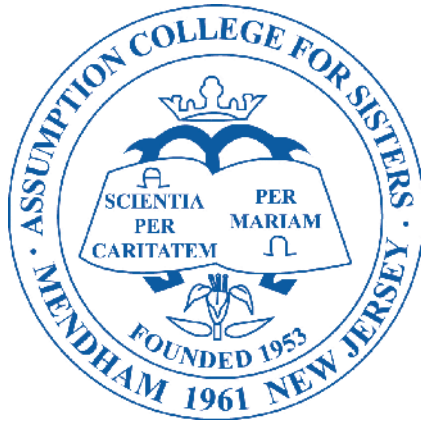


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**Assumption College for Sisters**  
Denville, New Jersey



# **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.

# 2023 - 2024 Academic Calendar

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## Fall 2023

August 23	Wed.	Orientation
August 24	Thu.	First Day of Classes
September 4	Mon.	Labor Day (No Classes)
October 9	Mon.	Columbus Day (No Classes)
October 19	Thu.	Study Day (No Classes)
October 20 – 26	Fri./Thu.	Mid-Term Examinations
October 27	Fri.	Last Day to Withdraw from Classes
November 22 – 24	Wed./Fri.	Thanksgiving (No Classes)
December 8	Fri.	Immaculate Conception (No Classes)
December 11	Mon.	Last Day of Classes
December 12	Tues.	Study Day (No Classes)
December 13 – 19	Fri./Thu.	Final Examinations
December 20 – January 7		Christmas Break

## Spring 2024

January 8	Mon.	Classes Resume
January 15	Mon.	Martin Luther King, Jr. Day (No Classes)
February 19	Mon.	Presidents' Day (No Classes)
March 5	Tue.	Study Day (No Classes)
March 6 – 12	Wed./Tue.	Mid-Term Examinations
March 12	Tue.	Last Day to Withdraw from Classes
March 13 – 14	Wed./Thu.	Semester Break (No Classes)
March 28 – April 1	Thu./Mon.	Easter Break (No Classes)
April 26	Fri.	Study Day (No Classes)
April 29	Mon.	Last Day of Classes
April 30 – May 6	Tue./Mon.	Final Examinations
May 11	Sat.	Commencement

## Summer 2024 - Intersession

May 13 – 17	Mon./Fri.	Ed 102 Health and Wellness II Classes Begin
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## Summer 2024

May 20	Mon.	Classes Begin
June 26	Wed.	Study Day (No Classes)
June 28 – July 1	Thu./Fri.	Final Examinations

# 2024 - 2025 Academic Calendar

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## Fall 2024

August 23	Fri.	Orientation
August 26	Mon.	First Day of Classes
September 2	Mon.	Labor Day (No Classes)
October 14	Mon.	Columbus Day (No Classes)
October 15	Tue.	Study Day (No Classes)
October 16 – 22	Wed./Tue.	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./Tue.	Final Examinations
December 18 – January 5		Christmas Break

## Spring 2025

January 6	Mon.	Classes Resume
January 20	Mon.	Martin Luther King, Jr. Day (No Classes)
February 17	Mon.	Presidents' Day (No Classes)
March 4	Tue.	Study Day (No Classes)
March 5 – 11	Wed./Tue.	Mid-Term Examinations
March 12	Wed.	Last Day to Withdraw from Classes
March 19 – 20	Wed./Thu.	Semester Break (No Classes)
April 17 – 21	Thu./Mon.	Easter Break (No Classes)
April 25	Fri.	Study Day (No Classes)
April 28	Mon.	Last Day of Classes
April 29 – May 5	Tue./Mon.	Final Examinations
May 10	Sat.	Commencement

## Summer 2025 - Intersession

May 12 – 16	Mon./Fri.	Ed 101 Health and Wellness I Classes Begin
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## Summer 2025

May 19	Mon.	Classes Begin
June 24	Tue.	Study Day (No Classes)
June 26 – 27	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 vision of the Foundress remained clear. 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.

In 2015, due to the need for construction of a new Motherhouse for the Sisters of Christian Charity in order to provide for the healthcare needs of the elderly Sisters, Assumption College for Sisters relocated to the former Morris Catholic High School Convent in Denville, New Jersey.

### **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, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, [msche.org](http://msche.org). The College earned its initial accreditation in 1965 and reaffirmation of accreditation in 1975, 1985, 1995, 2005, and 2016. The cycle for reaccreditation has been changed from 10 years to 8 years, so reaccreditation will be given in 2025.

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

*Impelled by Christ's love, Assumption College for Sisters, through education and community, forms servant leaders who transform lives.*

*Teach a Sister... Touch the World.*

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.

Providing a value-centered, two-year program in theology and the liberal arts, ACS is the only Sister-formation institution remaining in the United States. 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.

# **Institutional 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:

- developing a sound liberal arts curriculum in which theology and philosophy are the foundation;
- creating an atmosphere of academic freedom that supports a vigorous pursuit of truth;
- providing holistic education that incorporates a learning-centered 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 counter cultural 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, critically, and communicate effectively across cultures;
- skills for discernment and techniques of collaboration;
- proficiency in strategic thinking, innovation, and action.

## **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 and ministries within local parishes;
- attendance and participation in college and community sponsored events such as the annual fundraiser;
- 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.
- participation in community and College sponsored social justice activities and events such as the local Rosary Rally and the annual March for Life.

# 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, language lab, kitchen, and dining room along with offices for administrators and staff. In the Morris Catholic High School, ACS has access to a science laboratory.

## 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

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### 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. 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 Academic Dean assumes the responsibility for applications to other institutions after graduation from ACS.

## **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.

## **Student Educational Records Privacy Policy/EEO**

The Academic Dean maintains the student transcripts and personal information as permanent records. These are retained securely, free from the potential for accidental destruction or intentional tampering. ACS privacy policy regarding student records is as follows:

- Students have the right to inspect and review her education records maintained by the college. ACS is not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. ACS may charge a fee for copies.
- ACS must have written permission from the student in order to release any information from a student's education record. However, ACS retains the right to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - Superiors from the student's Religious Community

ACS fully complies with the Equal Employment Opportunity and Affirmative Action, graduation rates, transfer data, and other policies may be obtained by contacting the Office of the Academic Dean.



## **Title IX, Section 504**

Assumption College for Sisters does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, parental status, physical disability, learning disability, or sexual orientation. Inquiries regarding compliance with federal discrimination laws may be directed to the Office of the Academic Dean at 973-957-0188 ext. 100.

## **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)/Dual Enrollment**

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/Dual Enrollment 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.

*Note: Students must receive a final grade of "C" or better in order to receive three credits from ACS.*

## **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. If a class is dropped before the add/drop deadline there will be no record of the class on the student transcript. After the add/drop deadline if a class is dropped it will be considered a Withdrawal and a W will appear on the transcript but it will not be calculated into student GPA.

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.

## **Cancelled Classes**

Assumption College for Sisters reserves the right to cancel any program or class due to low enrollment or valid changes in scheduling. If a course is cancelled, we attempt to notify participants through student email prior to the first class meeting. Students will receive a full refund.

## **Financial Information**

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### **Tuition**

Please refer to [acs350.org](http://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

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. To receive information regarding other ways to provide scholarship assistance to our sisters, please contact the Treasurer.

### Fees for Application and Transcripts

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

*Note: Applicable for students taking courses for credit only.*

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](mailto: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.

## 🌀 Student Life 🌀

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### **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. Tutoring and speech therapy services are available based on recommendation of the Academic Dean. The Student Services Coordinator 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. 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 and AV holdings are located in the main convent classroom. From the ACS website, [acs350.org](http://acs350.org), students have access to resource links by subject, public and academic libraries, and various open-access resources.

Resident students possess a Denville Library Card. ACS holds a Denville Library card for commuter students and a Courtesy Card for faculty members.

Arrangements for library usage have been made with neighboring institutions: Seton Hall University, and the Saint Elizabeth University.

## **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.

## **Disability Support 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 cooperative efforts of the ACS nursing staff working with local doctors and dentists in the area, and through the "Health and Wellness" classes conducted during the summer session.

## **Student Grievances / Appeal Process**

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. Students disciplined/dismissed for academic or behavioral issues have the right to appeal administrative decisions. The student must submit a written appeal with supporting documentation to the Academic Dean within 48 hours of the probation or dismissal notification. 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.



# 🌀 Academic Life 🌀

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## 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.

## 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 with a minimum average of C or a 2.0. 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 or online examinations, administered at the midterm and at the close of the fall and spring semesters. A written or online final examination is administered in the summer session. Examination schedules, posted in advance, may be changed only with the permission of the Academic Dean. All ESL students (English as a Second Language) are allowed time-and-a-half for midterm and final examination periods.

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:

<b>Grade</b>	<b>Numerical Equivalent</b>	<b>Quality Points</b>	<b>Interpretation</b>
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.

<b>Grade</b>	<b>Numerical Equivalent</b>	<b>Quality Points</b>	<b>Interpretation</b>
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.

# Curriculum

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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



**En 203                      Special Topics in English                      3 credits**

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

**En 203 A                      Special Topics in English: Women in Literature                      3 credits**

This course will provide students with a survey of literature from around the world with an emphasis on the experience of women in literature. Students will be introduced to context and themes to help them critically engage with literature. Additionally, students will pay special attention to the circulation of texts and how the reception of these works defined historical moments in which they were situated. Students will read a variety of works written by women authors such as Maya Angelou, Kate Chopin, Charlotte Perkins Gilman, and Edith Wharton. Through written responses, students will examine, analyze, question, and relate identified themes to themselves, their experiences, and society.

**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<sup>®</sup> is used 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<sup>®</sup> 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.





## **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 encourages students to gain a foundation in world history and geography by acquiring an understanding of various cultures through the use of basic map skills, primary and secondary readings, multimedia presentations, and lectures. Students will also be required to present various topics throughout the semester to facilitate the development of language skills. Successful completion of this non-credit course will 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 and the ways in which those civilizations and cultures interacted. 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.

**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, print making, 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.

*Note: Ar 101 is classified under both the Fine Arts and History subdivisions of Humanities.*

**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 global 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. The students working with common life experience and a defined structure of observation, build on what they know of life with concepts of biological macromolecules, structure for function of cells, energy production, cell division, genetics, and the influence of climate on life with emphasis on how all of life is interdependent. The course provides a clear, basic, practical understanding of the living world through lecture, discussion, laboratory experience, and audiovisual presentations.

*Prerequisite Sc 101 unless special permission given from the Academic Dean.*

**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.

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

**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.*

## **Division of Social Sciences**

The division of social sciences, which includes education and psychology, investigates the interrelationship of the human person with self, others, and the environment. It introduces the technology necessary for continued studies and the development of strong communication skills.

### **Education**

Courses in education are designed to broaden students' awareness and understanding of personal and communal health and to provide a foundation in the use of computers and library information skills necessary for students' development in future professions.

#### **Ed 097            Computer Literacy            NC**

This course provides the fundamental skills needed to use a personal computer. Basic concepts of hardware, software, peripherals, and operating systems are covered. This course explains creating, saving, and organizing files to local and remote storage devices. This course teaches basic concepts of word processing, presentation, and spreadsheet software. Calendaring and communicating via email are also covered.

#### **Ed 098            Keyboarding            NC**

This course introduces the student to the alpha-numeric computer keyboard and touch typing. Correct technique and proper posture is emphasized.

#### **Ed 099            Library Information Resources            NC**

This course introduces the student to the basics of library usage, online library catalogs and systems including EBSCOHost Research Databases. Students are also introduced to the basics of MLA bibliographic citation, copyright laws, understanding and avoiding plagiarism.

#### **Ed 101            Health and Wellness I            1 credit**

This course broadens the student's understanding of personal, communal, and global health and wellness issues. Guest speakers from the health care community will be invited to speak on specific topics in their field of expertise to enhance the learning experience.

**Ed 102            Health and Wellness II            1 credit**

This course introduces students to the role of technology in common health issues in women and personal and community health management. Health and wellness management, components of physical fitness, nutrition and weight, and stress management are explored around a current topic in health. Guest speakers from the healthcare field will speak on their topics of expertise to enhance the learning experience.

**Ed 103            Personal Computer Applications            3 credits**

In this course students will learn to use word processing software, presentation software and be introduced to spreadsheets in a personal computer environment. Cloud computing will be used for file management and organization.

**Psychology**

The courses in psychology study the development of the human personality in its individual and social aspects.

**Ps 101            General Psychology            3 credits**

This is a basic course in the history, theories, principles, and methods of the study of cognition and human behavior. Topics will include a brief history of psychology, critical thinking, human development, motivation, emotion and stress, personality, social psychology, and psychopathology as examined through the biopsychosocial perspective.

**Ps 202            Developmental Psychology            3 credits**

This course surveys the physical, intellectual, emotional, and social developmental stages of the human being from conception through aging. The course will examine the genetic, environmental, and socio-cultural influences on development.

**Ps 204            Special Topics in Psychology            3 credits**

This course allows for a study of specific issues not covered by existing courses as determined by the needs and interests of students and that of Psychology staff and visiting instructors.





**Th 104            Principles and Methods of 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 introduces the students to 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 to the experience of actual catechetical teaching and sacramental retreat programs for 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 with an emphasis on the Eucharistic Liturgy as the source and summit of all sacramental life. 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, drawing on the teachings of Vatican Council II. Particular attention is paid to the renewed understanding of the role of the sacraments in 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 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 the light of these principles and of magisterial teachings. These include the basic themes of Catholic Social Teachings, such as: the value and dignity of human life and of all persons, life issues, sexual morality,

social justice, and care of the earth, and related themes. Moral decision-making is presented in relationship to faith and to the living of one's baptismal commitment to be followers of Jesus.

**Th 204                      Spiritual Theology                      3 credits**

In this course students will explore the basic principles of the spiritual life. It presents a biblical, theological, and historical survey of the activity of the Holy Spirit in the life of the Church and of individual persons and groups. The course explores such topics as: the universal call to holiness, the role of the Spirit in the life of believers, grace, virtue, prayer, the gifts and fruits of the Holy Spirit, and the journey of conversion. It provides a historical survey of the various spiritual traditions and schools of spirituality of the past and present that enrich the life of the Church. Students will become acquainted with contemporary approaches to spirituality in the ongoing renewal brought about by Vatican Council II.

**Th 205                      Mystery of God                      3 credits**

This course focuses on the Mystery of God and the ways in which people have reflected on, expressed, and responded to this mystery. It is a study of the biblical, historical, and contemporary formulations of the nature and activity of God. Topics include: atheism agnosticism, deism, theism, the existence of God, the relationship of faith and reason, the experience and knowledge of God, articulating the Mystery of God, and the problem of evil. Students will be introduced to the historical development of Trinitarian doctrine and will explore contemporary issues surrounding the mystery God. They will explore new approaches to pastoral practice in a secularized culture, and the challenges of Trinitarian faith in our personal lives and interpersonal relationships.

**Th 206                      Christology                      3 credits**

This course explores the varied ways the Church has attempted to understand, explain, and respond to the person and mission of Jesus Christ. It will examine the origins of belief in Jesus Christ in the apostolic church, the insights of the New Testament and the early Church Fathers, early creedal formulations about the nature of Jesus, the teachings of the Church Councils of the fourth through sixth centuries, and contemporary approaches to Christology. Through this study, students will encounter the God who entered our humanity to save us and call us to new life as His disciples.

**Th 207                    Mary in the Scriptures                    3 credits**

This course invites the students to explore the figure of Mary of Nazareth as she comes across through the Scriptures and the Church's Marian teachings. Students are introduced to the events where Mary appears in the New Testament writings and the connections with the Old Testament "types" of Mary. They have the opportunity to study how Mary has been presented throughout the centuries and in various cultures. Through this study, students are brought to a deeper understanding of Mary's role in salvation history and of her place in the Church as the first and most faithful disciple of Jesus, our companion on our own faith journey.

**Th 208                    Special Topics in Theology                    3 credits**

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

**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 theories of human nature. It takes as its starting point the Greco-Judeo-Christian tradition rooted in ancient Greek thought as that tradition culminated in Scholasticism and Neo-Thomism. It then turns to modern and contemporary theories, including those of Hobbes, Pascal, Hume, Kant, Marx, Nietzsche, Kierkegaard, Heidegger, Sartre, and others, before finally turning to a brief examination of Eastern philosophical traditions (Confucianism, Buddhism, Hinduism, Islam). The class examines elements necessary for human flourishing, such as the human capacity for reason, the ethical life and human freedom, subjectivity and relationship, as well as human individuation, ontological unity, and the 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 the limits of human knowledge, the relationship between philosophy and theology, existence, being and essence, the possibility of knowing metaphysical truths, ethics and ideas about the human soul. 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.

**acsOCO: 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**

Sister Joann Marie Aumand, SCC, Chair  
Sister Esther Falzone, SCC  
Sister Patrice Owens, SCC

## **Board of Trustees**

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M. A. Villanova University

**Sister Teresa A. Bruno, SC, Ed.D.**, Academic Dean

B.A. College of Saint Elizabeth

M.A. Kean University

Ed.D. Seton Hall University

**Patricia McGrady**, Treasurer/Institutional Advancement

B.S. West Virginia University

**Barbara Kelly-Vergona**, Registrar/Institutional Advancement

B.A. University of Delaware

M.A. Caldwell University

**Dorothy McCabe, RN**, Nurse

B.S.N. Seton Hall University

M.S.N. Seton Hall University

**Sister Sandra McKeta, SMIC, RN**, Nurse

B.S.N. College Misericordia

M.A. New York University

**Leslie Monchar**, Librarian

B.A. New York University

M.L.S. Rutgers University

**Sister Maria Teresa Nguyen, SCC**, Student Services Coordinator

A.A. Assumption College for Sisters

L.P.N. Pennsylvania College of Technology

**Louis Scarpa**, Director of Institutional Advancement  
B.A. Seton Hall University  
M.A. Seton Hall University

**Sister Carol Schuyler, SCC**, Interim Assistant to the President  
A.A. Assumption College for Sisters  
B.A. Marillac College  
M.A. University of Scranton

**Jean Wedemeier**, Technology Administrator  
B.S. Fairleigh Dickinson University  
M.S. New Jersey Institute of Technology

## **Faculty**

### **Isabel Roberts Corbin**

B.A. Hamilton College

### **Henry Crouse**

B.A.S. Salve Regina University

M.A. Rutgers University

M.A. Brown University

ABD Rutgers University

### **Patrick Gallagher**

B.A. Glassboro State College (now Rowan University)

M.A. Kean University

### **Rafael Gonzalez**

B.A. Central University of Bayamon, PR

M.A. Holy Apostles College

Ph.D. Pontifex University

### **Sister Theresa Kelly, FMA**

B.S. Seton Hall University

M.A. Notre Dame Institute

M.A. William Paterson College

### **Barbara Kelly-Vergona**

B.A. University of Delaware

M.A. Caldwell University

### **Dr. Alan Kelsey**

B.A. Rutgers University

M.D. Rutgers Robert Wood Johnson Medical School

### **Kaitlyn Malsky**

B.A. Ramapo College of New Jersey

M.A. Fairleigh Dickinson University



**Mara Marino**

B.A. Providence College  
M.A. Columbia University  
M.Phil. Rutgers University  
ABD St. John's University

**Roxanne Medina-Lewko**

B.A. University of New Hampshire  
M.Ed. Grand Canyon University

**Moira Phelan-Dziomba**

B.A. Queens College  
J.D. Quinnipiac University  
M.A. Saint Elizabeth University

**Russell Raffay**

B.A. Virginia Military Institute  
M.A. East Stroudsburg University  
M.A. American Military University  
M.Ed. American Military University  
M.A. Immaculate Conception Seminary School of  
Theology at Seton Hall University

**Sister Carol Schuyler, SCC**

A.A. Assumption College for Sisters  
B.A. Marillac College  
M.A. University of Scranton

**Donald Succardi**

B.S. Stevens Institute of Technology  
M.S. Stevens Institute of Technology

**Dr. Jo Anne Sylva**

B.A. William Paterson University  
M.A. Montclair State University  
D.Litt. Drew University

**Mark Tosso**

B.A. University of Maryland

M.A. Dublin City University

M.A. College of Saint Elizabeth

**Jean Wedemeier**

B.S. Fairleigh Dickinson University

M.S. New Jersey Institute of Technology

**Sister Margaret Wilhelm, FMA**

B.A. William Paterson University

M.A. Seton Hall University

## **General Information**

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### **Communication with Assumption College for Sisters**

*Emergency Operations Procedure (EOP) binders are located in each classroom, each office, and in the Faculty and Student Handbooks.*

#### **Mailing Address**

Assumption College for Sisters  
200 A Morris Avenue  
Denville, NJ 07834

#### **Telephone**

(973) 957-0188

#### **Extensions**

President	102
Academic Dean	100
Registrar/Institutional Advancement	105
Treasurer/Institutional Advancement	101
Student Services Coordinator	103
Technology Administrator	108

#### **Fax Number**

(973) 957-0190

#### **E-mail**

[acs@acs350.org](mailto:acs@acs350.org)

President	<a href="mailto:president@acs350.org">president@acs350.org</a>
Academic Dean	<a href="mailto:academicdean@acs350.org">academicdean@acs350.org</a>
Assistant to the President	<a href="mailto:acsmissionadmin@acs350.org">acsmissionadmin@acs350.org</a>
Registrar/Institutional Advancement	<a href="mailto:registrar@acs350.org">registrar@acs350.org</a>
Treasurer/Institutional Advancement	<a href="mailto:treasurer@acs350.org">treasurer@acs350.org</a>
Student Services Coordinator	<a href="mailto:studentservices@acs350.org">studentservices@acs350.org</a>
Technology Administrator	<a href="mailto:acstechadmin@acs350.org">acstechadmin@acs350.org</a>
Librarian	<a href="mailto:librarian@acs350.org">librarian@acs350.org</a>
Nurse	<a href="mailto:nurse@acs350.org">nurse@acs350.org</a>

#### **Website**

[acs350.org](http://acs350.org)

# **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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**ASSUMPTION COLLEGE**  
*for Sisters*

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