

BULLETIN

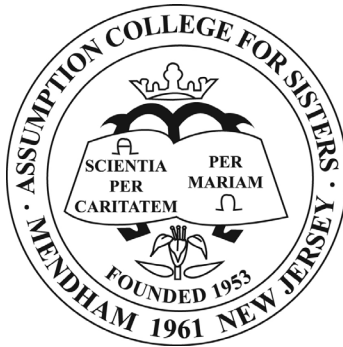


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Assumption College for Sisters
Denville, New Jersey

Assumption College for Sisters

A Roman Catholic, Independent
Two-year Liberal Arts College



Sponsored by

The Sisters of Christian Charity

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This Bulletin is an official publication of Assumption College for Sisters.
The administration affirms the correctness of its content.
It also reserves the right to alter anything in this document
if and when it is deemed necessary.

2017 - 2018 Academic Calendar

Fall 2017

August 22	Tue.	Orientation
August 23	Wed.	Classes Begin
September 4	Mon.	Labor Day (No Classes)
October 10	Tue.	Study Day
October 11 – 17	Wed./Tue.	Mid-Term Examinations
October 18	Wed.	Semester Break (No Classes)
October 31	Tue.	Last Day to Withdraw from Classes
November 22 – 24	Wed./Fri.	Thanksgiving Vacation (No Classes)
December 6	Wed.	Last Day of Classes
December 7	Thu.	Study Day
December 8	Fri.	Immaculate Conception (No Classes)
December 11 – 15	Mon./Fri.	Final Examinations
December 18 – January 5		Semester Break

Spring 2018

January 8	Mon.	Classes Begin
January 15	Mon.	Martin Luther King Jr (No Classes)
February 19	Mon.	Presidents' Day (No Classes)
February 27	Tue.	Study Day (No Classes)
February 28-March 6	Wed./Tue.	Mid-Term Examinations
March 8 – 9	Thu./Fri.	Semester Break (No Classes)
March 12	Mon.	Last Day to Withdraw from Classes
March 29 – April 2	Thu./Mon.	Easter Break (No Classes)
May 1	Tue.	Last Day of Classes
May 2	Wed.	Study Day (No Classes)
May 3 – 9	Thu./Wed.	Final Examinations
May 12	Sat.	Commencement

Summer 2018 - Intersession

May 14 – 18	Mon./Fri.	Ed 102 Health and Wellness II Classes Begin
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Summer 2018

May 29	Tue.	Classes Begin
July 4	Wed.	Independence Day (No Classes)
July 5 – 6	Thu./Fri.	Final Examinations

🌀 2018 - 2019 Academic Calendar 🌀

Fall 2018

August 22	Wed.	Orientation
August 23	Thu.	First Day of Classes
September 3	Mon.	Labor Day (No Classes)
October 9	Tue.	Study Day (No Classes)
October 10 – 16	Wed./Tue.	Mid-term Examinations
October 25	Thu.	Last Day to Withdraw from Classes
November 21 – 23	Wed./Fri.	Thanksgiving (No Classes)
December 10	Mon.	Last Day of Classes
December 11	Tue.	Study Day (No Classes)
December 12 – 18	Wed./Tue.	Final Examinations
December 19 – January 4		Christmas Break

Spring 2019

January 7	Mon.	Classes Resume
January 21	Mon.	Martin Luther King, Jr (No Classes)
February 18	Mon.	Presidents' Day (No Classes)
March 8	Fri.	Study Day (No Classes)
March 8	Fri.	Last Day to Withdraw from Classes
March 11 – 15	Mon./Fri.	Mid-Term Examinations
April 18 – 22	Thu./Mon.	Easter Break (No Classes)
April 30	Tue.	Last Day of Classes
May 1	Wed.	Study Day (No Classes)
May 2 – 8	Thu./Wed.	Final Examinations
May 11	Sat.	Commencement

Summer 2019 - Intersession

May 13 - 17	Mon./Fri.	Ed 101 Health and Wellness I Classes Begin
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Summer 2019

May 28	Tue.	Classes Begin
July 1	Mon.	Study Day (No Classes)
July 2 – 3	Tue./Wed.	Final Examinations

🌀 2019 - 2020 Academic Calendar 🌀

Fall 2019

August 22	Thu.	Orientation
August 23	Fri.	First Day of Classes
September 2	Mon.	Labor Day (No Classes)
October 14	Mon.	Study Day (No Classes)
October 15 – 21	Tue./Mon.	Mid-term Examinations
October 25	Fri.	Last Day to Withdraw from Classes
November 27 – 29	Wed./Fri.	Thanksgiving (No Classes)
December 9	Mon.	Last Day of Classes
December 10	Tue.	Study Day (No Classes)
December 11 – 17	Wed./Thu.	Final Examinations
December 18 – January 3		Christmas Break

Spring 2020

January 6	Mon.	Classes Resume
January 20	Mon.	Martin Luther King, Jr (No Classes)
February 17	Mon.	Presidents' Day (No Classes)
March 3	Tue.	Study Day (No Classes)
March 9	Mon.	Last Day to Withdraw from Classes
March 4 – 10	Wed./Tue.	Mid-Term Examinations
March 11	Wed.	Semester Break (No Classes)
April 9 – 13	Thu./Mon.	Easter Break (No Classes)
April 28	Tue.	Last Day of Classes
April 29	Wed.	Study Day (No Classes)
April 30 – May 6	Thu./Wed.	Final Examinations
May 9	Sat.	Commencement

Summer 2020 - Intersession

May 11 - 15	Mon./Fri.	Ed 102 Health and Wellness II Classes Begin
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Summer 2020

May 26	Tue.	Classes Begin
July 1	Wed.	Study Day (No Classes)
July 2 – 3	Thu./Fri.	Final Examinations

History

Identity Emerges from Roots

Comparatively young among institutions of higher learning, the College has roots that reach back over a century and a half to a wise, saintly woman, Blessed Pauline von Mallinckrodt. Only four years after founding the Sisters of Christian Charity, the congregation which sponsors the College, she established a Normal School for teachers in 1853 within the motherhouse in Paderborn, Germany.

Convinced of the surpassing value of the ministry of education, Mother Pauline required her young Sisters to become as qualified professionally as their contemporary lay counterparts. Simultaneously intent on their religious formation, she provided for an integrated program of spiritual, intellectual, and cultural development.

Pressing challenges abounded, but the clarity of the vision of the Foundress remained unclouded. Her new community flourished; however, twenty years after its inception Germany experienced the “Kulturkampf” under Chancellor Otto von Bismarck. Forced to choose between either secularization or the loss of nearly twenty institutions, Mother Pauline, faithful and insightful, accepted the latter. With unwavering trust in Divine Providence, she responded to the needs of the Church across the sea in the Americas.

Her congregation, suppressed in its native land, attracted many young women in the New World where it took firm root. Hardships were numerous, but the Foundress retained her commitment to a holistic education of the young Sisters. Already in 1873 the new motherhouse in Wilkes-Barre, Pennsylvania, housed the Mallinckrodt Normal School, affiliated with the Bloomsburg Normal School (today Bloomsburg University).

The Normal School, transferred with the motherhouse to Wilmette, Illinois, developed into an accredited two-year college in 1923. When rapid growth of the Sisters of Christian Charity in North America resulted in the creation of the Eastern Province, God led them to scenic Mendham, New Jersey, where they established a second motherhouse.

Faithful to the spirit of the Foundress, superiors immediately integrated the academic development of the young postulants and novices with their religious formation. Seton Hall College (now University) allowed the Sisters to function as an extension of its institution, a situation which continued until 1953.

Incorporation of Assumption College for Sisters

Encouraged by Seton Hall, the Society of the Sisters of Christian Charity of New Jersey, under provision of its charter of incorporation, replaced the extension with Assumption Junior College, approved by the State in 1953. In 1961 this institution, newly entitled Assumption College for Sisters, was incorporated as a separate legal entity, authorized to confer appropriate academic degrees on women religious and those in the program of religious formation. The College remains the embodiment of the heritage received from Blessed Pauline von Mallinckrodt. It witnesses to her conviction that the Sisters should be well prepared, both spiritually and professionally, to spread the Kingdom of God through sound education, from which, in her words, “flows the temporal and eternal welfare of the individual and of society.””

Licensing, Accreditation, and Memberships

Assumption College for Sisters is licensed by the Commission on Higher Education of the State of New Jersey and accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA, 19104, (267) 284-5000. The College earned its initial accreditation in 1965 and reaffirmation of accreditation in 1975, 1985, 1995, 2005, and 2016.

The College is a member of the Middle States Association of Colleges and Schools and the Association of Catholic Colleges and Universities. It is an approved member of the Student and Exchange Visitor System (SEVIS) of the United States Department of Homeland Security.

Faculty members belong to associations and organizations relevant to their disciplines.

Mission Statement

Assumption College for Sisters exists primarily to educate women called to a life of consecration to God and of service in the Roman Catholic Church.

Assumption College for Sisters welcomes lay persons to pursue the Certificate in Theological Studies and earn credits in academic offerings that will support them in our common goal of service to the global church.

It provides a value-centered, two-year program in theology and the liberal arts. The College welcomes women religious of any racial or ethnic background. In addition, any woman who is seriously discerning religious life and is recommended by a vocation director or spiritual director may also enroll, though she is not yet part of a religious community or a formal formation program.

Sponsored by the Sisters of Christian Charity, an international religious congregation, the College has a character animated by the spirit of Jesus Christ, rooted in its Catholic identity, and committed to sound academic development. The intercommunity, international, multicultural dimensions at ACS generate a global spirit of community among faculty and students. Assumption values reverence for the dignity of each person and a commitment to integrity, peace, justice, and service. This positive and inclusive atmosphere helps religious build a firm foundation in truth and charity.

In recent years, ACS has welcomed an increasing number of women religious from Africa, Vietnam, and Central America as full-time, resident students. Although the Sisters of Christian Charity had been accustomed to sponsoring a few international students periodically since 1968, the recent increase in students from developing nations represents a new direction in the College's mission of educating women religious.

Goals

The goals and objectives of Assumption College for Sisters clearly support its unique mission while retaining the expectations and aspirations of higher education.

Integrated Religious Formation

Throughout its history, Assumption College for Sisters has consistently maintained its focus and distinctive mission of educating women religious. By providing sound theology and philosophy courses in an atmosphere of integrity and shared vision, the administration and faculty strive to enhance the religious formation of the students within the context of their own distinctive community charisms. An integrated religious formation is fostered by:

- the development of a sound liberal arts curriculum in which theology and philosophy have priority;
- the atmosphere of academic freedom supporting a vigorous pursuit of truth;
- holistic education incorporating a learning-oriented environment, development of academic skills, and opportunities for cultural enrichment.

Leadership

ACS strives to form women who will be a light for the world and a leaven in society. Whatever form their service may take, Assumption's students need to be prepared to assume the responsibility of Christian leadership and the commitment to bring, through countercultural witness, the Gospel message to God's people. The College aims to instill qualities of leadership in its students by assisting them to develop:

- the ability to think logically and communicate effectively;
- skills for discernment;
- techniques of collaboration;
- responsibility for initiating and completing group projects.

Service

Service, central to Christian discipleship, is an essential aspect of ACS. Students are expected to avail themselves of opportunities to prepare for a life of service in the Church. At the College service may take the following forms:

- active participation in congregational ministries;
- attendance and participation in college and community sponsored events;
- cooperative support in college projects;

Community

Community, founded on service and respect for each person's dignity, ranks among Assumption's most cherished values. Intrinsic to its heritage, the College strives to further the vision of Blessed Pauline and the spirit of Christian Charity she imparted to her Sisters. Authentic community at ACS is evidenced by:

- common vision and mission-centeredness;
- collegiality demonstrated through shared decision-making;
- knowledge and appreciation of each community's heritage and culture;
- incorporation of student languages and customs in liturgy and other celebrations.

Social Justice

Growing out of a firm belief in the dignity of each person, faculty and students at ACS strive to see the face of Jesus in all. They seek ways to embrace the poor and eliminate systems of oppression worldwide. A lively sense of social justice is encouraged through:

- conscious awareness of global issues, especially with regard to the marginalized;
- education on the Principles of Catholic Social Teaching;
- an all-encompassing attitude of reconciliation.

Campus

Facilities

Assumption College for Sisters is located on the campus of Morris Catholic High School, Denville, NJ.

College space in the convent includes a chapel, classrooms, computer lab, student lounge, Heritage Hall, kitchen, and dining room along with offices for administrators and staff. In the Morris Catholic High School, ACS has access to a science laboratory, library room, and a designated classroom.

Off-Campus Resources

Conveniently located in a facility about 35 miles from New York City and about 95 miles from Philadelphia, ACS faculty members enrich themselves and their students through visits to museums and attendance at conventions, workshops, and lectures. Administrative collaboration with neighboring colleges allows students to take advantage of resources and cultural enrichment not available at ACS.

Admissions

Admission Policies

Eligibility for Enrollment

ACS welcomes all people regardless of race, color, or national origin to register for classes taken for both credit or audit.

Any woman who has been accepted for membership by a Catholic religious community can apply for admission to Assumption College for Sisters. Women who are in a serious discernment process, with the recommendation of a vocation or spiritual director, may also apply, though they are not yet part of a formation program.

Procedures for Admission

All Students

The prospective student will submit to the registrar her completed application form, a transcript of all high school work, a college transcript if she has taken college courses, and the immunization records (MMR) required by the State of New Jersey. A student born prior to 1957 is exempt from the immunization requirement. Resident international students follow a more detailed policy for admission.

Resident International Students

Assumption College for Sisters is authorized under Federal law to enroll nonimmigrant students. International Sisters are required to have a high school diploma or its equivalent in order to apply. They should also have at least a beginner's knowledge of English, which will be supplemented while in residence at ACS. Perpetually professed members of religious communities from developing countries may apply for full scholarships to ACS and reside at the College. Prior to admission to ACS, students registering for courses for credit must request an official transcript from colleges they have previously attended. Students auditing classes at ACS must request an unofficial transcript from colleges they have previously attended.

The following procedures must be followed:

- The Superior General or Provincial Superior of the sending community requests a scholarship for a particular Sister of her community, giving some background about the works of the community and reasons for the request.
- An ACS administrator sends the application and medical forms to be completed and returned with the Sister's official school transcripts, along with a notarized translation if transcripts are not in English.
- The College administration carefully reviews the completed forms when they are received. Upon approval, the Sister is officially registered with the Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS) and the I-20 form is issued for a student visa.
- The College is given advance notice of the date of arrival at Newark Liberty International Airport.

- The respective community is responsible for making and paying for travel arrangements, paying expenses incurred for health care, and paying incidental expenses not covered by the Sister's scholarship.
- The respective community is responsible for reimbursing ACS for the SEVIS I-901 fee.
- The respective community assumes the entire responsibility for application to other institutions after graduation from ACS, as well as for arranging for travel and board elsewhere.

Transfer of Credits

The Academic Dean evaluates college transcripts to determine which courses may be accepted toward a degree from ACS. To qualify, courses must fulfill the degree requirements of this College and rate a minimum grade of C. A World Educational Services evaluation is required for transcripts from colleges outside the United States.

FERPA

The Academic Dean maintains the student's transcript and personal information as permanent records. These are retained securely, free from the potential for accidental destruction or intentional tampering. ACS follows all regulations with regard to student records, and fully complies with the Federal Educational Rights & Privacy Act of 1974 (FERPA). Student records are not released without permission of the student except under certain exceptions, such as a court order. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

Advanced Placement and Dual-Credit Courses

ACS gives college credit to students who have received a rating of three, four or five in an Advanced Placement Test. It also honors high school dual-credit courses when applicable.

Auditing Classes

With the approval of the Academic Dean, anyone interested may audit classes. Half tuition is charged for those who audit a complete course.

Concurrent Enrollment Program (CEP)

ACS recognizes the value of a program that allows qualified high school juniors and seniors to begin accruing college credits while completing their high school education. Students who qualify for and enroll in the CEP course(s) for credit will establish an ACS transcript. Credits earned can be applied to an ACS Certificate in Theological Studies or transferred to other colleges and universities in accordance with the receiving colleges' transfer policies.

Classification of Students

Matriculated: Full or part-time students pursuing a program of studies leading to an Associate Degree or a Certificate in Theological Studies.

Full-time: Students carrying 12 or more credit hours or credit equivalent hours in a semester.

Part-time: Students carrying fewer than 12 or more credit hours or credit equivalent hours in a semester.

Academic Integrity

A person of integrity acts out of conscience knowingly and consistently. Academic Integrity engages the whole academic community in making decisions that are consistent with the College's spirit, mission, goals, and objectives. The primary responsibility for supporting and promoting academic integrity lies with the faculty and administration, but students must be active participants. Students and faculty should contribute actively to fostering a climate of academic integrity in all their scholarly activities.

Probation

Any student pursuing a degree who fails to maintain a C average or a GPA of 2.0 will be placed on probation and will receive a lightened course load. She will receive tutoring and counseling to improve her study habits. When improvement is shown, she will be removed from probation.

A student will be asked to withdraw from the College for the following reasons:

- Termination of membership in her religious community;
- Conduct that fails to harmonize with the philosophy and moral standards of the College;
- Continued inferior academic work.

Withdrawal

Assumption College for Sisters will calculate tuition and other charges when a student drops a course or courses or withdraws from ACS. Adjustments of Tuition and other charges for the current semester/sessions are calculated based on the date of official withdrawal, usually the last date of attendance. A student must notify the academic dean in writing of her/his desire to officially withdraw from the ACS and complete a withdrawal form found on the College website. Non-payment of tuition/fees, absence from class or notifying the instructors does not qualify as notification of withdrawal. A student who does not withdraw from ACS under official guidelines waives the right of consideration for any refunds based on official withdrawal. Courses dropped during the withdrawal period will appear on the student's transcript with a grade of "W."

Refunds are calculated from the opening date of classes according to the following schedule:

- 100% - Prior to the official opening of the semester
- 90% - During the first week of the semester
- 70% - During the second week of the semester
- 50% - During the third week of the semester
- 25% - During the fourth week of the semester
- After the fourth week: no refunds.

Financial Information

Tuition

Please refer to acs350.org or contact the Office of the Treasurer for tuition information.

Since the College confers degrees only upon women religious and those discerning religious life, ACS cannot depend on its alumnae for direct financial support. To balance its budget, the College relies on the contributions of devoted friends and the regular fund raising activities conducted by the College.

To secure the future of its mission, Assumption College for Sisters has initiated an Endowment Fund. ACS invites individuals and corporations to share in its ministry of preparing women religious for a life of consecrated service through their charitable donations. All contributions are tax-deductible.

Assumption College for Sisters reserves the right to change established tuition, fees and services, to add fees and services and to determine the effective date of such changes without prior notice.

Scholarships

A recipient of a scholarship must be a member of a religious community, enrolled in a program leading either to a degree or to a Certificate in Theological Studies on a full-time basis. Scholarships are renewable, provided the recipient maintains the required cumulative grade-point average. These awards, made by the College administration, are based on such factors as scholastic ability, potential for service, and need. Perpetually professed members of religious communities from developing nations may apply for scholarships to ACS and may reside at the College. Special guidelines for international students are outlined in the “Admissions” section of this Bulletin.

Memorial Scholarships

The College gratefully accepts donations for scholarships established to memorialize a loved one with the assurance of a remembrance in our daily prayers.

Veterans Educational Assistance

Various types of federal assistance are offered. These grants are available to veterans, widows of veterans, and children of disabled or deceased veterans. Qualified persons should contact the Department of Veterans Affairs.

Assumption College for Sisters accepts no other financial aid from either the federal or the state government.

Fees for Application and Transcripts

The College charges a non-refundable \$50 fee to help defray the cost of application, testing, library usage, and laboratory expenses.

All requests for transcripts must be made in writing so that a signature is on file for release of records. Requests are made to the Registrar's office. A Transcript Request Form may be downloaded from our website (<http://acs350.org/alumnae/transcript-request-2/>) or obtained from the Registrar via e-mail, registrar@acs350.org. Upon graduation, 1 complimentary official transcript is sent to the college of ACS graduates if they are continuing their studies. Students are entitled to 2 unofficial transcripts. Additional transcript requests must be accompanied by a payment of \$5.00 per copy for an official transcript, or \$1.00 per copy for an unofficial transcript.

There will be a \$25 late registration fee assessed for registrations received after semester enrollment deadline.

🌀 Student Life 🌀

Student Body

The students at ACS exemplify the beauty of unity in diversity. These women, united in their aspirations to live a life of holiness as religious consecrated to God in the service of his people, are diverse in background, experience, nationality, race, and the charism of their specific communities.

The presence of lay students in classes is another source of diversity which strengthens the unity of the College. The witness of their deep faith and the sharing of experiences inspire both students and faculty.

The students' well-balanced life of prayer, study, work, and recreation in community accounts for their goal-centered and characteristically joyful approach to life. The benefit of a liberal arts curriculum, with theology and philosophy at its core, provides a strong foundation to the Sister-student's religious formation.

A student's credit load coincides with her stage of religious formation as required in her particular community. Some students carry only one or two courses a semester, because superiors have assigned them to participate in their community's active ministry. This arrangement delays academic progress but compensates by providing opportunities for service in the Church through participation in the various community apostolates.

During their period of initial formation, students gain experience in the ministries of their respective communities. Such occasions offer them many opportunities to share their faith with children in local parishes, to participate actively in youth ministry, to serve those with special needs, to visit the elderly and the imprisoned, or to observe and assist professionals in the ministries of education and health care.

Student Services

Student Assistance

Students have ready access to academic guidance through the Academic Dean or faculty members. Small classes allow course instructors to recognize individual needs and to provide help. The Academic Dean meets with students as needed to discuss their progress and to offer assistance. The Coordinator of Residential International Student Services (CRISS) is available for the international resident students, providing assistance beyond the academic realm, including needs of daily living, health care, and transportation. Spiritual Direction services can be made available to students upon request.

Placement Tests

Upon admission, all full-time international students are required to take the ACCUPLACER™ tests to aid in making placement decisions, especially for determining the necessity of ESL courses. These tests are also administered to other students when deemed necessary by the Academic Dean.

Library Services

The College holds membership in the Virtual Academic Library Environment (VALE), a consortium of academic libraries in the State of New Jersey. Through VALE, faculty and students are able to access numerous journals and professional periodicals via the EBSCOhost Research Databases. The College is also a member of the LibraryLinkNJ (New Jersey Library Cooperative) a non-profit, multi-type cooperative sharing resources, services, and expertise among libraries in Northern New Jersey.

The College print library holdings are located in the main convent classroom as well as in the designated rooms within the Morris Catholic High School. AV holdings are in the designated classroom in the Morris Catholic High School and in the main classroom.

Students are taught how to use the library catalog system on Google drive to access the materials in the ACS library and how to use the reference materials at ACS and on the internet. The library catalog can be accessed from the College's website at acs350.org. Faculty, staff, and students check out and return books through the Google drive, using a Google Form.

Students are taught the basics of internet searching and bibliographic citation, evaluating information obtained from the internet, and copyright and plagiarism policies.

In addition, resident students possess a Denville Library Card with full privileges, which allows them to check out books at Denville Library and all of the libraries in Morris County (called M.A.I.N. libraries), excluding college and university libraries. Denville Library holds one Denville Library card for general use for the non-resident students, which allows access to the Denville Library and Morris County Library only.

Denville Library holds a "Courtesy Card" for all faculty members, who provide proof of employment at ACS via Faculty ID cards. This "Courtesy Card" entitles the faculty to use only the Denville Library (www.denvillelibrary.org) and Morris County Library (www.mclib.info).

Arrangements for library usage have been made with neighboring institutions: Seton Hall University, South Orange, NJ, and the College of Saint Elizabeth, Convent Station, NJ. At Seton Hall, ACS President and ACS IT Consultant have a guest account for one year. Students and faculty members have been registered as borrowers. Printed materials can be requested through the College of Saint Elizabeth and Seton Hall University libraries by contacting the Interlibrary Loan/Reference librarians.

From the ACS website students have access to various open access resources: Internet Archive, Open Library, Directory of Open Access Journals, ERIC – Institute of Education Sciences, and LibriVox – Free Public Domain Audio Books.

Cultural Enrichment

The College and the students' respective religious communities provide experiences enhancing the liberal arts courses and preparing students for their ministries. ACS sponsors lectures, workshops, and dramas to augment the students' appreciation of culture. Occasional field trips for faculty and students enrich classroom presentations. Instructors also enhance their classes through creative assignments, participation in local workshops, and similar activities.

Health

Completed health forms are required before admission, as stated in the "Admissions" section of this Bulletin. A registered nurse resides at the College and is available as needed.

Cultural Enrichment

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Disability Services

Assumption College for Sisters is committed to providing equal educational access/opportunity to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act Amendments of 1998, and the Americans with Disabilities Act Amendments (ADAA) of 2008.

An individual with a disability who is qualified for admission, to ACS, will have the same access to programs, services, and activities as all other students. ACS will make reasonable modifications to its policies, practices, and procedures unless doing so would fundamentally alter the nature of the program, service, or activity, or pose an unnecessary administrative or financial burden on ACS.

ACS will provide services in a manner that promotes the independence and inclusion of disabled students in all aspects of college life.

Health

Completed health forms are required before admission, as stated in the “Admissions” section of this Bulletin.

For members of the various religious congregations attending ACS, health (both physical and mental) needs are addressed through the services provided by the respective religious congregations. Counseling services can be made available to students by licensed clinical therapists. A registered nurse is available to the students.

For the international resident students, health needs are addressed through the Coordinator of Resident International Student Services’ cooperative efforts working with local doctors and dentists in the area, and through the “Health and Wellness” classes conducted during the summer session.

Student Grievances

The mission of Assumption College for Sisters is “to provide a value-centered, two-year program” as stated in our Bulletin. At Assumption College for Sisters, administration, faculty and students are encouraged to reverence the dignity of each other. Hopefully, in this atmosphere of mutual respect, problems can be avoided or favorably resolved between individuals. For a written description of the policy and methods used in handling student complaints, go to <http://acs350.org/student-life/student-life-student-services/>.

Student Handbook

Students are responsible for reading the Student Handbook which they receive at orientation, becoming familiar with its contents, and abiding by its regulations.

Orientation

The initial program of orientation, introducing students to the unique nature of Assumption College for Sisters, takes place shortly before the opening of the fall semester. Students receive a copy of the College *Bulletin* and the *Student Handbook* during the orientation program, as well as the opportunity to become acquainted with the faculty, administrators, and other students.

The Academic Dean and the Registrar are available to any student who needs to complete the process of registration or to ask questions concerning her schedule.

The initial orientation to the library begins at this time and continues at a later date as described in the “Student Life” section of this Bulletin. In addition, a technology seminar is offered to introduce the students to various applications.

Academic Information

A basic education in the liberal arts prepares the student not only for the pursuit of higher studies and specialization, but also for life. The College awards two degrees: the Associate in Arts and the Associate in Religious Arts. Students can also earn a Certificate in Theological Studies.

Requirements for Associate Degrees

To receive the degree of Associate in Arts (AA) a student must earn 66 credits with a minimum average of C or a 2.0 grade-point average (GPA). The degree of Associate in Religious Arts (ARA) requires 60 credits. In either case, at least half the credits must be obtained at Assumption College for Sisters.

Earning Two Associate Degrees

A student with an Associate in Arts degree can also receive the Associate in Religious Arts degree if she earns a total of 24 credits in theology. The student with an ARA must complete the specific requirements for the AA to be eligible for this second degree.

Certificate in Theological Studies

The College awards the Certificate in Theological Studies to a student who has earned a total of 30 credits, including 24 credits in theology and 6 in philosophy with at least half of the credits being earned from ACS.

Adjusted Requirements

To meet the specific needs of individual students, degree requirements may be adjusted with the approval of the Academic Dean.

Unit of Credit

A college credit is a quantitative measure representing 15 fifty-minute class periods or their equivalent. Therefore each 3-credit course totals 45 semester credit hours or the equivalent.

Core Curriculum

Listed below are the specific requirements that must be fulfilled for each degree.

Associate in Arts Degree (AA)

Theology.....	18
Sacred Scripture I, II	
Mystery of God	
Fundamental Moral Theology	
Sacramental Theology	
The Church: Its Nature and History	
Philosophy.....	6
English 101-102.....	6
World Civilization 101-102.....	6
Natural Science.....	8
Mathematics.....	3
Psychology.....	3
*Electives.....	10
Fine Arts.....	6
Total.....	66

Associate in Religious Arts Degree (ARA)

Theology.....	24
Philosophy.....	6
Humanities and Social Sciences.....	12
*Electives.....	18
Total.....	60

**A maximum of six credits in English as a Second Language may be considered as electives toward a degree.*

Examinations and Grades

The academic calendar indicates the times for the required written examinations, administered at the midterm and at the close of the fall and spring semesters. A written final examination is administered in the summer session. Examination schedules, posted in advance, may be changed only with the permission of the Academic Dean.

Academic grades for all credit courses are issued at the conclusion of each semester and of the summer session.

Grading System and Quality Points

Scholastic achievement, reported in letter grades and in quality points, summarizes the student's comprehension of subject matter and reflects the student's diligence, thoroughness, and initiative. Grades are based on fulfillment of course requirements, participation in class, and results of examinations. The quality of a student's work is indicated as follows:

Grade	Numerical Equivalent	Quality Points	Interpretation
A	94-100	4.0	Comprehends course content remarkably well; Exhibits logical and critical thinking; Communicates clearly and coherently in both oral and written expression.
A-	90-93	3.7	Evidences clear understanding of course content; Submits high quality work in fulfilling course requirements; Demonstrates ability to generalize, apply, and communicate what is learned.
B+	87-89	3.3	Understands and communicates course content clearly; Participates actively in class; Completes assignments thoroughly and conscientiously.
B	83-86	3.0	Comprehends course content well; Fulfills requirements punctually and completely; Participates in class.
B-	80-82	2.7	Understands course content well; Evidences effort in striving toward constant improvement; Fulfills course requirements.

Grade	Numerical Equivalent	Quality Points	Interpretation
C+	77-79	2.3	Comprehends most of the subject matter; Communicates basic concepts intelligently; Fulfills course requirements satisfactorily.
C	73-76	2.0	Comprehends the essentials of the course; Communicates basic concepts; Meets course requirements.
C-	70-72	1.7	Passing; Reflects a general understanding of course content; Fulfills requirements of the course.
D+	67-69	1.3	Passing; Recognizes a limited knowledge of course content; Fulfills minimum requirements of the course.
D	60-66	1.0	Passing, but deficient; Reflects a limited, unsatisfactory understanding of course content; Fulfills minimum requirements of the course.
F	less than 60	0.0	Failing; Exhibits extensive deficiency in understanding course content; Requires repetition of the course to receive credit.
I		0.0	Incomplete; Indicates failure to complete course requirements due to illness or some other reasonable cause; Course requirements must be completed within six weeks after the start of the following major academic semester (fall or spring).
FI		0.0	Failure resulting from an Incomplete; Indicates failure to complete course requirements within six weeks after the start of the following major academic semester (fall or spring).
WP		0.0	Withdrew Passing; Designates approved withdrawal from the course.
WF		0.0	Withdrew Failing; Reflects withdrawal with failing grade.

Note: ACS grading system and quality points revised fall of 2017.

Curriculum

The liberal arts curriculum provides the principal framework of academic instruction at Assumption College for Sisters. Approved by the Commission on Higher Education of the State of New Jersey, the curriculum gives priority to theology and philosophy.

The curriculum at Assumption College for Sisters is designed to reflect a global perspective that incorporates an awareness of and respect for the viewpoints, cultures, and customs of all peoples. Through the teaching and study of the contributions of the world community to humankind, we seek to broaden our horizons by realizing our connectedness as individuals of dignity and worth whose common needs call us to continue to strive for the peace and justice of Gospel teaching.

The curriculum design at Assumption College for Sisters blends several central areas of assessment: institutional goals, division, course goals, and student learning outcomes.

Curricular Divisions

The courses of the liberal arts curriculum are categorized in four divisions as follows:

- I. Division of Humanities
 - English
 - English as a Second Language
 - Fine Arts
 - History
- II. Division of Natural Science and Mathematics
- III. Division of Social Science
 - Education
 - Psychology
- IV. Division of Theology and Philosophy

Course Title Abbreviations

Ar	Art	Mt	Mathematics
Ed	Education	Mu	Music
En	English	Ph	Philosophy
ESL	English as a Second Language	Ps	Psychology
FA	Fine Arts	Sc	Science
Hi	History	Th	Theology

English as a Second Language

The primary purpose of the courses in English as a Second Language is to prepare students to mainstream into academic work. These courses are designed to help students master the English language skills necessary for success in college-level study.

ESL 101 ESL Fundamentals NC

This year-long course introduces beginning students to basic structures and vocabulary of the English language through the skills of reading, speaking and listening. Students expand oral comprehensibility and become immersed in the culture as they examine American history and traditions.

ESL 102 Introductory Writing 3 credits

This course is designed to teach beginning level ESL students' instruction in grammar, punctuation, sentence structure, paragraph development, essay development, and critical thinking skills. Students will improve writing skills by learning to use simple and complex sentences in developing the writing process. The Rosetta Stone Program[®] is used in class and at home for practice in speaking and listening and for developing vocabulary, grammar, and writing skills.

ESL 103 Introductory Reading 3 credits

This basic course in reading aims to help students build reading skills such as word recognition, expressing main ideas, context study, the ability to formulate questions on readings of different genres, and to summarize and analyze texts. This course prepares students to successfully read and report on topics of an academic nature. Phonics is used in learning to read and comprehend the English language.

ESL 104 Intermediate Writing 3 credits

This course reinforces the essentials of grammar, sentence structure, builds vocabulary, and integrates grammar instruction with writing practice. Students learn how to write effective, meaningful compositions and essays to persuade, compare/contrast, and narrate, skills which can be applied to academic writing across the curriculum. Rosetta Stone Program[®] and other computer based programs enhance the curriculum.

ESL 105 Intermediate Reading 3 credits

This course uses contemporary literature to increase comprehension skills and vocabulary building, the ability to question, summarize, analyze, and write critically about literature of different genres. The internet is used to view performances of several literary pieces. Intensive and extensive reading, in class and independently, enables the students to build confidence in their academic commitments.

ESL 106 Advanced Writing 3 credits

This course focuses on grammar skills, vocabulary development, correct usage, sentence structure, mechanics of writing, and the ability to critically analyze various topics in literature. The use of internet programs enhances the learning process. Students develop the ability to organize, outline, and write coherent paragraphs and compositions.

ESL 107 Advanced Reading 3 credits

This course is designed for students to gain mastery of the skills needed for academic study in pre-reading, comprehension, understanding contextual critical reading through story clues, and recognizing inferences and parallels in literary works. Computer-based programs extend and improve the learning process.

Fine Arts

The courses in the following section guide students toward an understanding and enjoyment of the visual and performing arts. They concentrate on the best known examples of global achievement, providing insight into the variability and richness of human creativity.

Ar 101 Art History 3 credits

This one-semester course presents a chronological survey of the history of art from prehistory to the present. While focusing on the painting, sculpture and architecture of Western Europe, it also endeavors to include global cultures as well as the decorative arts, printmaking, and photography. We will look at art in terms of the historical, cultural and societal contexts in which it was made. Students will also learn to formally analyze a work of art by identifying such intrinsic qualities as subject matter, composition, and technique.

FA 101 Fine Arts Appreciation 3 credits

This umbrella course consists of three abbreviated classes in the visual and performing arts, any of which may be taken separately for one credit. Although subject to change depending upon the interests of students and faculty, classes have been offered in Drawing, Ceramics, Dance, World Music, and Theater. These are general courses that offer a taste of a given art discipline through its fundamentals and core concepts. Field trips to various museums and performance venues often complement the classes.

Ar 201 Special Topics in Art 3 credits

This course allows for a study of specific issues as determined by the needs and interests of students and that of Art staff and visiting instructors.

Mu 201 Special Topics in Music 3 credits

This course allows for a study of specific issues as determined by the needs and interests of students and that of Music staff and visiting instructors.

History

Through the study of history, students develop an appreciation of the people, events, thought processes, and cultures that have shaped the world to the present time. This knowledge will enable them to evaluate the present, view it as part of the movement of humanity through time, and be prepared to contribute to the shaping of the future.

Hi 098 Cultural Foundations NC

This course helps students to gain a foundation in the history and geography of the world by acquiring an understanding of vocabulary and experience of world societies and culture. Basic map skills, readings, visual presentations, lectures, and experiences provide students with the background necessary for college-level history studies.

Hi 101 World Civilization I 3 credits

Beginning with the creation of the world this course travels through the earliest beginnings of humans on the planet in prehistoric times and ends with the historical time of the Middle Ages in Europe and the parallel events in Asia and Africa. Classes attempt to introduce students to the earliest civilizations and all the aspects of culture as they unfold over time. Emphasis is placed on the developments in multiple areas of culture, especially the origins of the major religions of today: Judaism, Christianity, Islam, Hinduism, and Buddhism.

Hi 102 World Civilization II 3 credits

Beginning with the European Renaissance and its effect on other parts of the world, this class continues the themes of cultural developments initiated in World Civilization I. World-wide interactions increase as transportation and communication methods grow allowing both positive and negative interactions between cultures and peoples leading up to the mass communications of today.

Hi 201 The Church: Its Nature and History 3 credits

This course is a survey of the theology and history of the Church from the Apostolic Period to the 21st century, including doctrinal, institutional, and spiritual developments, and the significance of Vatican Council II on contemporary Christianity. See also Th 201.

Hi 202 Special Topics in History 3 credits

This course allows for a study of specific issues as determined by the needs and interests of students and that of History staff and visiting instructors.

Division of Natural Science and Mathematics

The division of natural science and mathematics aims to lead students to acquire not only the concepts basic to the structure of the science and mathematics courses but also an effective reverence for truth, a wholesome spirit of inquiry, a degree of scientific literacy, and a sense of responsibility for the wise and intelligent use of world resources.

Natural Science

The courses in natural science aim to give students knowledge of the fundamentals of biology and chemistry as part of their liberal education.

Sc 101 Introduction to Chemistry 4 credits

This course introduces students to the basic principles of chemistry. Included are scientific units of measure, chemical and physical changes, states of matter, atomic structure, chemical formulas and equations, molecular structure and bonding, periodic laws, acids and bases and a broad understanding of organic chemistry as it applies to food, nutrition, and current world events. Other special topics of current interest will be included as time permits. Selected qualitative and quantitative laboratory experiments and demonstrations will be used to illustrate the principals covered in the lectures.

Prerequisite Mt 101 or Mt 102 unless special permission given from the Academic Dean.

Sc 102 Introduction to Biology 4 credits

This course introduces concepts that contribute to the understanding of the nature of life and its cellular and chemical bases. It provides a clear, basic, practical understanding of the living world through lecture, discussion, laboratory experience, and audiovisual presentations.

Sc 204 Special Topics in Natural Science 3 or 4 credits

This course is intended as an introduction for students, whose main interest, such as nursing or nutrition, requires a basic knowledge of organic chemistry. The fundamental concepts surrounding the bonding of the carbon atom as it relates to the major organic functional groups and their reactions, stereochemistry and spectroscopic methods will be presented. Areas of special interest will be emphasized based on the needs of the students. A basic understanding of general chemistry is required.

Mathematics

Mathematics courses aim to develop the students' ability to think logically, analytically, and objectively, while imparting a basic knowledge of the fundamental concepts of mathematics.

Mt 098 Basic Mathematics NC

Developmental in nature, this comprehensive course provides the necessary background and review of whole numbers, fractions, decimals, ratio and proportion, as well as an introduction to algebra and geometry.

Mt 101 Introductory College Algebra 3 credits

This is an introductory course that takes the student through the topics basic to algebra. The course begins with the operations of real numbers, fractions, decimals, and percentages. It continues to introduce the student to polynomials, linear equations, exponents, factoring, quadratic equations, and various graphing techniques. Real life scenarios are used as much as possible to help the student with the concepts along with applications using a calculator.

Mt 102 College Algebra 3 credits

This course presents an overview of the fundamental concepts of algebra and analytical geometry. It explores the properties of various functions, including both real and imaginary and to exponential and logarithmic functions along with their applications. There is an introduction to limits and the basic concepts related to the derivative of a function. The student is introduced to the applications of a TI-73 graphing calculator. Real life problems are used as much as possible throughout the course. Basic algebra is a course prerequisite.

Prerequisite Mt 098 unless special permission given from the Academic Dean.

Th 104 Methods of Catholic Catechesis 3 credits

This course is an introduction to the basic principles, content, and practice of Catholic catechetical teaching. It presents the historical development of catechesis from the New Testament times to the present and the basic catechetical documents of the Church. It includes both content and methodology and draws upon the norms laid out in the National Directory for Catechesis. It includes a practicum which enables the students to apply the principles and methods they are learning in actual catechetical teaching to children and teenagers.

Th 201 The Church: Its Nature and History 3 credits

Beginning with the life of Jesus this class introduces students to the growth of the Church from Pentecost to the present day. From the infant Church in Israel to the global Church of post-Vatican Council II the structures, doctrines, and spiritual developments are examined. The effects of cultures and history are also studied. See also Hi 201.

Th 202 Sacramental Theology 3 credits

This course is an in-depth study of the scriptural, theological, and historical dimensions of the seven sacraments, including the rite and celebration of each sacrament. It draws upon the insights of patristic, medieval, and modern theologians to uncover the fundamental principles of sacramental theology. The nature of the liturgy, sacred time and space, sacramental symbol, and sacramental grace are examined in the context of a Trinitarian, Christological, and Ecclesial framework. Particular attention is paid to the renewed understanding of the role of the sacraments in our ongoing spiritual growth.

Th 203 Fundamental Moral Theology 3 credits

Based on the scriptural, philosophical, and theological principles of morality, this course introduces the students to the historical development of moral teaching in the Catholic Church. It treats such topics as the human person, natural law, conscience, the principle of double effect, freedom, sin, and moral living as the response to God's love. Contemporary moral issues are evaluated in light of these principles and of magisterial teachings, including the value and dignity of the human person, life issues, sexual morality, care of the earth, and the other themes of Catholic Social Justice. Students are encouraged to see moral decision-making in its relationship to the life of faith and to their baptismal commitment as followers of Jesus Christ.

Philosophy

Inherent in the rational and humanistic core of the Catholic faith, the philosophy offered at ACS seeks to develop students' potential for critical intellectual skills necessary in all academic fields, to discover and examine assumptions, to recognize various approaches to reality, to appreciate the dignity of the human person, and to find deeper meaning in existence and the moral life.

Ph 203 Philosophy of the Human Person 3 credits

This course is an overview of comparative theories of human nature. It takes a global approach to the study of human nature, including both western and eastern ancient theories, medieval theories, and contemporary theories, including Confucianism, Hinduism, Buddhism, Islam, Plato, Aristotle, Aquinas, Kant, Marx, Stein, Sartre, and Jung. It examines elements necessary for human flourishing, such as the ethical life, intellectual life, and human freedom, subjectivity within harmonious relationships, human individuation, contemplation, ontological unity, and immortality of the soul.

Prerequisite Ph 205 unless special permission given from the Academic Dean.

Ph 205 Historical Introduction to Philosophy 3 credits

This course explores the basic philosophical questions regarding the relationship between the One and the many, the nature of truth and knowledge, the relationship between philosophy and theology, existence and being, the limits of human reason, and the possibility of knowing mystery. It will include major thinkers from ancient, medieval, modern, and contemporary philosophy.

Prerequisite En 101, Ed 097, and Ed 098 unless special permission given from the Academic Dean.

Ph 207 Special Topics in Philosophy 3 credits

This course allows for a study of specific issues as determined by needs and interests of students and that of Philosophy staff and visiting instructors.

Note: Each Special Topics Course will have a capital letter added after the Course Number in order to distinguish the course.

Online Course Offerings

With the approval of the Academic Dean certain courses may be offered online.

ascOCO: Online Course Orientation (prerequisite) NC

This course will introduce the student to the online learning format at Assumption College for Sisters. The student will be able to navigate the learning management system, access course content, upload assignments, and post on discussion boards. In addition, the student will engage in meaningful online interactions and create an online learning community.

Members

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General Information

Communication with Assumption College for Sisters

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Registrar/Institutional Advancement	105
Treasurer/Institutional Advancement	101
Coordinator of Residential	
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Directions to Assumption College for Sisters 200 A Morris Avenue, Denville, NJ 07834

I. Coming from the West on Route 80 East:

Take I-80 E

Take exit 37 toward NJ 513/Hibernia/Rockaway

Turn left at Green Pond Road

Take the first right onto Morris Ave.

Take the Morris Catholic High School entrance which is on the left.

Drive past Morris Catholic High School and follow the drive to Assumption College for Sisters which is on the left.

II. Coming from the East on Route 80 West:

Take I-80 W

Take exit 37 toward NJ 513/Hibernia/Rockaway

Turn right at Green Pond Road

Take the first left onto Morris Ave.

Take the Morris Catholic High School entrance which is on the left.

Drive past Morris Catholic High School and follow the drive to Assumption College for Sisters which is on the left.

III. Coming from the North

Take I- 287 S to I-80 W

Or 206 S to I-80 E

Take exit 37 toward NJ 513/Hibernia/Rockaway

Turn right at Green Pond Road

Take the first left onto Morris Ave.

Take the Morris Catholic High School entrance which is on the left.

Drive past Morris Catholic High School and follow the drive to Assumption College for Sisters which is on the left.

IV. Coming from the South:

Take I- 287 N to I-80 W

Take exit 37 toward NJ 513/Hibernia/Rockaway

Turn right at Green Pond Road

Take the first left onto Morris Ave.

Take the Morris Catholic High School entrance which is on the left.

Drive past Morris Catholic High School and follow the drive to Assumption College for Sisters which is on the left.

V. By Train:

NJ Transit from Hoboken, Newark, or other New Jersey points to Denville or Morris Plains. Then by taxi to Assumption College for Sisters.

By Bus:

Lakeland Bus from Port Authority to Rockaway; then by taxi to Assumption College for Sisters.

By Plane:

Nearest airport is Newark Liberty International Airport.

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