tags. If necessary, students may request an escort at the Main Booth.

Vehicles parked illegally in handicapped spots in campus parking lots are subject to being towed at the owner's expense.

HEALTH SERVICES

The Health Service Office is located on the first floor of Campus Hall. It functions as a screening, diagnostic and treatment center for emergency cases and short-term illnesses. In the case of a prolonged illness, you must be under the care of your private physician. They may contact our Nurse Practitioner to assure continuation of care. Students harboring a communicable disease may not remain in the residence halls. Our Health Office is staffed by a full time Nurse Practitioner and a full time Registered Nurse Monday-Friday, 8:30 a.m. - 4:30 p.m. The office hours are: Weekdays 8:30 a.m. to 10:00 p.m., Monday-Thursday; 8:30 a.m. to 7:00 p.m. Fridays (ext. 3158). Students are evaluated in the Health Service Office, and plans for their care are made accordingly.

Accidents and Injuries: Accidents and injuries that occur on campus must be reported immediately to the Health Service Office or the Public Safety Office. This is essential to safeguard your insurance provisions.

Medical Emergencies: After office hours, resident students are advised to report immediately to the Resident Assistant or Graduate Resident Manager on duty who will direct them to medical assistance and may follow up in Health Services.

INCLEMENT WEATHER PROCESS

Wagner College is a residential College and the students' academic and personal needs must be considered at all times; the College remains open regardless of weather conditions. We realize, however, that there may be times when the weather - or other factors - make it impossible to come to campus.

FOR UPDATES ON STATUS OF CLASSES CALL 390-3400 or visit

<http://www.wagner.edu/wagcom/emergency>

It is important to have practices in place by which students - both residential and commuters - can be alerted if a faculty member cannot be on campus. If a faculty member is unable to hold classes due to weather, the following procedures will be used:

1. The faculty member is responsible to change their phone mail message to indicate their absence from class so students can learn ahead of time the class is being canceled. Students should be aware of the faculty member's office telephone number by indicating it on the syllabus.
2. Additionally, the faculty member will telephone the following to notify the appropriate individuals there will be a cancellation of class(es): the Switchboard (718-390-3100), and the department secretary. The switchboard has been a good source of information for both commuter and residential students.
3. If the cancellation involves a night course, please contact Public Safety (x3165 or x3148).

INTERNATIONAL STUDENT SERVICES

Wagner's international student population brings cultural diversity to our campus. The international student advisor assists international students with academic concerns, social adjustment, and immigration procedures. Students can contact the Office of Graduate Studies, Campus Hall 331, for assistance.

MASTER CAMPUS CALENDAR

The Office of Summer & External Programs, located in Wagner Union 202, maintains the master calendar of all activities booked on the Wagner College campus. Students may check the "Daily Activity Calendar" which is posted on the Wagner College Intranet under "Campus Events" to see all activities which have been scheduled on campus. Students can check on space availability and see other activities scheduled on a particular day via this Intranet link prior to scheduling their function.

Throughout the academic year, student groups may schedule use of campus meeting facilities. All requests for campus space should be made at the Student Activities Office. The Director of Student Activities must approve all student requests for use of campus facilities. All student organizational requests for meeting space must be registered with Student Activities. All events must be booked at least 48 hours in advance of the event. In addition, events involving catering services should be scheduled with the College Dining Service Office at least two weeks prior to the event.

MEDICAL TRANSPORT OF SICK/INJURED WAGNER STUDENT

1. If individual is in a life threatening condition, notify 911 immediately. Then notify the Main Guard Booth at extension 3148 or emergency number 556-3422 of the location of the emergency.
2. If the situation is not life threatening, Security should be called at extension 3148 and they will call to have an ambulance respond.
3. If the situation occurs while the campus nurse is on duty, she should also be notified at extension 3158 (Monday – Thursday till 10 PM, Friday till 7 PM).
4. If a student is not in a life threatening condition and refuses to have an ambulance called, or refuses notification to a parent, security personnel will transport the student to the hospital in a Wagner College vehicle. An ARD or RA may accompany the student to the hospital.
5. When the student is officially released from the hospital, the student can arrange to have a senior staff (ARD, RD, Director) or a friend pick him/her up.

POSTAL CENTER

The Postal Center, located on the lower level of Campus Hall, is open Monday through Friday from 9:30 a.m.-4:00 p.m. During these hours stamps may be purchased, faxes may be sent and received, and package services are available.

No mail deliveries are made to the residence halls. Resident students must pick up their mail from their assigned mailbox on the 2nd level of the Wagner Union. Packages will be held at the Postal Center, and can be signed for during the above hours.

Student Organizations may distribute materials through the Postal Center that have been individually addressed with mailbox numbers and have been approved by the Student Activities Office.

PUBLIC SAFETY

The Public Safety Office is open from 8:30 a.m. - 4:30 p.m., Monday through Friday. The Main Gate on Howard Avenue is staffed 24 hours a day and can be reached at x3148. The primary responsibilities of this department are campus law enforcement, parking and traffic administration, general welfare and fire safety.

Officers may be radio dispatched to emergency situations at any time of the day or night. Crimes, fires, or injuries should be reported immediately. ID cards and vehicle parking decals may be obtained Monday through Friday from 8:30 a.m. - 4:00 p.m. in House #4.

Students who wish to bring an automobile on campus must register with the Public Safety Office. Parking and driving on campus is at the driver's own risk.

WAGNER UNION

The Wagner Union, a common meeting place for all members of the College community, is the focal point of campus activities. Its committees and staff provide social, cultural, and recreational programming which complements the educational mission of the College.

The Wagner Union offers a variety of services to the campus community including: the Dining Hall, the Hawk's Nest, Bookstore, the Student Government and Student Activities Offices, lounges, and meeting rooms. The Student Government office contains a Library of Community Service programs. This service is available to all Wagner College students. The Office of Summer and External Programs is located on the second floor. Here you may register for a number of non-credit professional development and personal enrichment courses. Visit www.wagner.edu/external for a full description.



SECTION III

STUDENT RIGHTS AND RESPONSIBILITIES

RESPECT AND CIVILITY AT WAGNER COLLEGE

Wagner College is a private institution of higher education committed to excellence. Together, the students, faculty and staff form the campus community, which reflects a variety of backgrounds and cultures. The quality of life on and about the campus is best served by courteous and dignified interaction between all individuals, regardless of sex, ethnic or religious background, sexual orientation, or disability.

Therefore, the administration of this College publicly declares its expectation that all members of the campus community work to develop and maintain a high degree of respect and civility for the wealth of diversity in which we are all fortunate to live and work together. To ensure that this expectation is met, the College hereby condemns behavior which violates the spirit and intent of College policy designed to promote respect and civility, and expects everyone to conduct themselves in a manner that fosters mutual respect among all members of the campus community.

CLEAN INDOOR AIR ACT

The City Council of New York enacted an ordinance intended to eliminate the possibility of health hazards to non-smokers created by breathing “second hand” tobacco smoke. This ordinance is fairly complex but essentially prohibits the smoking of tobacco in any enclosed areas in which two (2) or more people congregate. It applies to all Wagner College facilities with little exception including the dining hall, Hawk’s Nest, lounges, lobbies, hallways, offices, rest rooms, workshops, classrooms, laboratories and any other interior spaces. Student rooms in the residence halls are exempt from the ordinance only if the other occupant(s) agree to permit smoking in their room. In addition, any outdoor sports arenas, such as our football stadium, is designated as a non-smoking area.

COLLEGE CODE OF CONDUCT

The academic community of Wagner College—its faculty, students and administration—commonly work together to secure an environment in which the acquisition of knowledge and wisdom is best fostered. The College attempts to provide each student with maximum freedom for self-development. Similarly, each student is obliged to conduct his/her affairs in a responsible manner without infringement upon the rights of others.

Conduct and deportment on campus, including the residence halls, are outlined in this Wagner College Student Handbook. All students are to comply with all such standards and accept that the College reserves the right to dismiss any student who should violate the College’s standard of conduct and deportment. Further, the College reserves the right to dismiss students, who in the College’s judgment, engage in acts of violence and/or deport themselves in ways that jeopardize the safety of others. The College will immediately contact a parent or guardian, if such a student is under 21 years of age at the time of dismissal.

COMPUTING POLICY & PROCEDURES

Ethics and Computer Use:

Background

Wagner College provides on-campus computer facilities and on-line computer access to the Internet and to various other on-line external databases and services (electronic mail, information services, etc.) for use by faculty, staff and students engaged in school related educational and scholarly pursuits. In order to ensure that resources are allocated on an equitable basis and that equipment or access not be used for purposes inconsistent with the educational mission and operation of the College, the following policies and procedures will govern the use of the systems.

It is important for all college students and personnel to practice responsible and ethical behavior in their computing activities because they have access to many valuable and sensitive resources, and their computing practices can adversely affect other persons and/or diminish the reputation of the College. Most computer users act responsibly, but a few who do not, either through ignorance or by intent, have the potential for disrupting others, or even for stealing or damaging their work. Current network technology makes it possible for computer abusers to seriously affect those outside the College community.

Policy and Procedure Governing Use of College Computer Center and External Database Access

The Information Technology Department (IT) is responsible for securing its network and computing systems in a reasonable and economically feasible fashion against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary revocation of user accounts and/or network privilege, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary actions taken by the Information Technology Department.

Users of the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, IT will fully cooperate with the authorities to provide any information necessary for the litigation process.

General Guidelines

Respecting the Environment:

Computing tools are similar to library resources or the telephone system, and are shared, public goods, often essential to the instructional, research, and/or administrative functions of the College. The continued availability of these expensive and sometimes fragile resources requires that they be legitimately used and treated with care and good sense.

Taking Responsibility:

Where accounting for resource use is applicable, users are responsible for the use of the computing accounts assigned to them. They should ensure that their user ids and passwords are secure, and take all reasonable precautions against others obtaining access to the resources they have been allotted or allowed to access. Users must use their accounts only for their intended purposes. College-owned computing resources, including computer time, should NOT be used for unauthorized commercial or private purposes.

Respecting Privacy:

Users should apply standards of normal academic ethics and polite conduct to their use of College computing resources. Contemporary ethics demands the respect of privacy.

Obeying Copyright Laws:

It is against the law to copy commercial software that has not been placed in the public domain or distributed as “freeware.” Software “piracy” (i.e., copying a commercial software product purchased by a party other than yourself) injures all of us. It reduces the incentives for the software industry to invest in new projects, it reduces the willingness of vendors to support Wagner computing through discount programs, and it makes violators (including the college) vulnerable to criminal prosecution. But worse than any of these, software piracy is morally wrong. Indeed, it is indistinguishable from shoplifting or theft. However, when the theft takes place behind a computer screen the thief no less morally culpable.

Being Sensitive to the Needs of Others:

While Wagner aspires to provide the highest quality computing environment, during peak periods (class project times, for example) the demand for computing resources may, at times, exceed the supply available. Responsible computing demands that one is sensitive to the needs of all who seek to use such resources, and that during such peak periods one limit one’s use of computing technology to performing only the most essential tasks. The network management reserves the right to limit network connectivity to any user found to be abusing a fair share of network resources policy.

Consideration for others should also be a priority when one is using limited resources such as network bandwidth and printer capacity. Users of open student labs and user facilities must comply with the posted and published policies.

Using Civil Standards of Communication:

Within the broad context of free academic discussion and debate, communications between members of the college community are expected to reflect high ethical standards and mutual respect and civility. It makes no difference whether the communications medium is a face-to-face exchange, or via a local or national computer network.

Obscene, racist/sexist, harassing or threatening language or actions, for example, clearly violate ethical standards, and are as inappropriate for computer-mediated communications as for other forms of college discourse.

General Computing Policy:

Computer facilities and external access will be provided to authorized users by the assignment of unique log-in identification codes (user id and passwords) and, Computer hardware registration. Students are provided limited hard disk space on the college file servers for their own individual use. Each authorized user will be personally responsible for maintaining the integrity of the college's access policy and may not permit other persons to use their user id, passwords, accounts or disk space. Users must not disclose their user ids, passwords or account information to any third party other than a reasonable request by a college official.

Users are permitted to install additional software or utilities on selected college hardware only if the current Policies in place are followed. All software installed on college systems must be uninstalled before logging off the system. Users may not make any modifications to college software, including default settings, without prior written permission.

The College reserves the right to:

- Limit access time and disk space in order to optimize an equitable allowance of resources among users.
- To monitor individual uses of its systems and network in order to ensure compliance with these policies and procedures.
- To limit or block accesses to external sites, sources and services, either specifically or by category, that are inconsistent with the purposes set forth in this policy.

Users may not attempt to defeat such limitations or blocks, but may request review and modification thereof if appropriate to facilitate scholarly research or inquiries.

Once a user receives a user id or registers their computing hardware in order to access the network and computer systems on that network, they are solely responsible for all actions taken while using that user id. Therefore:

- Applying for a user id under false pretenses is prohibited.
- Sharing your user id with any other person is prohibited. If you share your user id with another person, you will be solely responsible for the actions of that other person.
- Deletion, examination, copying, or modification of files and/or data belonging to other user without their prior consent is prohibited.
- Attempts to evade or change a resource quota are prohibited.
- Uses of facilities and/or services for a commercial purpose are prohibited.
- Any unauthorized, deliberate action, which damages or disrupts a computing system, alters normal performance, or causes it to malfunction regardless of system location or time duration, is prohibited.
- No user may utilize college facilities under any circumstances to harass, intimidate, annoy or threaten any other person, or to express opinion or point of view as representing an official opinion or point of view of the college.

Electronic Mail Policy:

Whenever you send electronic mail, your name and user id are included in each mail message. You are responsible for all electronic mail originating from your user id. Therefore:

- Forgery (or attempted forgery) of electronic mail messages is prohibited.
- Attempts to read, delete, copy, or modify the electronic mail of other users is prohibited.
- Attempts at sending harassing, obscene and/or other threatening E-mail to another user is prohibited.
- Attempts at sending unsolicited junk mail, “for-profit” messages or chain letters are prohibited.

Electronic Mail Security:

The nature of electronic mail does not guarantee absolute privacy of the contents. The contents are accessible to anyone with system privilege or other monitoring capabilities. Occasionally errors within the system may route mail incorrectly. Therefore:

- Reading the E-mail of others is prohibited.
- E-mail must not contain sensitive information - information that you do not want others to read.

Network Security:

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

- Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited
- Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system/local, is prohibited.
- Users of non-IT systems and/or networks have the responsibility to abide by the policies and procedures established by those remote systems.
- Decryption of system or user passwords is prohibited.
- The copying of system files is prohibited.
- The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.
- Intentional attempts to “crash” Network systems or programs are prohibited.
- Any attempt to secure a higher level of privilege on Network systems is prohibited.
- The willful introduction of computer “viruses” or other disruptive/destructive programs into the organization network or into external networks is prohibited.

Alumni Access:

As a special benefit to alumni/ae who are looking for jobs or exploring career changes, Wagner College provides limited access to the College Computer Center and a link to external databases. The Information Technology Department will create a Spiro Lab account for the duration of one semester upon request when presented with an Alumni Card. The Card, issued to all alumni after their graduation, is also valid for access to the Horrmann Library. The Alumni Office issues cards. Alumni use of the Computer Center is provided only on a space-available basis and certain blackout periods apply (such as mid-term and final examination periods).

DISABILITY SUPPORT SERVICES

Policies and Procedures for Disability Support Services

Wagner College, in compliance with federal guidelines, strives to meet the needs of our students with physical, psychological and / or learning disabilities. The following guidelines have been set by the Center for Academic Advisement in accordance with national standards:

Eligibility for Services

To ensure the provision of reasonable and appropriate services, students must present current and comprehensive documentation of their disability. Generally, documentation must be not more than three years old. The records kept in our office are strictly confidential. At a minimum, eligibility criteria for disability-related support services at Wagner College includes:

1. Verification of diagnosis and severity of disabling condition prepared by a qualified professional.
2. Detailed description of how this impediment significantly limits a major life activity in an educational setting.

For students with learning disabilities documentation should include a comprehensive diagnostic interview or consultation, a neuropsychological/psychoeducational evaluation, and treatment plan or academic recommendations. A report should include test scores and an interpretation of overall intelligence, information processing, executive functioning, spatial ability, memory, motor ability, achievement skills, reading (rate, comprehension, and decoding,) writing, and mathematics, as well as a specific diagnosis and description of the student's functional limitations in an educational setting. The evaluation should be conducted by a qualified professional (i.e.-licensed psychologist, school psychologist, neuropsychologist or psychoeducational specialist) with experience working with academically competent students and the adult population.

The four criteria necessary to establish a student's eligibility for learning disability accommodations are: (1) average or above average intelligence as measured by a standardized intelligence test which includes assessment of verbal and nonverbal abilities; (2) the presence of a cognitive-achievement discrepancy indicated by a score on a standardized test of achievement which is 1.5 standard deviations or more below the level corresponding to student's sub-scale or full-scale IQ; (3) the presence of disorders in cognitive or sensory processing such as those related to memory, language, or attention; and (4) an absence of other primal causal factors leading to achievement below expectation, such as visual or auditory disabilities, emotional or behavioral disorders, a lack of opportunity to learn due to cultural or socioeconomic circumstances, or deficiencies in intellectual ability.

The assessment must provide data that supports the request for any academic accommodations. In the event that a student requests an academic accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student's expense.

If the College requires an additional assessment for purposes of obtaining a second professional opinion then a Wagner College Counseling Services professional may conduct additional testing.

The primary goal of documentation, in addition to establishing qualified status, is to address how the impairment significantly limits the essential life functioning of learning, how the student can utilize his or her strengths, and what academic accommodations would be effective in equalizing students' opportunities at the postsecondary level.

For students with psychological or attentional disorders, documentation should include a diagnosis and information from which the diagnosis was made, a description of the student's functional limitations in an educational setting, the severity and longevity of the condition, a description of the effectiveness of current treatment, and recommendations for additional treatment /assistance. The evaluation must be conducted by a qualified professional (i.e. - psychiatrist for ADHD, psychologist or psychiatrist for other psychological disorders.)

For students with physical disabilities, documentation should include a diagnosis and a description of the student's functional limitations in an educational setting. Documentation should be provided by a qualified medical professional.

Requests for Services

To ensure that needs are met, students must register with the Center for Academic Advisement upon enrollment and at the start of each term for which they are requesting services. A student must make a specific request for services or accommodations. Based upon the documentation, the Assistant Dean of Advising will authorize the needed accommodations. The College will make determinations on an individual basis regarding its provision of services to ensure that students are not subject to discrimination on the basis of disability. Please understand that we need a reasonable amount of time to evaluate the documentation, review the request, and make a determination. The Center for Academic Advising is located in the Union Building.

Depending on Documentation the following services are provided, but not limited to:

- * advocacy
- * testing accommodations: proctors, extended time in a separate, distraction-reduced room
- * learning disabilities advising
- * preferential registration and advising
- * provision of information to professors
- * paid membership in Recordings for the Blind & Dyslexic
- * referrals

College personnel are available to discuss a range of disability management issues such as course load, learning strategies, academic accommodations, and referral to campus and community resources. Students may be referred for additional services including diagnostic testing, and /or tutoring.

The student has the right to file an appeal concerning any allegations of failure to comply with laws, regulations and policies set forth for students with disabilities at Wagner College. A student wishing to file a complaint may do so in writing to the Office of the Provost located in the Union Building.

ENVIRONMENTAL STATEMENT

Wagner College students and employees acknowledge their responsibility to the community by protecting the environment. This responsibility includes, but is not limited to, reducing the use of products that threaten the environment and to use and dispose of those which pose a threat, whenever possible.

The Wagner College environmental clubs, along with ongoing student activities and planned educational programs will contribute to the further development and implementation of this statement.

NON-DISCRIMINATION STATEMENT

Wagner College does not discriminate on the basis of race, sex, sexual orientation, national and ethnic origin or religion, in admission, employment, participation in, or administration of any educational program or activity of the College. The Vice President for Finance and Administration is responsible for the coordination of the College's efforts to comply with Section 504 of the Rehabilitation Act of 1973 and with Title IX of the Educational Amendment of 1972. Questions regarding the application of Section 504 and Title IX may be directed to the Personnel Office in Cunard Hall.

STUDENT RIGHTS AND PRIVACY ACT

1. Wagner College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

The College is permitted to provide directory information without the student's consent unless she or he requests in writing that such information not be disclosed. Wagner defines directory information as: name, local and permanent address, date and place of birth, dates of college attendance, major field of study, full-time/part-time status, participation in officially recognized activities and sports, height and weight of members of athletic teams, degrees and awards received, and previous school or colleges attended.

You may request that directory information be kept confidential by completing and signing a form obtained from the Registrar's Office. This form must be completed and received by the Registrar prior to October 1st of each academic year. Your request to withhold dissemination and publication of the directory information will be honored for one academic year, and must be resubmitted at the beginning of each academic year.

Further information on the College's policy and procedures on compliance with FERPA is available from the Registrar, Cunard Hall.

2. Students have the right to freedom from discrimination in employment or any other aspect of the College's operation on the basis of sex, sexual orientation, age, race, disability, religion, ethnic or national origin.
3. Recognized student groups have the right to invite and hear any person of their choosing providing the program is in accordance with New York State and Federal Law.
4. Students have the opportunity to participate in the formulation of policy directly affecting students through the Student Government Association. The authority for the establishment of College policy and for the governance of the College belongs to the President of the College and the Board of Trustees.
5. Students have the right to engage in orderly, responsible protests and peaceful assemblies, which are not disruptive to the academic process.

ALCOHOL POLICY

Wagner College adheres to the following alcohol policies as stated by the New York State Alcoholic Beverage Law:

1. No one under the age of 21 may purchase, possess, or consume alcohol.

2. The transporting of alcohol in open containers (i.e., bottles, cans, cups, glasses, etc.) or the consumption of alcoholic beverages within public areas is prohibited.
3. No alcoholic consumption is permitted in public areas unless otherwise verified.
4. The sale or distribution of alcoholic beverages to persons under the legal drinking age is a serious criminal offense. Individuals can be held both criminally and civilly liable for the injury or death of any person resulting, either directly or indirectly, from the distribution of alcoholic beverages by them to a person under the legal drinking age.
5. No kegs are permitted on the College campus. The only exception is registered events through the Director of Dining Services. The fine for possession of a keg is \$100.00.

Please see the discipline sanctions for alcohol violations below:

Disciplinary Sanctions for Alcohol Violations

1st offense: - Disciplinary warning
 - \$25.00 fine
 - participation in the educational program, "Alcohol 101".

2nd offense: - Disciplinary probation for one semester
 - \$50.00 fine
 - Alcohol Education Seminar

Additional Offenses May Result In:

- Termination of housing contract for one year and possible immediate dismissal from the residence hall. Suspension from the institution for one semester Denial of housing and residence hall visitation for the rest of the student's time at Wagner College.

POSTING POLICY

The following guidelines for posting flyers, etc. will be strictly adhered to:

1. All posters and flyers must be approved with the stamp from the Director of Student Activities/Union Office in Room 227 of the Wagner Union. Any not bearing the stamp of approval will be removed and discarded.
2. Posters must not exceed 22" x 28"; flyers 8 ½" x 11".
3. Posters are to be placed only on bulletin boards.
4. **No alcohol advertising is permitted on the campus.**
5. A limited number of flyers may be approved for posting. Flyers to be posted in the Wagner Union must be left with the Student Activities Office and will be posted by the staff.
6. Posters may not be taped to bulletin boards; only thumbtacks are to be used.
7. All posters and flyers must be removed 24 hours after the event. The group presenting the event is responsible for removal of all posters and flyers.
8. No item may be posted for more than 30 days.
9. Flyers are those promotional materials printed on paper, usually 8 ½" x 11".
10. Sheets are to be hung in the Dining Hall only in the designated area and must be no larger than twin size.

11. The number of flyers that shall be run off at any one time shall not exceed 50. This will be upheld by the Copy Center and other offices on campus. The only exception to this will be made by the Dean of Students Office.
12. Sheets, posters and flyers shall not be placed in the following areas:
 - a) on cars
 - b) under doors
 - c) in mailboxes
 - d) on buildings and trees
 - e) on walls
 - f) on doors
 - g) on windows
 - h) on top of previously posted material
13. Flyers may be left at the night manager's station in the Wagner Union and at the Reception Desk in the residence halls.
14. Any group consistently violating these guidelines will be denied posting privileges for one semester.

STUDENT GRIEVANCES RELATED TO ACADEMIC PROCEDURES, POLICIES, OR DECISIONS

An admitted student, including the parent(s) of the student, wishing to lodge a complaint regarding academic policy, procedure, or decision, as it relates to any alleged action prohibited by anti-discrimination acts, should first discuss the matter on an informal basis with the appropriate Department Chair or Director of Graduate Program within five working days.

The Department Chair or Director of Graduate Program will give the matter prompt attention and return an answer to the complainant within five working days. If the grievance is not resolved at this level, it would be presented, in writing, within five working days to the assistant to the Provost.

The document should include, but not necessarily be limited to, the following:

1. Statement of the grievance and the facts upon which it is based.
2. Date of the occurrence.
3. Attempts made to solve the grievance.
4. Your signature and date.

The Provost will attempt, on an informal basis, to resolve the grievance to the satisfaction of all parties concerned and will provide a written response within five working days.

In the event an acceptable resolution is not achieved at this point, the faculty member or student would request, in a memorandum addressed to the Provost, that the grievance be brought before the Equal Opportunity Grievance Committee which will review all facts and make its recommendation to the President of the College. The decision of the President is final.



SECTION IV

STUDENT ACTIVITIES AND ORGANIZATIONS

Graduate Student Association

The Graduate Student Association (GSA) is the official representative organization of the graduate students of Wagner College. Membership is open to all currently enrolled graduate students.

The goals of the GSA are :

- To ensure that all graduate students, full-time and part-time are represented in matters of common interest to the student body, promoting the social, economic and academic goals that these students have. This includes communication with faculty, student government and administration.
- To establish a dialogue with the Division of Graduate Studies at Wagner College to discuss various policies and procedures.
- To communicate with all graduate students on issues, events speakers etc., that may be of interest to them.
- To plan and program events with a specific focus on graduate students, including but not limited to welcome sessions and informal picnics.

The Graduate Student Association will represent all currently enrolled Wagner College graduate students, whether they are full-time or part-time. **All Graduate students are invited to participate in this organization.** For more information on the GSA please contact Susan Rosenberg, Associate Coordinator of Graduate Programs at 390-3464.

TRADITIONAL STUDENT ACTIVITIES/EVENTS

Annual Fashion Show: *Takes place in the spring. This tradition brings Wagner student “models” to the runway for the purpose of raising money for the selected charity voted on by the Fashion Show Committee.*

Black History Month: *An important part of Wagner’s Spring activities during the month of February. It usually includes special meals in the dining hall, cultural programs, speakers and displays.*

Cancer Awareness Week: *Activities during this week include lectures, films that focus on cancer awareness, and fund-raisers for cancer research.*

Commencement and Baccalaureate: *Commencement is held in May for graduating seniors. A special Baccalaureate service is held for seniors on the morning of graduation day.*

Homecoming: *A banner parade and football game. A highlight of the fall semester. The Homecoming King & Queen are crowned at the Homecoming Coronation on the previous evening.*

National AIDS Awareness Week: *An event held in December in which a section of the AIDS quilt is on display in the Dining Hall and there are student planned awareness events including various performances.*

National Collegiate Alcohol Awareness Week (NCAAW): *The primary goal of NCAAW is to work towards reducing alcohol misuse by educating students about alcohol and alcohol abuse, promoting responsible decision making and healthy lifestyles, and increasing awareness of alcohol abuse prevention and intervention services.*

Spring Fling Carnival: *A fundraising day in which campus groups raise money through games, food concessions, and rides. All proceeds go to a selected local charity.*

Wagnerstock: *Annual event in April featuring bands, a variety of games and food for the students.*

Women's History Month: *Activities during the month of March focus on the contributions that women have made to society. Events may include art exhibitions, educational displays, and speakers.*

ACADEMIC INTEREST GROUPS

PUBLICATIONS

Kallista: *The College yearbook - photographed, produced, and organized totally by members of the student body - encompasses the year in pictures. It features graduating seniors and the year in review. The yearbook office is located in the Wagner Union, Room 206.*

Nimbus: *An annual student literary publication, Nimbus features prose and poetry by the student body. Students' unpublished creative and critical works are especially welcomed. The Nimbus office is located in the Wagner Union, Room 207.*

Wagnerian: *The College newspaper is written, edited, typeset, and arranged entirely by a student staff. Students interested in becoming editors, reporters, photographers, artists, and business managers are invited to stop by the Wagnerian Office, Wagner Union, Room 204.*

Journal for Interdisciplinary Studies: *This publication is produced by the Psychology Department and features students' research and written documentation.*

SPECIAL INTEREST

Fashion Show Committee: *This committee was formed in 1997-1998 to organize and execute a fashion show as a fundraiser for Wagner College.*

HONOR SOCIETIES

Contact your department

SECTION V

YOUR SECURITY AT WAGNER COLLEGE SEXUAL HARASSMENT/SEXUAL MISCONDUCT POLICY

Colleges and universities have a moral obligation to develop policies that protect students and employees from sexual harassment and any other forms of sexual misconduct. Effective policies can help shield higher education institutions from potential liability, as well as address legitimate faculty and student concerns.

The Equal Employment Opportunity Commission defines sexual harassment as unwelcome verbal, physical or sexual conduct that is 1) made a condition of academic success and employment; 2) used as the basis for employment/academic decisions; 3) results in discrimination or harm caused by an intimidating, hostile, or offensive work/academic environment.

The Equal Opportunity Grievance Committee shall consist of the Provost, the Director of Human Resources, faculty member, staff member and a student. Decisions of the Equal Opportunity Grievance Committee are recommendations to the President for his final decision

Sexual misconduct is nonconsensual, intentional physical contact of a sexual nature which includes unwelcome physical contact with another person's genitals, buttocks and/or breasts. Lack of consent may be inferred by physical intimidation, coercion, force, or advantage gained by the alleged victim's mental and/or physical incapacity, of which the perpetrator was, or should have been aware.

If you feel you have been assaulted, you should report the incident to one of the following:

Director Public Safety	Public Safety Office	390-3165 (office)
	Main Gate	390-3148 (24 hours)
Graduate Studies Office	Campus Hall 331	390-3106
Associate Dean of		
Campus Life	Wagner Union 221	420-4017
Dean of Students	Wagner Union 221	390-3423
Counseling Services	Campus Hall	390-3158
Director of Housing	Towers Residence Hall	390-3420

During a discussion with the alleged victim of sexual misconduct he/she will choose the recourse deemed most appropriate. (See Major Offense section under "Reporting of Campus Incident of Major Offense Violation".)

Please note the Sex Crimes 24-Hour Hot Line is 212-267-7273. The Victim Services Community Office (Safe Horizons) is at 25 Hyatt Street, 5th Floor, Staten Island, New York 10301. The telephone number is 718-720-2591.

YOUR SECURITY AT WAGNER COLLEGE

Your safety and security is extremely important to us at Wagner College. The following information is provided to share our commitment to your security and to inform you about the steps you can take to ensure a safe and secure campus. The total enrollment at Wagner College for academic year 2006-2007 is estimated to be 2,280. Around 1,340 Wagner students live on campus. Approximately 325 non-student personnel are employed on campus.

We encourage you to report any crime, no matter how small, immediately to the Department of Public Safety. To that end, the College provides two telephone numbers: emergency 390-9111 and non-emergency 390-3148 to report all suspicious activity and/or emergencies. The Public Safety Office business hours are 8:30 a.m.- 4:30 p.m., Monday-Friday, and the telephone number is 390-3165. The Public Safety Office provides 24 hour-a-day patrol protection to the campus. This includes one patrol car and one officer at the Main Gate to the campus, and other officers on foot patrol. The Department is responsible for security only on the Wagner campus and consists of a Director, Assistant Director, Secretary, (tour of duty) Supervisor and Patrol Officers. All Public Safety officers are certified by New York State. Some officers have prior police experience. The College also provides ongoing training for patrol officers in the area of patrol procedures, emergency response, report writing, etc. The Department works very closely with the New York Police Department and other law enforcement agencies. Patrol officers are not armed and no one is allowed to possess a weapon on campus. Arrests of individuals on College property are made by New York City Police with the assistance of the Public Safety Office.

Upon receipt of any complaint (criminal or otherwise), an officer will respond to handle the situation as appropriate. A follow-up investigation will be conducted for those incidents which require it. An incident report is always written to document the event.

REPORTED OFFENSES

Crime statistics on murder, sex offenses, robbery, aggravated assault, arson, burglary, manslaughter, motor vehicle theft, liquor law violation arrests, drug abuse violation arrests and weapons possession arrests are gathered through the Public Safety office. Since 1998 other categories added to the statistics are: hate crimes by category, liquor law violation, drug violation, and weapons possession. Information is published in the Wagner College Student Handbook and available in the Public Safety Office. For a copy of the Annual Security Report, contact the Public Safety Office.

ADMINISTRATIVE DIRECTORY

ACADEMIC AFFAIRS

Dr. Devorah Lieberman
Provost & Vice President for Academic Affairs 390-3211

Joy Stapleton
Administrative Assistant Office of Provost 390-3211

ADMISSIONS

Susan Rosenberg 390-3106
Associate Coordinator for Graduate Programs

CENTER FOR ACADEMIC AND CAREER DEVELOPMENT

Julia Barchitta
Dean of Experiential Learning 390-3443

Victoria Crispo
Assistant Director Career Development 420-4016

ATHLETIC DEPARTMENT

Walt Hameline
Director of Athletics 390-3433

Andrew Schwartz
Assistant Director of Athletics 390-3433

BIOLOGY

Dr. Brian Palestis
Department Chair 390-3237

Dr. Roy Mosher
Program Director 420-4072

BOOKSTORE

Rocco Macchia Manager 390-3469

BUSINESS DEPARTMENT

Dr. Robert Goodman Department Chair 390-3182

Dr. Donald Crooks Program Director – MBA & EMBA 390-3429

Margaret H. Horan Program Director – Accounting 390-3437

BUSINESS OFFICE STUDENT ACCOUNTS 390-3112 & 3114

COMPUTER CENTER IN SPIRO HALL 390-3299

COUNSELING SERVICES

Dr. Laura Ancona Psychiatrist 390-3158

Dr. Sharon Kiuvara Psychologist 390-3158

DINING SERVICES

Mitchell Shenker General Manager 390-3246

Faye Kennedy Administrative Assistant 390-3246

EDUCATION DEPARTMENT

Dr. Stephen Preskill	Department Chair & Program Director	420-4070
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FINANCIAL AID

Theresa Weimer	Associate Director	390-3183
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GRADUATE STUDIES

Susan Rosenberg	Associate Coordinator of Graduate Programs	390-3106
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Fax		390-3456
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HEALTH SERVICES

Kathleen Oberfeldt	Director	390-3158
Barbara Birstler	Associate Director	390-3158

HORRMANN LIBRARY

Dorothy Davison	Dean of Horrmann Library	420-4221
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INTERNATIONAL STUDENTS OFFICE

Margaret Echanique	Assistant Dean of Advising	390-3270
Susan Rosenberg	Designated School Official	390-3106

NURSING

Dr. Lauren O'Hare	Department Chair	390-3445
Dr. Kathleen Ahern	Program Director	390-3444

PHYSICIAN ASSISTANT

Dr. Dr. Brian Palestis	Department Chair	390-3237
Nora Lowy	Program Director – Wagner College	420-4142

POSTAL CENTER

Kathy Pannell	Director of Central Services	390-3101
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PRESIDENT

Dr. Richard Guarasci	President	390-3131
Pat Fitzpatrick	Assistant to the President	390-3131

PUBLIC SAFETY

Anthony Martinesi	Director	390-3483
Main Gate		390-3148

REGISTRAR

Theresa Cristofaro	Registrar	390-3477
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OFFICE OF RESIDENTIAL EDUCATION

Sara Klein	Director of Resident Life	390-3420
Tristan Tosh	Assistant Director of Residence Life	390-3420

SWITCHBOARD

		390-3100
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2008-09 GRADUATE COUNCIL COMMITTEE

Dr. Devorah Lieberman	Provost
Dr. Jeffrey Kraus	Graduate Dean & Associate Provost
Ms. Susan Rosenberg	Associate Coordinator of Graduate Programs
Dr. Robert Goodman	Dept. Chair of Business Administration
Dr. Donald Crooks	Program Director MBA & EMBA
Prof. Margaret Horan	Program Director of Accounting
Dr. Stephen Preskill	Program Director of Education
Dr. Lauren O'Hare	Dept. Chair of Nursing
Dr. Kathleen Ahern	Program Director Nursing
Dr. Brian Palestis	Dept. Chair of Biology/Microbiology
Dr. Roy Mosher	Program Director Microbiology
Prof. Nora Lowy	Program Director Physician Assistants
Dr. Adrian Ionescu	Dept. Chair of Math & Computer Science
Dorothy Davison	Dean Horrmann Library
Ms. Theresa Cristofaro	Registrar
Ms. Tulin Aldas	Academic and Career Development

GRADUATE HOUSING

Housing is available for Wagner College Graduate Students at Grymes Hill Apartments. Apartments are available on a **limited** basis. For more information please contact the Office of Residence Life, 718-390-3420.