I’m going to finish what I started.
About Sage College of Albany

Design Your Future

Mission and Purpose

Sage College of Albany is an undergraduate college of applied studies that prepares men and women for life’s commitments and for work in a constantly changing world. The College offers associate and baccalaureate degrees:

- With programs characterized by interdisciplinary values, multiple pathways, and learning for application;
- Designed and delivered by a faculty committed to working with students to reach their unique learning goals;
- For students of strong potential and promise;
- In an active learning environment.

Special emphasis is placed on preparation for new and emerging professions that draw upon the College’s core competencies in art and design, communications, business, legal studies, and information sciences. Applied programs in the liberal arts and sciences complement these central areas, while general education requirements at both introductory and upper levels add value and depth to professional studies.

Sage College of Albany offers an alternative mode of higher education distinct from the conventional four-year model. A full-time, daytime program for traditional age undergraduates offers Associate and Bachelor’s degrees in a “two plus two” structure that allows students to design various combinations of study reflecting their individual interests and career goals. The LIFE curriculum of general education requirements is spread across the four years of study. Students have opportunity for internships in the first two years as well as during their upper level years.

“Sage After Work” offers the last two years of the bachelor’s degree in a modular completion program designed to serve working adults through evening, weekend and online formats. For students who have completed at least 60 credits in prior studies, accelerated options are available that allow degree completion in as little as 16 months.

History of Sage College of Albany

Sage College of Albany’s roots in educating both traditional and non-traditional college students extend back to 1949, when Russell Sage College for women in Troy, NY, opened a coeducational Albany Evening Division. Intended to serve the large number of veterans returning from World War II, state government workers, and others seeking an education related to workplace needs, the Evening Division offered associate, bachelor’s and master’s degrees in professional and liberal arts disciplines to an audience of working adults.

The first classes were offered in buildings of Albany High School, then in two locations on State Street before moving to a new building on Chestnut Street. Recognizing the absence of a public community college in Albany County, President Lewis Froman received approval from the Board of Trustees in 1957 to establish a “private junior college” under the charter of Russell Sage College, using the Evening Division building during daytime hours. The first graduating class in 1959 received degrees in liberal arts and business fields.

In the summer of 1959, the College purchased a portion of the site of the Albany Home for Children at New Scotland and Academy Road and a year later, after extensive renovation to the existing buildings, the junior college and the Evening Division moved to the new campus, continuing to coexist in the same buildings in daytime and evening schedules. In 1962, the Junior College of Albany received its own degree-granting power, and henceforth all two-year degrees (day and evening) were awarded through JCA.
During the 1970’s, Associate degree curricula in art and design became signature programs for JCA and earned prestigious NASAD accreditation. For many years, the Evening Division continued to offer its bachelor’s and master’s degrees as a division of Russell Sage College. During the 1980’s, the larger institution began to be known as The Sage Colleges, the two-year college as the Sage Junior College of Albany, and the evening division as the Sage Evening College and Sage Graduate School. In 1995, these names were formalized and the Sage Graduate School also received separate degree-granting powers.

In 2001, responding to the wishes of SJCA graduates to remain at Sage in a full-time, daytime program, the rising credentials needed for entry-level professional positions, and the emerging workplace needs of the 21st century, the Sage Junior College of Albany and Sage Evening College were replaced by a single entity, Sage College of Albany. SCA now offers many innovative and interdisciplinary Associate and Bachelor’s degrees in the daytime program, retaining its historic prominence in art and design, and, through its “Sage After Work” division, offers upper-level, Bachelor’s degree completion programs for working adults.

Graduates of Sage College of Albany may also take advantage of related graduate degree programs offered by Sage Graduate School in health sciences, management, psychology and education.
ACADEMIC STANDARDS

Academic Integrity

Sage After Work students are expected to comply with the stipulations set forth in the "Statement of Academic Honesty," which is included in the The Student Handbook, available online at http://www.sage.edu/current/handbook/sca/.

Academic Dishonesty/Misconduct

Academic dishonesty and misconduct violate the essential mission of an academic institution and will not be tolerated at The Sage Colleges in any of its forms. Academic dishonesty and misconduct include cheating, plagiarism, multiple submissions, complicity in academic dishonesty/misconduct, abuse of materials or alteration of records. Following are several definitions and examples of academic dishonesty. The examples are provided as samples of various types of academic dishonesty, but are not intended to be an exhaustive or exclusive list.

Academic Fraud = The alteration of documentation relating to the grading process (e.g., changing exam solutions to negotiate for a higher grade or tampering with an instructor’s grade book).

Collaboration = Deliberate facilitation of academic dishonesty in any form (e.g., allowing another student to observe an exam paper or recycle one’s old term paper).

Copying = Obtaining information pertaining to an exam question by deliberately observing the paper of another student.

Cribbing = Use or attempt to use prohibited materials, information, or study aids in an academic exercise.

Fabrication = Unauthorized falsification or invention of any information in an academic exercise (e.g., use of a purchased term paper; falsifying lab records).

Plagiarism = Representing the work or words of another as one’s own through deliberate omission of acknowledgment or reference.

Sabotage = Destruction of another student’s work related to an academic exercise (e.g., destroying a model, lab experiment, computer program, or term paper developed by another student).

Substitution = Using a proxy, or acting as a proxy, in any academic exercise.

Academic Monitoring

Student academic progress is monitored at several levels: (a) by the Registrar’s Office through a degree or program audit; (b) by the student’s academic advisor; (c) by the program coordinator of the program in which the student is enrolled; (d) by the Academic Standards Committee; and (e) by the students themselves.

Academic Actions

Satisfactory Academic Progress

Sage After Work students making satisfactory academic progress toward a degree (defined also as good academic standing) must achieve cumulative grade point averages (CGPA) of at least 2.0.

Student records are scrutinized for satisfactory progress by the SCA Academic Standards Committee at the end of each fall and spring semester. Students with academic difficulties may receive a Letter of Concern or a Letter...
of Academic Action, as appropriate, from the Registrar and/or Director of Academic Advising on behalf of the Committee. The Committee may place the student on Academic Warning, ask the student to submit to an Academic Review, issue an Academic Suspension, or issue an Academic Dismissal. Students wishing to appeal the decision of the Academic Standards Committee must put their appeal in writing to the Dean of the College.

Academic Warning

A Sage After Work student is placed on academic warning when the CGPA drops below 2.00 based on the last 12 attempted credits. A Sage After Work student on academic warning may not carry more than 12 credit hours or the equivalent.

Students must complete 75 percent of credits if registered full-time and 100 percent if registered part-time. A student is removed from academic warning and returned to good academic standing by achieving a CGPA of 2.00. A student who has received an incomplete grade that converted to a failing grade from a previous semester than the one under review may receive retroactive academic warning or suspension.

Semester Warning

A matriculated Sage After Work student is placed on semester warning when the student has attended the College for more than one term and the CGPA is over a 2.00 but the current term grade point average is 1.30 or lower. A student on semester warning may not carry more than 12 credit hours or the equivalent. If a Sage After Work student is placed on semester warning for two or more terms, the Academic Standards Committee may impose a reduction in registered credits for the next term.

Academic Review

A student is subject to academic review ("pending academic suspension") when the cumulative grade point average (CGPA) remains below 2.00 in the succeeding semester or when the CGPA initially drops below 1.75.

To continue as a matriculated student at the College, the student is required to meet with the Academic Standards Committee. After the student appears before the committee, the committee decides whether the student is retained on academic warning or academically suspended. If retained on academic warning, full-time or part-time, the student must comply with the academic warning policy as outlined above and/or the Committee may require additional specific conditions be met.

A student who is subject to academic review and chooses not to appear before the committee will be academically suspended from the college. A student who is academically suspended may apply for readmission after the passage of one regular semester.

Academic Suspension

If a student matriculated in Sage After Work accumulates three semesters on academic warning followed by another unsatisfactory CGPA, he/she will receive one-semester suspension. Or, if a student has accumulated, through a combination of "Z" and "F" grades, 0 credits in a semester, the student will be academically suspended. However, suspension may not occur if the Academic Standards Committee sees evidence of an encouraging rate of improvement in the student's work despite the technical deficiency. A student is removed from academic warning and returned to good academic standing by achieving a CGPA of 2.00.

A student who receives an incomplete grade in one or more courses and is pending academic suspension from the college will have a final deadline for completion of work no later than five business days before the start of the next term. If the remaining coursework is not completed or the final course grade does not improve the CGPA, the student will be suspended. A student who has received an incomplete grade that converted to a Failing grade from a previous semester than the one under review may receive retroactive academic warning or suspension.
Suspension is defined as a separation from the College for a stated period (one or more semesters). Suspended students may appeal to the Dean of the College within the period stipulated in the Letter of Academic Action; the Dean consults with the Academic Standards Committee before making a decision. If no appeal is made or if an appeal is unsuccessful, suspended students may request reinstatement after their suspension by writing to the Dean of the College.

A student who has been suspended may not apply for reenrollment or take courses through any of the Sage Colleges until at least one semester has passed.

Academic Dismissal

Academic dismissal is defined as a complete and permanent severance from the College for reasons of academic deficiency. The Academic Standards Committee may impose academic dismissal after two or more one-semester academic suspensions. A student who has been dismissed may not take classes at any of the Sage Colleges.

Any dismissal from the college for non-academic reasons is noted as an “administrative dismissal.” To be readmitted to the college, the student is required to reactivate his/her file through the Office of Admission. An administrative dismissal may affect a student's financial aid.

Withdrawal by Absence

A student who receives "Z" in all courses for which the student is registered is withdrawn from the college by the Registrar.
To be readmitted to the college, the student is required to apply for readmission through the established process after one regular semester has passed. The withdrawal may affect a student's financial aid.

Readmission

Matriculated undergraduate students who have been away from The Sage Colleges due to a leave of absence, withdrawal or suspension should contact the admission office to confirm what return procedures and policies apply. A readmission application and interview and/or the approval of the Registrar and the Director of Academic Advising may be required.

Students who have been academically suspended may not apply for reenrollment until at least one semester has passed. The readmission deadline for the fall semester is August 28; the deadline for the spring semester is January 7.

A readmitted student who earned a grade point average of less than 2.0 (or who has accrued no credits at the time of readmission) must earn a GPA of 2.0 for the semester or be academically suspended at the end of that semester. For a full-time student, this GPA must be based on the completion of at least 75 percent of the courses in which the student is enrolled. The GPA for a student registered for three courses or less must be based on the completion of all courses in which the student is enrolled. A student wishing to be readmitted to the college with a GPA below 2.0 will be required to complete an interview with the Director of Academic Advising.

If a student has been put on academic suspension more than once, he or she cannot reenroll at Sage without demonstrating “C” work in at least 9 credit hours (2.0 in all courses) at another institution. If the student attends any other post-secondary institutions (college, university, technical, proprietary school, etc.) while away from Sage, official transcripts should be forwarded to the Office of Admission at Sage.

Appeals of Academic Issues

In the event that a student has a complaint involving a faculty member or wishes to question a grade, the student should follow the procedures listed below:

- Meet with the instructor involved. In the best interests of both parties, resolution ideally should be
reached at this stage.

- Meet with the instructor’s department chairperson or program coordinator if resolution is not reached between the student and instructor.
- Meet with the Dean of the College, only in the event that the student feels procedures were not followed.

The Vice President for Academic Affairs is the final decision-making authority.

**Change of Final Grade**

Final grades recorded by the faculty are permanent and remain so with the exception of "I" (Incomplete). An incomplete grade must be converted by the end of the eighth week of the subsequent semester unless an extension has been granted.

Except for mathematical errors, the registrar may alter final grades only after the Dean of the College has granted approval. The instructor must initiate corrections by submitting a grade change form with the explanation for the change of grade to the Dean of the College.

A student who believes he/she has been penalized unjustly in the final grade received should follow the appeals procedure outlined above.
COURSEWORK

Class Attendance

Much of the education that occurs in the classroom (including labs and studios) cannot be gained in any other way. As a result, each faculty member will furnish students with a written attendance policy at the beginning of each semester, stating the objectives of the course and the value of attendance. It will also define “excessive absence” and how that would affect a student’s learning and grade.

Prompt attendance at all academic appointments (classes, lectures, conferences, and examinations) is an essential part of the educational plan for degree programs and is expected of students. In the event of a class absence, it is the student’s responsibility to contact the instructor directly, by phone, voice mail or e-mail. If this is not possible, the student may call the Dean’s Office at (518) 292-1704 and a message will be sent to the instructor. The responsibility for work missed because of absence rests entirely upon the student.

Any student who must be absent from classes for longer than a week due to an emergency situation or extended illness may contact the Campus Life Office at (518) 292-1753 and a notice will be sent to the student’s instructor(s) indicating the extenuating circumstances.

Final Examinations

During the final examination period, students are not required to take more than two final examinations per day and may request a make-up time for any additional examination(s) scheduled, if desired. Students requesting a make-up examination must work together with all faculty involved, and the Dean, if necessary, to determine which examination will be rescheduled.

Special Academic Courses

Special Topics

Special topics courses may be offered in each discipline under the numbers 248, 348, or 448. Students should consult with the program coordinator or instructor offering the course to obtain a detailed description of that course.

Honors Courses

Each discipline may offer an honors course, seminar, or project as part of the Honors Program.

Mini Courses

Sage College of Albany occasionally offers .25 to 1-credit mini courses throughout the academic year. These mini courses are non-traditional experiences in liberal or professional learning and are presented in several formats – two or three days per week in a regularly scheduled class hour time slot or during one intensive weekend session.

Online Courses

Sage offers a number of courses online, which not only provides flexibility and convenience for students with busy schedules, but also provides an opportunity to explore new avenues of learning. Online courses are coordinated through the Sage Online program.

Reduced Seat Time Courses

Sage offers courses that are partially taught online, thus reducing the number of times students need to appear in
a classroom. Such classes are common in Summer and in Sage After Work programs to provide flexibility and convenience to students with heavy work and family obligations.

Summer and/or Accelerated Programs

Students who wish to accelerate their degree programs may register for summer classes. However, students planning to attend a summer session at another college should do so only after careful consultation with their academic advisors. Courses taken at other colleges may not apply toward a Sage degree unless written permission has been granted in advance by the Registrar. Transfer permission forms are available in the Office of Student Services.

Weekend Courses

Sage occasionally offers weekend courses that typically meet Friday nights and Saturdays and Sundays for two or more consecutive weekends.

Independent Work

Independent work may take the form of independent study, individual study (regular courses taken independently), or internships. Students must read the “Rules and Regulations of Independent Work,” available in the Office of Student Services, and complete a contract for independent study before enrolling. Generally, independent work is not available to Freshmen. No student will be awarded more than three credits for a standard course and four credits for a laboratory course taken as an independent or individual study. An Independent Work approval form, available in Student Services, must be signed consecutively by the faculty supervisor, the student's academic advisor, and the Dean of the College 30 days prior to the beginning of the semester in which the student is registering.

Independent Study

Independent study is defined as academic inquiry carried on outside the usual class/instructor setting. It is a unique course, not offered by the college, but created by a student in collaboration with a faculty member. The credit awarded is variable. To initiate independent study, a student must describe the rationale, objectives and methodology of the project, and a faculty member must agree to supervise the project. The method of evaluation for the project must be agreed upon and approved by the faculty member’s department chair and the Dean of the College. If the project is approved, the student works independently to complete it, meeting several times during the semester with the faculty supervisor for discussion and evaluation of the student’s progress.

An independent study in any of the laboratory sciences should be considered only if the student is exceptionally well prepared. Students are limited to one independent study at a time. Only the successful completion of the project will permit approval of an additional independent study.

Individual Study

A student may apply to take a regular course independently (designated as “Individual Study”) when a course is required for his or her program but will not be offered by the scheduled date of the student’s graduation. This request must be approved by the appropriate program coordinator. The student must explain why the course must be taken, and a qualified member of the faculty must agree to supervise the study and must explain what formal work the student must submit for evaluation (e.g., exams, papers, etc.).

Internships

An internship is defined as a credit-bearing work experience in the field, which fosters the development of applied skills and typically increases professional competence, links theory and practice, and offers opportunities for career exploration. Academic programs at Sage offer students a broad range of opportunities for off-campus internships and field experiences that connect classroom learning with practical experience related to their academic program of study. These resources enable students to explore and clarify academic and
career goals, develop new skills, and prepare for the changing workforce. Internships, clinical courses, cooperative education work experiences, community service, field placements, informational interviewing, and job shadowing placements are available in businesses, community agencies, schools, legislative and governmental offices, graphic and interior design firms, museums, and other organizations in areas of interest to Sage students.

Sage After Work students are **required** to complete an internship or an approved experiential-based learning opportunity.

Internships carrying academic credit must be planned with an advisor, and an internship contract must be completed and filed in the Office of Student Services. Credits awarded for an internship are measured by a student learning contract with the student's internship advisor according to program guidelines.

The Center for Academic Advising and Career Planning (Kahl Campus Center) has extensive listings of internship opportunities, job resources, an employer database, alumni career networks, links to job sites on the Internet, and access to local and national job banks. Career counselors are also available to help with career assessment, guidance, and placement.

**Contracts for Independent Work**

(Independent Study, Individual Study or Internships)

The terms and conditions for all independent work are set down in a contract, which requires the written agreement of the student, the field supervisor; the faculty advisor, department chairperson or program coordinator, and the Dean of the College. Contract forms are available in the Office of Student Services. The completed contract must be on file with the Registrar’s office before the student registers for the independent work.

**Credit Ceilings for Independent Work**

In general, no more than 15 credits of independent work, i.e. any combination of independent study, courses taken independently and/or internship, may be counted toward a baccalaureate degree. There are, however, two exceptions to this ceiling:

- Students who are enrolled in a dual major or who are taking a single major along with a formal minor or concentration in a different discipline may take up to 18 credits of independent work;
- Students who take a single internship worth 15 credits may take an additional 3 credit independent study.
- The ceiling for any such combination, which may be counted toward the degree, is 21 credits.

**Credit for Prior Learning**

Degree-seeking baccalaureate students at least 25 years of age may be eligible to receive credit for prior college-level learning achieved through such life experience as community service, employer or armed service-sponsored training, self education, relevant work experiences, or artistic development. The basis for granting credit is a portfolio of documentation prepared by the student under the guidance of a Sage experiential learning mentor. A maximum total of 30 undergraduate credits may be granted, with the following limits by category:

- **Academic Major** = 9 credits maximum
- **General Education** = 9 credits maximum
- **Electives** = 30 credits maximum
To be eligible for experiential learning credit, students must first have completed at least 3 credit hours with a grade of “C” or better, and be enrolled for an additional 3 credits. A student transferring more than 60 hours to Sage and entering the experiential learning program will be required to take a minimum of 45 hours in regular classroom work while at Sage. Consult the section on Tuition and Fees for corresponding charges.

For additional information on portfolio development and other experiential learning requirements, contact the Director of Academic Advising at (518) 292-1719, or the Director of Studies for Sage After Work at (518) 292-8636.

**Interdisciplinary Majors (Self-Designed)**

In addition to those majors offered in the regular college curriculum, students may design interdisciplinary majors to accommodate and define particular academic interests. Examples include majors that combine coursework in art and sociology, history and economics, or English and psychology. Many other combinations are possible. Students should first consult with their advisor and then write a proposal explaining their areas of interest and listing the courses that will enable them to achieve their objectives. This proposal must be approved by a faculty advisor or department chairperson in each discipline and by the Dean of the College. At least one-half of the credits of the proposed interdisciplinary major must be credits completed as a matriculated baccalaureate level student. (See also the description of the Interdisciplinary Studies Major on page 75.)

**Electives Classification**

I. **Humanities Electives**

All credit-bearing courses in humanities, communications (except COM 202 and 221), English, philosophy, and foreign language are classified as humanities courses. These are courses with the following prefixes: COM, EGL, HUM, and PHL. In addition, the following art history or art appreciation courses are classified as humanities:

- ART 205, 206, 207, 208, 209, 214, 332
- IND 104, 106
- PHG 205

II. **Math/Science Electives**

Math/Science electives include all credit-bearing courses in biology, chemistry, mathematics, physics and science. These courses have the following prefixes: BIO, CHM, MAT, PHY, and SCI. In addition, the following computer science courses are classified as Math/Science electives:

- CSI 101, 125, 126, 150, 213, 260, 312, 438.

III. **Science Electives**

Science electives include all biology, chemistry, physics, and science courses. These courses have the following prefixes: BIO, CHM, PHY, and SCI.

IV. **Social Science Electives**

Social Science electives include all economics, history, political science, and sociology courses except SCL 347. These courses have the following prefixes: ECO, HIS, PSC, PSY, and SCL. In addition, all criminal justice (CRM) courses are social science electives with the exception of CRM 352, 353, 356, and 349.

V. **Liberal Arts Electives**
Liberal Arts electives include all humanities, math-science, and social science electives. In addition, the following courses are classified as liberal arts:

- ART 201
- ASL 101, 102
- EDU 206
- ITD 101, 102, 123, 222

VI. Professional Electives

With the exception of those noted above, all courses with the following prefixes are classified as professional electives: ACC, ART, BUS, CSI, EDU, GDN, HRS, ILL, IND, LAW, PHG, PED, and CRM 349.

VII. General Electives

General electives include ALL credit bearing courses.

**Academic Adjustments for Students with Disabilities**

Academic requirements must be modified, on a case-by-case basis, to afford qualified handicapped students and applicants an equal education opportunity. Complete information on these policies and procedures for requesting these adjustments may be found on page 18.
CREDIT

Credits Among Schools at The Sage Colleges

Undergraduate credit at The Sage Colleges is applied equally to Sage College of Albany and Russell Sage College. Credit is not transferred between the Colleges. Undergraduate credit earned at any of The Sage Colleges is applied toward the completion of associate and baccalaureate degree requirements, the calculation of cumulative grade points, and the determination of eligibility for honors in the respective colleges.

Classification of Students

A student’s academic classification (class standing) is determined by the number of credits earned toward a bachelor’s degree. SAW students with fewer than 54 credits may need to complete prerequisites before enrolling in the bachelor's degree completion program.

<table>
<thead>
<tr>
<th>Standing</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Junior</td>
<td>54-86</td>
</tr>
<tr>
<td>Senior</td>
<td>87 or more</td>
</tr>
</tbody>
</table>

Substitution/Waiver Policy

In some cases, students may substitute or waive a course required for their degree program. The student must complete a Substitution/Waiver Form, have it signed by the department chairperson/program coordinator for the course that is being substituted, and return the form to the Office of Student Services. For example, substitution of a Math course requires the approval of the Math Department Chair. For general education requirements that are not department-specific (e.g., cross-cultural), the decision rests with the Dean of the College. This approval may be secured in writing or via e-mail from the Chairperson/Coordinator or Dean and MUST be attached to the Substitution/Waiver Form before it is returned to the Office of Student Services.

In lieu of the Substitution/Waiver Form, substitution/waivers may be done via e-mail, but MUST contain the following:

- Chairperson/program coordinator MUST be copied
- Student MUST be copied
- Required course
- Course being waived
- Course being substituted
- Whether or not the course is a transfer course and from what institution
- Reason/justification
- Statement indicating that “Copying the student indicates the student’s awareness of the substitution.”

Transfer of Credit from Other Institutions

Undergraduate students must complete at least half their major and at least 45 credit hours in residence at Sage or through the Hudson Mohawk Association. Students must satisfy general education as well as major requirements and must maintain satisfactory standards of scholarship to be eligible for graduation.

Generally, the Office of the Registrar evaluates credit earned at other accredited institutions soon after admission. To be eligible for credit consideration at The Sage Colleges, final transcripts from all post-secondary institutions (college, university, technical, proprietary school, etc.) previously attended must be received before
students have completed their first semester. For credit earned through traditional classroom work, evaluation is conducted on a course-by-course basis for all work in which grades of “C-” or above have been earned. Up to 9 credit hours may be awarded for courses that are not comparable to courses offered at The Sage Colleges.

**Transfer of Credit after Matriculation**

An undergraduate student who intends to transfer credit from another institution after matriculation at Sage must file with the Registrar a statement of approval for the course to be taken, signed by the major advisor. No credit will be transferred without prior approval, nor will credit transfer for coursework with a grade below a “C-”. Transfer credit forms are available in the Office of Student Services or the Office of Academic Advisement.

A maximum of 60 transfer credits from a 2-year college (or 75 from a combination of 2- and 4-year colleges) are applicable toward a baccalaureate degree at Sage College of Albany. A maximum of 30 transfer credits from any college are applicable toward an associate degree at SCA. Students in baccalaureate programs must complete at least 45 credits within Sage College to earn a Sage degree.

Before registering elsewhere to take a required course normally offered at Sage, the student must obtain consent of his or her academic advisor(s) and verification of course equivalence from the coordinator of the program in which the course would be offered at Sage. Students may petition the Dean of the College for a waiver of any part of this policy. Such a request requires the consent of the academic advisor(s) and verification of course equivalence, if any, from the coordinator of the program in which the course would be offered at Sage.

**Accredited Proprietary Schools**

Students who have achieved a minimum 2.5 cumulative grade point average (4.0 system) for work done at a proprietary school accredited by the Association of Independent Colleges and Schools can petition for transfer credit according to two-year college guidelines. Most credit awarded will be applicable to electives and general education requirements, with decisions on major field credit resting with the academic department.

**Non-Accredited Institutions**

Students transferring from non-accredited schools may petition for credit evaluation after they have attended Sage for two consecutive semesters and earned a minimum 2.0 cumulative grade point average (2.2 in the major field).

**Armed Services Training**

Training on military installations may lead to credit awarded on the basis of guidelines from the “Guide to Evaluation of Educational Experiences in the Armed Services.”

**Non-Collegiate Programs**

Credit may be available for courses sponsored by organizations which are recommended in the “Guide to Educational Programs in Non-Collegiate Organizations” of the State University of New York.

**College Credit by Examination**

Sage provides students with information on opportunities to obtain college credit in a variety of subjects through several testing programs. These include the College Level Examination Program (CLEP), Excelsior College Examinations (ECE), New York University Foreign Language Proficiency Testing Program (NYUFLP), and Defense Activity for Non-Traditional Education Support (DANTES). For more information, see below or contact the Office of Academic Advising and Career Planning on either campus (John

College Level Examination Program (CLEP)
Credit and/or placement is possible for qualifying scores from the College Level Examination Program. At Sage College of Albany, transfer credit is awarded for CLEP scores of 50 or higher. Normally, credit is awarded for acceptable scores in subject examinations and is applied to general education and elective requirements. For information about the CLEP program, visit [www.collegeboard.com](http://www.collegeboard.com), or contact the Registrar with questions. The following table specifies appropriate exams and credit available.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Course Equivalent</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature Analyzing and Interpreting Literature</td>
<td>50</td>
<td>Humanities general education credit</td>
<td>3</td>
</tr>
<tr>
<td>English Composition</td>
<td>50</td>
<td>ENG 154</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>Humanities general education credit</td>
<td>3</td>
</tr>
<tr>
<td>Algebra</td>
<td>50</td>
<td>MAT 112</td>
<td>3</td>
</tr>
<tr>
<td>Algebra/Trigonometry</td>
<td>50</td>
<td>MAT 113</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>BIO 104, BIO 105</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>CHM 111 &amp; CHM 112</td>
<td>8</td>
</tr>
<tr>
<td>Calculus with Elementary Functions</td>
<td>50</td>
<td>MAT 201</td>
<td>4</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>Quantitative Reasoning general education credit</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>Natural Science general education credit</td>
<td>6</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>FRE 101, FRE 102, FRE 201, FRE 202</td>
<td>12</td>
</tr>
<tr>
<td>French, Level 1</td>
<td>52</td>
<td>GER 101, GER 102, GER 201, GER 202</td>
<td>6</td>
</tr>
<tr>
<td>German, Level 1</td>
<td>50</td>
<td>SPA 101, SPA 102, SPA 201, SPA 202</td>
<td>6</td>
</tr>
<tr>
<td>Spanish, Level 1</td>
<td>52</td>
<td>POL 101</td>
<td>3</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>EDU 206</td>
<td>3</td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>50</td>
<td>HIS 105</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States I: Early Colonization to 1877</td>
<td>50</td>
<td>HIS 106</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States II: 1865 to the Present</td>
<td>50</td>
<td>PSY 202</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>ECO 201</td>
<td>3</td>
</tr>
<tr>
<td>Macroeconomics, Principles of</td>
<td>50</td>
<td>ECO 202</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics, Principles of</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Excelsior College Examinations (now ECE, formerly CPE)

Credits from this program, sponsored by Excelsior College, are available in the same manner as for CLEP. A maximum of 60 credits hours toward baccalaureate degrees and 30 toward associate degrees are aggregates for a combination of the two exams. Policies on ECE are as follows:

1. Up to 60 credits received through standardized examinations (CLEP, ECE, NYUFLP, and DANTES) may be applied toward a bachelor’s degree and up to 30 credits towards an associate degree. Distribution of the credits within the degree plan is determined by the academic advisor in consultation with the student.

2. Credit by examination does not count toward Sage's 45-credit graduation residency requirement.

3. Credit earned by examination at other accredited colleges and universities may be transferred through transcripts to Sage according to the above guidelines. However, scores must meet Sage's current minimum passing levels in order for the credit to be accepted.

4. All scores for credit by examination must be received by Sage one semester prior to graduation. Note that it takes several weeks for results to be sent from testing agencies, so students must complete all standardized testing well before the final semester.

5. Although students may take examinations prior to or after coming to Sage, the college will not accept the credit indicated until after admission as a degree student (matriculation). After matriculation, students should consult with their academic advisors before taking any standardized tests to determine the appropriateness of the credit in their degree programs.

Consult with the Office of Academic Advising for information on these examinations, including the fees charged and the exam code number for the Sage College the student is attending (required for DANTES, CLEP, and Excelsior exams).

New York University Foreign Language Proficiency Exams (NYUFLP)

Sage is able to administer more than 50 different foreign language exams to matriculated students. Students may select a 12-point version (up to 12 lower division credits) or a 16-point version (up to 12 lower and 4 upper division credits). For a complete list of test languages and registration information, contact the Office of Academic Advisement and Career Planning.

International Baccalaureate (IB)
International Baccalaureate diplomas will generally be treated as certificates for advanced placement and/or transfer credit, with final determination made by individual academic departments.
EVALUATION OF ACADEMIC WORK

Grading Policy

At the end of each term, the standing of a student in each of his/her courses is reported by the instructor to the Registrar and is entered on the student’s permanent record. Standing is expressed using a grading system with plus and minus designations, which is also used to determine quality points for calculating grade point averages. Sage uses the following grading system:

Undergraduate

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

I (grade) = Incomplete

A grade of Incomplete (“I”) may be awarded at the discretion of the faculty member if a student is unable to complete all the work for a course due to illness or a comparable emergency. In order for a grade of "I" to be granted, a student should have completed most of the work for the course in the opinion of the instructor. If an "I" is granted, the student has the right to complete the work by the date specified by the faculty member, not to exceed the end of the eighth week of the following semester. However, students who are pending an academic action of academic warning, academic review, or academic suspension must complete all work prior to the beginning of the next fall or spring semester. The student will not be allowed to re-register for the course (either for credit or audit) in a subsequent semester until the Incomplete is removed.

It is the responsibility of the student to be aware of her/his grades in all classes prior to requesting an Incomplete. Should she/he be at risk of being placed on probation or suspended, arranging for an Incomplete may result in an earlier deadline than anticipated. Faculty are not obliged to offer extensions under these circumstances.

Prior to requesting an Incomplete, the student and faculty member should write up and sign an agreement using the Incomplete/Extension Request Form, clearly identifying the specific reasons for the request, the work to be completed, and the deadline for the submission of the work. Upon completion of the work, the faculty member files a Grade Change Form with the Office of Student Services in order to convert the "I" grade to an appropriate letter grade. If the faculty member does not change the Incomplete grade by the end of the eighth week of the next semester (first Friday in November for spring and summer incompletes, last Friday in March for fall incompletes), the Registrar will replace the grade of "I" with the grade "F" unless the instructor has stipulated another grade to the Registrar's Office. Any agreed-upon extension of time to the deadline must be reported to the Office of Student Services via the timely submission of another Incomplete/Extension Request Form.

Z = Absent, No Credit
This grade may be given, at the discretion of the faculty member, in the following circumstances: (a) students who registered for a class and never attended but remained enrolled; (b) students who stopped attending prior to the due date for any graded work and neither withdrew nor dropped the course according to procedure; or (c) students whose work during the course received passing grades but who stopped attending, did not withdraw from the course, and did not make arrangements with the instructor for completion of the course. In this case, the instructor makes the judgment that not enough work has been submitted to assign a grade. The “Z” grade does not award credit and does not afford the opportunity to finish the incomplete work after the end of the term. Students must re-register and pay for the course and complete work in order to receive course credit.

**P = Passing**

Indicates that the student has passed the course. (See policy on Pass/Fail Grades, page 29)

**NP = Not Passing**

Indicates that the student took the course in an associate degree program on a Pass/Fail basis and did not pass.

**W = Withdrawal**

This grade can only be assigned by the Registrar’s Office, when a student officially withdraws from a class.

**RP = Research in Progress**

In designated courses such as theses, research projects, honors projects, and senior seminars and projects, incomplete work may be assigned a grade of “RP.” “RP” grades indicate that the initial expectation was that the work to be evaluated normally requires more than one semester. The “RP” grade may not be used in place of an incomplete (“I” grade) for any course which students are normally expected to complete within the original semester. Within one year from the time the “RP” grade is assigned, students must complete a course for which the “RP” grade was given. A student whose research requires longer than one year may request an extension of the “RP” for up to one additional year. The program coordinator may grant the request for an extension of the “RP” grade, depending on the degree of completion of the project. The extension will be granted only if there has been substantial progress. Failure to complete the work within the timeframe described above will result in the conversion of the grade from “RP” to “Z.”

**NC = No Credit**

In specially approved courses (such as HUM 112), students who made a good faith effort in the course, but failed to make satisfactory progress, may be assigned a grade of NC.

**Registrar's Notes**

(on the transcript but not grades)

**R** The "R" designation is limited to developmental non-credit courses. The student must re-register for the course to receive a grade other than an "R."

**MC** Indicates that the student has successfully met the competency in Mathematics and English language skills. (Associate degree only).

**Calculating Grade Point Average (GPA)**

To determine a student’s grade point average (GPA), Sage uses the following system of quality points:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
</tbody>
</table>
Thus a bachelor’s degree student with one “A-,” two “Bs,” one “C+,” and one “D+” would have the following grade point average:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The student completed five courses for 16 credits with a GPA of 2.68.

**Pass/Fail (P/F)**

The Pass/Fail (P/F) option should encourage students to select courses offered by departments outside their major area and requirements. The policies governing the use of the P/F option apply only to those courses that can be elected P/F. Courses offered only on a P/F basis are excluded from the limitations. Faculty do not know which student(s) elect a course P/F; they will record a letter grade and the Registrar will assign the appropriate grade. Grades above “F” are considered passing.

1) Students completing 120 credits at Sage may take four courses P/F; the number is proportionately lower for associate degree and transfer students.

2) These courses may not be major or minor requirements, required support courses in a major program, or HUM 112.

3) Election must be made at the time of registration, up to and including the last day to add or withdraw from a course.

4) When a student withdraws from a course elected P/F within the normal withdrawal period, it will not count toward the P/F maximum.

5) When registering for a P/F course, students may choose to have a letter grade recorded under certain specified conditions by filling out the appropriate section of the P/F form. The student must complete this section at the time of registration. Note: Courses taken for a letter grade under this option still count as courses...
taken P/F.

6) To be considered for Dean's List in a given regular term, a student must take a minimum of 12 credit hours on a letter-grade basis that term.

Audit

Students who wish to audit a course must have the instructor’s permission to do so and will be permitted to audit a course on a space-available basis, limited to not more than 10 percent of class enrollment. They are not required to submit credentials if they intend only to audit, but they must declare their request to audit a course at registration or no later than the end of the Add-Drop period. Auditors pay all fees and partial tuition (see Section on Tuition, Fees and Deposits on page 8 for tuition charges).

Repeat Course Policy

Students are permitted to retake any Sage course at the same College where they initially took the course. Credits and grade points for the first grade will be deleted from the cumulative record, while the grade itself will remain on the transcript and the repeat noted. The course information will be listed in the usual manner the second time it appears on the transcript. Generally, the course should be repeated the next time it is offered. However, it may be repeated any time prior to graduation. No matter which grade is higher, the most recent grade counts in calculating the cumulative grade point average.

In situations where a student has repeated a course previously taken for a letter grade at Sage, the grade replacement may not be used to remove the academic warning or term probation from the semester in which the course was previously taken.

Students may repeat NO MORE than TWO previously passed courses while enrolled in a program leading to an associate degree, and no more than THREE previously passed courses while enrolled in a program leading to a bachelor’s degree. There is no specific limit on the number of courses a student may repeat for a course in which they received an F, W or Z.

Students CANNOT repeat using the P/F option to replace a grade. However, a student who has failed a course using the P/F option may elect to retake the course for either a grade or a P/F option. The retaken P/F course counts as an additional use of the P/F option.

All course repeats MUST be taken at Sage. In the event that a student’s program of study is jeopardized due to the lack of course offerings at Sage, students may seek approval of the program coordinator/department chair to take the course elsewhere. The sequence of certain programs may not allow multiple retakes. Students should consult their advisor or program coordinator/department chair for further details. Students should seek approval of their advisor prior to pre-registration, as the sequence of their program may be affected by the need to retake a course.

Repetition of coursework for which credit has been granted may jeopardize financial aid eligibility. It is the student’s responsibility to understand his/her financial aid situation and the possible consequences of repeating courses. Students with questions regarding the impact of course repeats on financial aid should consult the Office of Student Services.
HONORS and GRADUATION

Dean’s List

Students who are matriculated in a Sage After Work degree or certificate program are eligible for the Dean’s List if they have completed at least four courses (12 credits) over one to three terms (including summer) in which a grade point average of 3.3 or above is achieved, with no grade below a “C” or of “Incomplete.” A student with an incomplete may petition the Dean’s Office for recognition after the incomplete is satisfied. The Dean's List will be published twice per year after the close of the fall and spring terms.

Honor Societies

Phi Kappa Phi National Honor Society

The 176th chapter of the Phi Kappa Phi National Honor Society was installed at Sage in 1975. Students in any major may be elected to the society in the spring term of the junior or senior year. To be eligible for election, juniors must rank in the upper 2 to 3 percent and seniors in the upper 10 percent of their class, with a cumulative average of 3.5 or better.

Alpha Sigma Lambda Honor Society

At Sage College of Albany, the Honor Society of Alpha Sigma Lambda, a national honor society for continuing education students, recognizes the special achievements of adults enrolled in Sage After Work who achieve academic excellence while adroitly balancing the competing interests of home, work, school, and community. The Society not only brings together outstanding students and faculty, but also offers each individual an exposure to interests other than his/her own. Through leadership born of effort, both scholastically and fraternally, Alpha Sigma Lambda inspires its candidates to give of their strengths to their fellow students and communities through their academic achievements.

Matriculated bachelor’s degree candidates who qualify may be invited to become members of Alpha Sigma Lambda. Members must rank in the highest 10 percent of those students and must satisfy the following requirements:

- Matriculation in a bachelor’s degree program in Sage After Work
- At least 24 credits in the Sage After Work program (with permission, some of these credits may be from the other Sage Colleges if taken after matriculating in Sage After Work
- At least 15 of these 30 credits must be from courses which are outside of the major field
- At least 15 semester hours of a student’s total hours should consist of credits in liberal arts and sciences, not including applied arts/science courses (accepted transfer courses may be used to meet the liberal arts/science requirements)
- Experiential learning credits are not graded and may not be used
- Attendance at SCA through the Sage After Work program for a minimum of four terms

Each spring, Sage After Work inducts new members of the Society from among selected outstanding students recommended by the Deans and the Faculty. For more information, contact the Office of Academic Advisement on the Albany campus at (518) 292-1794.

Academic Honors

Sage awards Latin, project and program honors to qualifying graduates.

Latin Honors

Bachelor’s Degrees
Students must have at least 45 credit hours at Sage above the 100-level and earn a GPA of at least 3.5 for all Sage credits. The baccalaureate degree is awarded as follows:

- **Cum Laude**: Sage GPA between 3.5 and 3.69
- **Magna Cum Laude**: Sage GPA of 3.7 to 3.89
- **Summa Cum Laude**: Sage GPA 3.9 or higher

**Program Honors**

Students who have attained a high degree of excellence in the work of their respective major subjects, and who have in addition satisfied the requirements prescribed by the department concerned, are awarded program honors. The GPA requirement for program honors is 3.5 based on all required courses for a major program, including support courses and transferred courses. Electives are excluded.

**Graduation**

The Sage Colleges confers degrees three times each year: in August, December and May. However, a Commencement ceremony is held only in May. Students become candidates for graduation upon the filing of a completed “Graduation Application” with the filing fee and submitted to the Office of Student Services. The filing deadlines are:

- February 1 for May degree conferral
- June 1 for August degree conferral
- October 1 for December degree conferral

For conferral of a degree in May, August or December, students must have met all degree requirements by the end of the semester or summer session preceding degree conferral date. Students enrolled in internships, externships, clinicals, student teaching, practica, or courses at another institution which are scheduled to end within one month after conferral date must supply the Office of Student Services with documentation of satisfactory progress (a letter from the instructor on the college’s letterhead indicating an average of C- or better) to be eligible for degree conferral and receipt of a final transcript.

**Participation in Commencement Exercises**

For participation in Commencement, students must meet the requirements for graduation by Commencement day, or be within two courses (including internships, externships, clinicals, student teaching or practica) of completing requirements and enrolled in the subsequent summer session(s) or semester at The Sage Colleges. Students with up to two courses worth of Incomplete and/or Research in Progress grades from the semester prior to Commencement day are normally eligible to participate in Commencement but are not eligible for degree conferral. The Dean of the College will consider petitions for exceptions to the above regulations, but they will be granted for only the most compelling reasons. The Dean will routinely report the reasons for any exceptions made to the Academic Standards Committee.
REGISTRATION

Declaration of Status

Students returning to college or attending for the first time who are uncertain of their major may take up to 9 credits without applying for admission to the College. To enroll for additional credits, students must either matriculate or indicate visiting-student status.

Visiting-Student Status (Non-Matriculation)

Visiting students are those who do not intend to earn a certificate or degree from Sage. They are not eligible for financial aid and are not assigned an advisor. Credits accumulated as a visiting student do not necessarily count toward a certificate or degree program.

Degree-Seeking Status (Matriculation)

A student with degree-seeking status (who is matriculated) may be eligible for financial aid, is able to plan a course of study that meets personal needs and interests, and will be assigned an advisor. Students who are uncertain of their major will be matriculated as undeclared majors and will be assigned advisors who specialize in academic counseling.

Semester Course Load

- Full-time status............... 12 or more credits per semester
- Part-time status.............. fewer than 12 credits per semester

Although all courses taken through Sage After Work are on a per-course basis, students with 12 or more credits per semester are eligible for financial aid. The usual load for most SAW students is two courses, or six credits.

Registration, Course Planning, and Catalog Year

To plan a curriculum or a year’s course of study, students should use the Catalog effective the year they entered the College or any subsequent Catalog. It is the student’s responsibility to use the appropriate Catalog to outline course requirements and to inform the Registrar, in writing, of any desired change in catalog year. The catalog year may only be advanced; it may not be reversed. Degrees from accredited programs, or degrees that qualify students for certification, may require that students follow requirements subsequent to those in effect when the student matriculated.

A degree audit (academic evaluation) will also assist Sage students with their curricular planning. A degree audit is a computer listing of course requirements for the degree program to which a student’s courses (completed, transferred, and in progress) are matched. Both the catalog year (see above) and the student’s major determine the requirements for graduation (see page 31) and the requirements listed on the degree audit. Students and academic advisors can easily identify the unfulfilled academic requirements as students progress through their program. Any student who believes that there is an error in his or her Academic Evaluation should bring it to the attention of the Registrar and resolve any discrepancies as early as possible.

As students plan their schedules, they must be sure that they meet the prerequisite requirements for each course. A student must have credit for or be enrolled in all prerequisites before enrolling in any course. A student may get permission to override a prerequisite only from the faculty member teaching the course or from the program head.
coordinator in the discipline where the course is offered.

Due to the rotation of some courses, a student should plan, during the first year and with an advisor, a two- or four-year sequence of courses that meets the requirements for the degrees or certificates sought. This plan should be updated each semester. This responsibility rests solely with the student.

The College reserves the right to add, change, or delete curricular offerings and/or to make curricular refinements.

**Student Responsibility**

The ultimate responsibility for fulfilling graduation requirements rests with the individual student. In consultation with the faculty advisor, each student reviews his/her academic program to make certain that requirements for the degree are being met satisfactorily. In addition to the requirements listed here, programs may have additional requirements. Each student is responsible for communicating with program advisors to insure that all prerequisite and required coursework and associated activities such as internships, theses and portfolios are identified, scheduled and completed.

**Change of Major, Minor or Advisor**

Students wishing to change their major or advisor should first meet with the assigned faculty advisor to discuss the advantages and disadvantages of such a change. To initiate a change of major, students must submit a completed “Change of Major Form” to the Office of Student Services (Administration Building). To change an academic advisor, students must submit a completed “Change of Student Academic Information Form” to the Academic Advising Office (Kahl Campus Center).

**Add - Drop - Withdraw from a Course**

- Students may not enter a course after the add/drop period.
- Courses which the student drops prior to the end of the first five days of classes will not be recorded on their academic record.
- Students who withdraw from a course after the add/drop period will receive a grade of “W” on their academic record for that course. To withdraw from a course, students must have the approval of the academic advisor and the course instructor.
- All withdrawals from courses must be initiated by the student through the Registrar’s Office.
- The last day to withdraw from a course is the last day of the 10th week of classes. The withdrawal process must be completed by or on this date in the Registrar’s Office.
- The withdrawal deadline for a one-credit mini-course is the end of the ninth class hour.
- Students who withdraw from a course must be aware that the withdrawal may affect their financial aid.

**Withdrawing from the College**

Students who wish to withdraw from the College should initiate the process by contacting the Campus Life Office (Kahl Campus Center). At this time, the official withdrawal form will be processed and students will participate in an exit interview. Students should follow this procedure whether they are withdrawing in order to transfer to another college or for other personal reasons, and whether the withdrawal is occurring during the semester or between semesters. Withdrawal from the College does not release students from financial obligations incurred during the period of their attendance.

**Leave of Absence**

Students who need to suspend their studies for a specific period of time, up to one academic year, may request a leave of absence by contacting the Campus Life Office (Kahl Campus Center). Leaves of absence are not granted automatically; the student should be prepared to state the reason(s) (e.g., medical, personal, financial)
for requesting the leave and complete the appropriate paperwork. The decision to grant a leave of absence is made by the Dean of Students in consultation with other administrators.

Financial adjustments or refunds, if applicable, are made according to the published schedule (see page 11). Students should also be aware that changing their status may affect their financial aid eligibility.

**Inactive Student Status**

Any matriculated Sage After Work student who has enrolled during one semester and who does not register for credit for two or more years will be placed on the College’s roster of inactive students, unless the student is granted a leave of absence or officially withdraws from the College. A student who has become inactive may seek readmission by contacting the Office of Admission. Inactive student status does not release the student from educational financial obligations.

**Reenrollment/Readmission**

Former matriculated students who have been away from Sage After Work for two or more years must contact the Office of Admission for a readmission/reenrollment application. If any post-secondary institutions (college, university, technical, proprietary school, etc.) were attended while the student was away from The Sage Colleges, official transcripts must be forwarded to the Student Services Office. Upon reenrolling, students are newly matriculated under the current catalog in effect in that year.

**Cross-Registration within The Sage Colleges**

Russell Sage and Sage College of Albany

As a general practice, students should plan their schedules within courses offered by Sage After Work. Occasionally, however, there may be courses offered at Russell Sage or Sage College of Albany (day) that a student wishes to take. To do so, the student must have the permission of their College’s Dean. That permission will be granted only when there is no way to meet the legitimate educational objectives through registration at their college. Sage After Work students taking a course at either Russell Sage College or Sage College of Albany will pay that college's credit-hour tuition rate. *(See also Credits Among The Sage Colleges, page 25)*

**Undergraduate Students and Graduate Courses**

Students may take advantage of policies that allow acceleration of programs offered at Sage Graduate School. Undergraduate students in good standing, with a GPA of 3.0 or better, may take graduate courses for undergraduate credit, with advisor approval and permission of the Dean of Sage Graduate School.

Undergraduate students who are seniors and who have a GPA of 3.0 or higher may take two graduate courses for graduate credit, with advisor approval and permission of the Dean of Sage Graduate School. These courses may satisfy undergraduate requirements, or if they are completed beyond the 120 credits required for the baccalaureate degree, may satisfy graduate requirements.

Undergraduate students hoping to enroll in graduate coursework should be aware of the restrictions on the policies that support acceleration. No undergraduate degree can be completed with fewer than 120 credits. The graduate degree must include a minimum of 30 credits beyond the 120 required for the baccalaureate degree. Students in undergraduate programs should seek advisement from their program advisor and from the advisor of the graduate program to ensure that the courses selected apply to the appropriate program.
Admission to Sage After Work

Sage College of Albany’s Sage After Work program welcomes men and women of all ages who have the maturity, determination, and intellectual curiosity to perform in an environment that supports working adults. Application deadlines are liberal and applications are reviewed on an individual basis. The academic programs are designed for students who wish to complete their baccalaureate degree and already have a substantial amount of college credit and/or life experience that is college credit equivalent.

Students are admitted to Sage After Work after an evaluation of the appropriateness and amount of transferable credit and work experiences. Generally, students are expected to have about 40 college credits (or equivalent) before acceptance into the program. Acceptance letters are processed on a rolling basis after the application for degree-seeking status and supporting materials are received and evaluated. Students may register for up to nine credits prior to applying for admission.

Contact Sage After Work:

Application materials and complete information regarding the available academic programs, procedures and timelines for those seeking admission as matriculated students are available from:

Sage After Work
Office of Admission
140 New Scotland Ave.
Albany, NY 12208
1-888-VERY-SAGE
(518) 292-8615
Fax: (518) 292-1912
sageafterwork@sage.edu
www.sage.edu/saw/admissions/

Students must submit:

- A completed Application for Admission with a non-refundable processing fee of $30.
- An official transcript from EACH post-secondary institution attended since high school.
- An official high school transcript or an official copy of a GED score (This requirement is waived if applicant already has an Associate or Bachelor’s degree).
- A copy of a valid nursing registration should be provided by applicants to the Nursing Program.

More Sage After Work Admission Information

- Transferring to Sage
- Credit for Prior Learning
- International Baccalaureate (IB)
- College Level Examination Program (CLEP)
- College Proficiency Examinations (CPE)
- Accredited Proprietary Schools
- Non-Accredited Institutions
- Armed Services Training
- Non-Collegiate Programs
- Immunization Requirements
- Former Students Seeking to Return to The Sage Colleges

Transferring to Sage

http://catalog.sage.edu/fullsaw.php
Sage is committed to help transfer students bring in a maximum number of credits and make the transfer process seamless. Sage has established transfer agreements with many area colleges. New schools and additional programs are always being added to the growing list of transfer articulation agreements. See the full list at: http://www.sage.edu/academics/transfer.php

For further information about transferring to Sage, contact Richard Naylor, Director of Articulation Programs at (518) 292-1752 or naylor@sage.edu.

Transfer Credit Policies

Generally, the Office of Student Services evaluates credit earned at other accredited institutions soon after admission. To be eligible for credit consideration at The Sage Colleges, final transcripts from all post-secondary institutions (college, university, technical, proprietary school, etc.) previously attended must be received before students have completed their first semester. For credit earned through traditional classroom work, evaluation is on a course-by-course equivalence basis for all work in which grades of “C-” or above have been earned. Up to 9 credit hours may be awarded for courses that are not comparable to courses offered at The Sage Colleges. Specific policies and credit limits regarding transfer work from all sources are as follows:

Undergraduate credit at The Sage Colleges is applied equally to Sage College of Albany and Russell Sage College. Credit is not transferred among the colleges. All undergraduate credit earned at The Sage Colleges is applied toward the completion of requirements for associate and baccalaureate degrees, the calculation of cumulative grade points, and the determination of eligibility for honors in the respective colleges.

Four-Year Colleges

A maximum of 75 credit hours is applicable toward the baccalaureate degrees at Russell Sage College and at Sage College of Albany. Students must complete a minimum of 45 additional hours while at the college.

Two-Year Colleges

A maximum of 60 credit hours is applicable toward baccalaureate degrees at Russell Sage College and Sage College of Albany.

Note: Where transfer students have credits from both two- and four-year institutions, no more than 75 total hours (maximum of 60 from the two-year level) can be applied to baccalaureate degrees. As a general program rule, a student who has achieved junior status will not receive transfer credit for work at the two-year college level.

Credit for Prior Learning

Baccalaureate students at least 25 years of age may be eligible to receive credit for a variety of prior college-level learning through such activities as community service, military or employer-sponsored training, work experiences, or self development. Students must complete one course from The Sage Colleges to participate in this option. Consult the Academic Information and Policies section of the catalog for information on Credit for Prior Learning.

International Baccalaureate (IB)

International Baccalaureate diplomas will generally be treated as certificates for advanced placement and/or transfer credit, with final determination made by the individual academic program.

College Level Examination Program (CLEP)

Credit and/or placement is possible for qualifying scores from the College Level Examination Program. At Sage College of Albany, up to 60 credit hours may be received for students entering Bachelor’s programs and 30 credit hours for Associate degree programs. Normally, credit is awarded for acceptable scores in subject
examinations and is applied to general education and elective requirements. (See page 13 for details)

**College Proficiency Examinations (CPE)**

Credits from this program, sponsored by Excelsior College, are available in the same manner as for CLEP. The maximum of 60 credits hours toward bachelor’s degrees and 30 toward associate degrees are aggregates for a combination Excelsior College Examinations and CLEP.

**Accredited Proprietary Schools**

Students who have achieved a minimum 2.5 cumulative grade point average (4.0 system) for work done at a proprietary school accredited by the Association of Independent Colleges and Schools can petition for transfer credit according to two-year college guidelines. Most credit awarded will be applicable to electives and general education requirements, with decisions on major field credit resting with the academic department.

**Non-Accredited Institutions**

Students transferring from non-accredited schools may petition for credit evaluation after they have attended Sage for two consecutive semesters and earned a minimum 2.0 cumulative grade point average (2.2 in the major field).

**Armed Services Training**

Training on military installations may lead to credit awarded on the basis of guidelines from the “Guide to Evaluation of Educational Experiences in the Armed Services.”

**Non-Collegiate Programs**

Credit may be available for courses sponsored by organizations which are recommended in “The Directory of The National Program on Non-collegiate Sponsored Instruction” of The University of the State of New York.

**Immunization Requirements**

New York State Public Health Law requires that individuals born after December 31, 1956, provide evidence of immunization against measles, mumps, and rubella. Compliance forms are provided with admission materials and must be submitted prior to class registration by each student enrolled for 6 credits or more in a semester.

Students in nursing and other health professional programs have additional requirements, which are available from the appropriate academic department.

**Students Moving Between The Sage Colleges**

Continuing students should contact the Office of Admission at the college they plan to attend. For Russell Sage College, call (518) 244-2217; Sage Graduate School, call (518) 244-6878; Sage College of Albany, call (518) 292-1730.

**Note:** Some academic programs have specific requirements for continuation of study. Information on any such requirements is available from the Office of Admission.

**Former Students Seeking to Return to The Sage Colleges**

Matriculated students who have been away from The Sage Colleges (leave of absence, withdrawal or suspension) should contact the Office of the Dean to confirm what return procedures and policies apply. A readmission application and interview may be required. If any post-secondary institutions (college, university, technical, proprietary school, etc.) were attended while away from The Sage Colleges, official transcripts should be forwarded to the Office of Admission.
FINANCIAL AID

To assist students and parents in meeting the costs of an education at Sage After Work, the Office of Financial Aid Services offers a variety of grant and loan programs. Most types of assistance are based on financial need, which is the difference between the cost of education and the estimated contribution of the student and family (Estimated Family Contribution or EFC). The EFC is determined through a measurement of family and/or student resources that is consistent for all applicants and is a reflection of the first principle of college financial aid – that the student and family have the primary responsibility for meeting college expenses.

Eligibility

Those seeking consideration for aid must be enrolled as degree- or certificate-seeking students on at least a half-time basis (6 credit hours per semester for undergraduates) to qualify for most financial aid programs. Eligibility for grants and loans requires United States citizenship or permanent resident status. It should also be noted that federal and state legislation frequently modifies requirements and eligibility standards for financial aid.

To qualify for financial aid as a full-time student, students must register at the beginning of the semester for all courses and must take at least 12 semester hours within a 15-week semester. In order to be considered for the federal Tuition Assistance Program (TAP), students must register before the beginning of the semester. To be considered full-time for financial aid purposes, students can choose to take a traditional course, an on-demand course, an intensive weekend course, and a half-semester short course, as long as they register for all twelve credits at the beginning of the semester.

Students are eligible for part-time aid if they enroll up for at least 6 credits within a 15-week semester. Students not seeking aid can enroll for any course up to the end of the drop/add period for that course. For more information, contact the Office of Financial Aid at (518) 292-8615.

Application Procedures

Because financial aid is awarded on an annual basis, these application procedures must be followed each year. While admission is not required to initiate an application for financial aid, new students will not receive confirmation of their status until the Office of Financial Aid Services is notified that the admission process has been completed.

- The Free Application for Federal Student Aid (FAFSA) should be completed as soon as possible after January 1, but no later than March 1, preceding the academic year for which assistance is requested. The form is available in high school guidance offices and from college financial aid offices. Students are requested to file the FAFSA on the internet at www.fafsa.ed.gov. Electronic filing is an accurate and faster means of filing for financial aid. Additionally, when filing electronically, New York State residents may file, at the same time, for TAP. (See below.)
- New York State residents should also complete the application for the Tuition Assistance Program (TAP). The New York State Higher Education Services Corporation will mail this form to a home address if students opt not to file electronically.
- When requested by the Office of Financial Aid Services, applicants, and their parent(s) when the applicant is dependent, must submit all pages of completed tax forms. A verification worksheet must be submitted when requested. Failure to complete the verification process prior to the start of the academic year may result in the loss of institutional grants.

Conditions of Financial Aid Awards

Terms and Conditions

- All aid is awarded on an annual basis and aid amounts are credited to student accounts for each semester’s charges.
• Refunds of any excess credit will be made approximately halfway through each term through the Office of Student Services. Since aid is awarded on the basis of annual financial information from students and college costs change yearly, the makeup of financial aid awards may vary depending on the changing circumstances. Outside sources of assistance – such as private scholarships and VESID (Vocational and Educational Services for Individuals with Disabilities) – must be reported to the Office of Financial Aid Services. It is possible that financial aid already awarded could be modified as a result. All awards of federal and state aid are tentative, pending approval and receipt of funds from the source. College costs on which financial aid eligibility is calculated include direct expenses such as tuition and, fees and indirect expenses such as books, supplies, personal and incidental expenses.

• Returning students are expected to file the FAFSA by May 1 preceding the academic year for which assistance is requested. Students filing later than May 1, may not be eligible for institutional grants previously awarded.

**Satisfactory Academic Progress for Institutional and Federal Awards**

Continued eligibility for most forms of financial aid requires students to achieve specific quality (grade averages) and quantity (credits earned) standards. Below are outlines of academic standards which must be met to comply with federal and institutional requirements. Academic progress is monitored by the Office of Financial Aid Services through established institutional guidelines.

**Baccalaureate Degree Students:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Grade Point Required</th>
<th>Credits To Be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.00</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>1.25</td>
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<td>2.00</td>
<td>109</td>
</tr>
<tr>
<td>12</td>
<td>2.00</td>
<td>122</td>
</tr>
</tbody>
</table>

Undergraduate full-time status equals 12 or more credits per semester. Federal or institutional aid recipients enrolled less than full-time are required to meet these standards on a basis proportional to their enrollment status. For transfer students, satisfactory academic progress will be measured by equating transfer credits accepted by Sage to the number of cumulative credits earned, as indicated on the above chart.

An incomplete grade in a course will count as an equivalent failing grade. When the incomplete grade is updated, satisfactory academic progress will be reevaluated. Courses from which a student has withdrawn will count as an equivalent failing grade. Non-credit remedial courses will not be included in any part of the satisfactory academic progress calculation.

Students failing to make satisfactory academic progress will lose eligibility for federal and institutional financial aid. They may appeal if they believe that special circumstances have affected their academic performance. The appeal must be in writing and submitted with appropriate documentation to the Director of Financial Aid.

A student may regain satisfactory academic progress by attending Sage for a semester without the benefit of
federal and institutional financial assistance and improving academic performance to meet progress guidelines.

**Satisfactory Academic Progress for New York State Aid**

To be eligible, and remain eligible, for the Tuition Assistance Program (TAP), students must:

- be a full-time (12 credits or more per semester) and matriculated student at each level of study, and
- maintain good academic standing by meeting program pursuit and satisfactory academic progress requirements as detailed below.

**Program Pursuit** is defined as:

- completion of at least 6 credits during each term of study in the first year for which an award is received; or
- completion of at least 9 credits during each term of study in the second year for which an award is received; or
- completion of at least 12 credits during each subsequent term for which an award is received.

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>A student must have accrued at least this many credits</th>
<th>With at least this grade point average</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
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<tr>
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<tr>
<td>Seventh</td>
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<tr>
<td>Eighth</td>
<td>75</td>
<td>2.00</td>
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</table>

**Major Sources of Financial Aid for Sage After Work Students**

**Federal Programs**

**Federal Pell Grants** Up to $4050 per academic year, with prorated lower amounts for less than full-time enrollment status. These awards are completely need-based and available only to undergraduates who have not previously earned a baccalaureate degree.

**Federal Subsidized Stafford Loans** Available through lenders such as banks and other lending institutions. For undergraduate students, these loans range from $2,625 to $5,500 annually, based on the student’s class level. Insurance and origination fees of approximately 3 percent are removed from the gross amount before disbursement. For students demonstrating financial need, the loan is subsidized, with interest paid by the U.S. Department of Education during school enrollment. The interest rate is variable but cannot exceed 8.25 percent.

**Federal Unsubsidized Stafford Loans** Available to students who do not demonstrate need or to independent students who are eligible for an additional Federal Unsubsidized Stafford Loan. The loans are available through lenders such as banks and other lending institutions. Eligible independent undergraduate students may borrow either $4,000 or $5,000, depending upon their class level. Interest must be paid by the student during school enrollment.

**Federal Plus Loans** Available to parents of dependent students, with the maximum amount available calculated as the cost of education less any financial aid received. These loans are not need-based and interest is paid from the time the loan is disbursed. The interest rate is variable but will not exceed 9 percent.

**Alternative Loan Programs** are offered through lenders to assist students with the cost of education. The
yearly limit on an alternative loan is equal to the cost of education minus available financial aid. To receive an alternative loan, students will, more than likely, need to be creditworthy. The lender may also require a cosigner. Information on this option is available through the Office of Financial Aid Services.

Veterans’ Administration Benefits Available to those with at least 180 days of continuous active duty between 1955 and 1976. Assistance is in the form of monthly stipends and is dependent on enrollment status. Details can be secured from the Office of the Registrar.

Ombudsman When reasonable efforts through other channels have not resolved a dispute or problem regarding federal education loans, students can contact the Student Financial Assistance Ombudsman. The U.S. Department of Education’s Ombudsman office can propose solutions that may help students and other parties come to a final agreement, although an ombudsman can’t reverse a decision or take sides. Reach the Ombudsman at:

1-877-557-2575
www.ombudsman.ed.gov
Office of Ombudsman
Student Financial Assistance
Room 3012, ROB #3
7th & D Streets, SW
Washington, D.C. 20202

State Programs

Tuition Assistance Program (TAP) Up to $5,000 per year for undergraduate full-time students who have been New York State residents for at least one year. TAP awards are based on the net taxable income of the family and are renewable for four years of baccalaureate study. Students in the Higher Education Opportunity Program or in approved five-year curricula may receive TAP awards for one additional year.

Aid for Part-Time Students (APTS) applications for this New York State grant are available to students carrying from 3 to 11 credit hours per semester and who are able to demonstrate need for assistance. To be eligible, individuals must be matriculated in a degree-granting program. Acceptance of an APTS award will reduce lifetime TAP eligibility.

Miscellaneous In addition to the above, New York State administers assistance programs for children of deceased or disabled veterans, deceased corrections officers, and deceased firefighters. Direct grants are available to Vietnam-era veterans.

Native Americans may be eligible for assistance for undergraduate study from both New York and federal sources.

New York State also provides grants and scholarships to students who concentrate in specific fields of study – including education, nursing, physical therapy, and occupational therapy.

Although separate application procedures are required for state-sponsored aid programs, information and guidance can be secured from the Office of Financial Aid Services.

Institutional Programs

The following scholarships are open to Sage After Work students meeting the specified criteria:

Corporate Connections Scholarship: To receive this scholarship students must be in their last year of study, have a minimum cumulative grade point average of 3.00, and reside in one of the following counties: Albany, Columbia, Montgomery, Rensselaer, Saratoga, Schenectady or Schoharie.
Daniel A. Cowan Endowed Scholarship: To qualify for this scholarship, students must be entrepreneurs who own their own business and are paying for their own education.

Mary Frances Burke Memorial Endowed Scholarship: To qualify for this scholarship the student must be a returning woman enrolled at Sage After Work who began her baccalaureate program after age 25.

Please refer questions on these scholarships to the Office of Financial Aid Services at (518) 292-1783.
General Education

Sage College of Albany’s tailored pathways to learning incorporate General Education requirements into the curriculum in a seamless way. In associate degree programs, the General Education requirements are tailored to and built into each degree program’s curricular requirements. Bachelor’s degree programs are all built upon a common foundation called the LIFE (Liberal and Interdisciplinary Foundation for Excellence) Curriculum. General Education components for both associate and bachelor’s degree programs are described in more detail below.

Associate Degree Program Competencies

Sage College of Albany is committed to providing opportunities for academic success. The assessment of English language and mathematics is the first step toward promoting this academic success. The results of the assessment program are used to help determine appropriate academic challenges for each student; the goal is to help each student achieve basic proficiency in the vital English language and mathematics competencies which are necessary for collegiate success.

Entering students who do not initially demonstrate competency in English language skills and mathematics are provided assistance that may include skill development labs, tutoring, and self-paced learning. The initial assessment of English language skills is based upon the student’s prior academic record. Assessment for mathematics takes place at assessment sessions at new student orientation and in the Academic Advising Office during the academic year. Students will receive academic skill assessment results and will be advised if their skills are deficient.

English Language Competency

Sage is committed to helping each student develop effective communications skills. The English language skills competency helps ensure that each student achieves proficiency in the integrated skills of reading and writing. Due to the importance of language skills for academic success, students who have not met the English language skills competency when they enter an associates degree program must register for HUM 111- Humanities Seminar I: Language and Self, the first credit-bearing course in a three-course sequence of intensive portfolio-based, seminar-style learning experiences which emphasize critical reading and writing as interconnected activities. By earning a final grade of “C-” or better in Humanities Seminar I, students will meet the English language skill competency and will then be able to enroll in Humanities Seminar II: Language and Community, which is required for graduation.

Academic Evaluation

The English language skill competency may be met in three ways:

- The English language skills competency can be met based upon an evaluation of an entering student’s prior academic record. This evaluation is an automatic part of the admissions process.
- Initial Humanities Seminar I Reading and Writing Sample: the English language skills competency can be met by receiving a “1” or “2” on the reading/writing sample that each student is asked to provide at the beginning of every Humanities Seminar I course. For most students, this in-class reading/writing sample will probably confirm Humanities Seminar I as the appropriate course placement. Students who receive a “2” will be allowed to register for HUM 112 Humanities Seminar II: Language and Community. Students who achieve a “1” may register for HUM 112 Humanities Seminar II: Language and Community; or HUM 113 Humanities Seminar III: Language and Human Experience; or an English literature course. (These will be substituted for HUM 112 in their degree requirements).
- Transfer students can meet the English language skills competency with one of the following options:
  - English Composition (or equivalent) and a literature course;
  - English Composition (or equivalent) and a philosophy course; or
  - A two semester combined writing/literature course.

Note: Transfer credit for English Composition alone does not fulfill the English language skill competency.
Transfer students should consult the office of admissions for additional information.

Note: Normally students will demonstrate English language skills competency either before matriculating or at the end of their first or second semester. Students who have not met the English language skill competency by the time they matriculate must enroll in a Humanities Seminar I until they have met this competency. Students must meet the language skills competency prior to taking HUM 112 Humanities Seminar II, which is a graduation requirement for all students.

**Mathematics Competency**

Upon enrolling in the College, all new students seeking an associate degree will have their academic transcripts evaluated for basic mathematics competency. The Basic Math Competency is a requirement for graduation and can be met by one of the following ways:

- Students have completed two years of New York State Regents mathematics courses and received a final grade average of 70 or better.
- Students received a score of 500 or greater on the math section of the SAT exam
- Students received a score of 19 or higher on the math ACT exam
- Students provide official and updated documentation regarding a mathematics learning disability
- Students may study and take the Arithmetic Skills Test and attain a score of 70%

If a student does not meet the Basic Mathematics Competency based on the criteria outlined above, they will not be able to enroll in a mathematics course at Sage. All students must achieve Basic Mathematics Competency before the completion of 30 credits. Students may choose to meet the Basic Math Competency by completing one of the following:

- Study and prepare to retake the Arithmetic Skills Test and attain the 70th percentile (one retake allowed)
- Transfer in and a Basic math course from another accredited college*

*Note: Coursework at this level is a prerequisite to college level work in math and does not result in credit toward a Sage degree.

All students seeking a bachelor’s degree must demonstrate mathematics competency by passing a college level mathematics course, MAT 110 or higher, or ECO 215. Students with a documented learning disability in mathematics, must meet this mathematics requirement for the bachelor’s degree.

For more information regarding mathematics competency, requirements, and/or math course placement contact the Mathematics and Computing Sciences Department at 292-1908 or the Academic Advising Office at 292-1719.

**Bachelor’s Degree General Education: The LIFE Curriculum**

The Liberal and Interdisciplinary Foundation for Excellence, or LIFE curriculum, is the foundation of general education in Sage College of Albany’s bachelor’s degree programs. SCA is committed to the belief that all graduates should possess the skills and breadth of knowledge and the experiences necessary for lifelong learning in a changing world. The LIFE curriculum provides students with the foundation in the liberal arts and sciences to broaden their perspective of a discipline while helping them to make interdisciplinary associations and to appreciate the link between theoretical knowledge and its application.

The LIFE curriculum at SCA is integrated over the four years of study to so that students will:

- select a foundation in the humanities, social sciences, and natural sciences that will support the commitment to lifelong learning;
- broaden their perspective of different disciplines by being introduced to alternative ways of learning, knowing, and perceiving;
explore the connection between theoretical knowledge and the application of knowledge.

develop reasoning abilities, writing, reading, and computational abilities, and the abilities to apply, analyze, and evaluate information within an interdisciplinary context.

develop cultural, historical, and human diversity perspectives and effective citizenship.

In support of these learning outcomes, LIFE includes:

- A broad selection of liberal arts and science courses
- Interdisciplinary course experiences
- Applied competencies within the major
- Experiential-based learning opportunities
- A Capstone or Senior Seminar

**LIFE Curriculum Requirements**

<table>
<thead>
<tr>
<th>Liberal Arts and Science Knowledge</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Science</td>
<td>6-8</td>
</tr>
</tbody>
</table>

HUM 112 - Humanities Seminar II:
- Language and Community: 3 credits

Topics in Mathematics (MAT 110 or higher): 3 credits

Technology Competency: 0-3 credits

ITD 3XX – LIFE Interdisciplinary Seminar: 3 credits

Applied Advanced Competencies in the major

Experiential-Based Learning Opportunities in the major

Capstone Seminar in the major

Total LIFE Credits (outside the major): 27–32 credits

See classification of courses.

**Liberal Arts and Science Knowledge**

Most general education curricula include a broad choice of liberal arts and science courses and the SCA LIFE requirement is no exception. According to the New York State Department of Education, liberal arts and science courses are “those courses that are either of a general and/or theoretical nature that are designed to develop judgment and understanding about man’s relationship to the social, cultural, and natural facets of his total environment.” SCA students complete a minimum of six credits within each of the categories of Humanities, Social Science, and Science (as identified in the college catalog). Through advisement, students select courses within these categories to develop their knowledge of the liberal arts outside their major.

In addition, specific course requirements further support a strong foundation in the liberal arts and sciences:

**Humanities Seminar II: ‘Language and the Community’**

This course emphasizes critical reading, writing, and thinking. Using the general topic “Language and the
Community,” students consider the ways in which language both reflects and shapes life and thought within perceived communities. Students will compile a portfolio of their written work in the course for a final assessment.

**Topics in Mathematics**

This course is designed to give students not majoring in mathematics, science or technology an appreciation of mathematics and its use in problem solving. Students whose major requires a higher level of mathematics will fulfill their math requirement as part of their major.

**Technology Competency**

This is required to ensure that all students have basic technological skills. Students must demonstrate the “basic technological skills” early in their academic program so that they may “apply” those “competencies” in their major. The student should be able to:

- operate a microcomputer in a windows environment;
- organize and manage different types of computer files in an electronic storage device;
- prepare a document with a word-processor;
- use an spreadsheet to solve arithmetic problems;
- both store information and retrieve information from a database;
- prepare an electronic presentation;
- read and send email and handle email attachments;
- find and retrieve information from the internet.

Students may demonstrate these competencies in several ways:

- by achieving a grade of 70 percent on the Computer Literacy Assessment exam prepared by the Department of Mathematics and Computer Science. (This exam is based on skill in the use of MS Office, which is the standard office support system selected for The Sage Colleges.)
- by successful completion of CSI 101 Computer Literacy, CSI 150 Advanced Computer Literacy, BUS 290 Software Applications in Business, or LAW 215 Law Office Technologies (or their transfer equivalent) by successful completion of other courses approved by SCA- Curriculum Committee.

**LIFE Interdisciplinary Seminars—Junior/Senior Level**

A unique characteristic of SCA is the pathways model. Through this model, students have the opportunity to explore a major in a single discipline or an integration of multiple disciplines as they move from associate to bachelor’s degrees. In support of this pathway philosophy, students complete an interdisciplinary seminar as part of their LIFE curriculum. The purpose of interdisciplinary seminars is to develop within students the ability to view the same subject from multiple yet related perspectives. Interdisciplinary seminars will follow a thematic approach that focuses on cultural, historical, and human diversity perspectives and effective citizenship. Interdisciplinary seminars are open to juniors and seniors and are often team-taught by faculty from different disciplines.

**Applied Advanced Competencies within the Major**

All SCA students are prepared with basic competencies in critical reading, writing, and thinking, mathematics, and technology as part of their liberal arts and science foundation. In addition, students will have the opportunity to apply this knowledge in courses related to their major. Courses and activities that fulfill this part of the LIFE curriculum will be identified by each of the programs.

**Experiential-Based Learning Opportunities—Junior/Senior Level**

Experiential-based learning opportunities are developed as an integral part of each major in collaboration with
the Career Services Office and through community partnerships. An important feature of this LIFE requirement is the students’ exposure to learning beyond the college classroom. Experiential-based learning opportunities may include a combination of job shadowing, internship, externships, community service projects, and other learning opportunities that match student readiness and facilitate outcome attainment. Experiential-based learning is self-directed learning that when accompanied by individualized advisement promotes higher-level achievement. Students must complete at least one approved experiential-based learning opportunity as part of their major prior to earning their bachelor’s degree. Students may also be expected to complete an experiential-based learning opportunity as part of their associate degree requirements.

Waiver of the Experiential-Based Learning Requirement

Students who have worked 18+ months within the past five years in the field of their major may seek a waiver of the experiential learning requirement. Upon approval, the Program Director/Coordinator will sign a course waiver form and submit it to the Registrar’s Office as documentation indicating the student has met the LIFE requirement for Experiential Learning.

Note: Students who want credit for work experience must apply for credit through the credit for prior learning program.

With assistance from the Career Planning Office, students must submit their request for a waiver to the Program Director/Coordinator prior to completing 102 credits. The waiver request must contain a letter of employment verification, job description, current resume, and five year career plan, including a two- to three-page statement that identifies how their current studies will help them meet their career goals.

Capstone Course or Senior Seminar

A capstone course or senior seminar will represent the culminating experience of the major. Each program will be responsible for identifying the course and its purpose in order to achieve this LIFE requirement for all SCA students.
TUITION and FEES

The deposits, tuition, room, board and fees noted in the following sections are in effect for the 2005-2006 academic year and are subject to change without prior notice by The Sage Colleges’ Board of Trustees. All policy statements and other information detailed in the following sections reflect information current at the time of this publication.

Payments

All payments for tuition, room, board and fees are due in full by the following dates. Students that register beyond these payment deadlines are expected to pay in full at the time of registration.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Payment Due Date</th>
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</thead>
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<tr>
<td>Fall 2005</td>
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<tr>
<td>Spring 2006</td>
<td>Dec. 30, 2005</td>
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</table>

Payments may be made at the Office of Student Services, which accepts cash, MasterCard, Visa, and money orders or checks payable to The Sage Colleges.

All student balances must be paid in full unless the student has been awarded financial aid sufficient to cover the outstanding balance or is enrolled in one of the College's payment plans. Students will be permitted to attend classes and use College facilities only after they have settled their financial obligations to the College. Please note that any subsequent modification to an expected amount of financial aid or student loan remains the full responsibility of the student and must be paid in full by the student.

In addition to following application and verification procedures for financial aid, the student’s eligibility must be confirmed and the student must accept offered awards in writing before those amounts can be applied as payment against tuition and fees. In particular, note that loan programs require an extended period of processing before the loan amount is available for credit to the student’s account.

Student’s who fail to pay their liability may be removed from registration and prohibited from attending classes. In addition, an unpaid financial obligation to the College will result in the withholding of the student's grades, transcript of credits, diploma and official reports and make the student ineligible for future financial aid awards, pre-registration and resident room selections.

Employer Reimbursement

For students who receive full or partial reimbursement from employers, the Office of Student Services has established procedures that comply with both College and employer requirements. Authorizations from the agency or employer must be presented at the time of registration.

Deferred Payment Plans

The Sage Colleges offers a variety of low-cost payment options that allow parents and students to spread the cost of attendance over time concurrent with the period of enrollment. For additional information regarding these payment plans, contact the Office of Student Services at 518-244-2201 (Troy) or 518-292-1781 (Albany).

Deposits

New and returning students, both full- and part-time, must submit a $50 deposit at the time of registration, refundable until the first day of class. This deposit is credited against the student's tuition, room, board, and fees.

Health Insurance
All full-time students must maintain health insurance coverage for all semesters in which they are enrolled. Full-time students may purchase health insurance through The Sage Colleges and may request information on this plan through the Office of Student Services at 518-244-2201 (Troy) or 518-292-1781 (Albany).

**Senior Citizen Tuition Discount**

Senior citizens (65 and older), on a space-available basis, may audit a course in any of The Sage Colleges without a tuition charge. However, all applicable College fees still apply and are charged accordingly.

**Tuition**

Tuition charges are not refundable; adjustments for withdrawals and other circumstances can be found on page 80. All students enrolled in Sage After Work degree completion programs pay tuition per credit hour according to the course for which they enroll (refer to the appropriate catalog for tuition rate and fees, Sage College of Albany, Russell Sage College or Sage Graduate School). During Summer Sessions all students pay tuition per credit hour according to the level (undergraduate or graduate) and discipline of the course. Summer tuition rates are $368 per credit hour for non-nursing and O.T. classes and $490 per credit hour (including summer clinicals) for nursing and O.T. classes.

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Per Credit</th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time and Part-Time</td>
<td>$ 368</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing and OT majors</td>
<td>$ 490</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audited courses</td>
<td>$ 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship</td>
<td>$ 368</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independent Study</td>
<td>$ 368</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program and Activity Based Fees**

The following program based fees are not refundable or subject to adjustment after the first day of classes. These fees are charged accordingly and in addition to the previously stated tuition, room, and board charges.

- Applied Art Fee (per credit) $ 25
- Applied Music Fee (per course) $ 525

The following activity based fees are not refundable or subject to adjustment.

- Credit for Prior Learning – Assessment Fee $ 150
- Credit for Prior Learning – per credit charge* $ 100
- Application Fee $ 30
- Late Payment Fee $ 50
- Transcript Requests $ 5
- Placement Service File $ 5
- Diploma $ 35
- Vehicle Registration (Before 12/31) $ 30
- Vehicle Registration (After 1/1 and Before 4/30) $ 20
- Vehicle Registration (After 5/1) $ 10
- Returned Check Fee $ 25

*up to a maximum of $1000 for 10 or more credits.

**Adjustments for Tuition, Room and Board Charges**

A student who notifies the College of his or her withdrawal or leave of absence in writing, and in accordance with the College's withdrawal policy, is eligible for an adjustment to tuition, room, and board charges in accordance with the following schedules. Non-attendance does not constitute a withdrawal from a class or the
Please note that students receiving Federal (Title IV) financial aid may be required to return a portion of their aid to the granting agency if they separate from The Sage Colleges prior to the end of a semester. It is important to recognize that any adjustment for tuition, room or board charges may be less than the amount of aid that must be returned and, therefore, may create a liability to the College that must be paid by the student.

The date of official academic withdrawal, as recorded by the Registrar's Office, is the basis of all adjustments for tuition, room, and board charges. It is, therefore, important that the student adhere to the following processes to ensure that the correct adjustment is applied to their account.

To withdraw from a class

To withdraw from a class, the student must complete the necessary forms and submit them to the Office of Student Services (necessary forms are available from Student Services).

To withdraw from the college or request a leave of absence

To withdraw from the College or to request a leave of absence, all resident and non-resident students must complete the necessary forms and submit them to the Office of Campus Life. Students required to withdraw from a class or the College for disciplinary reasons are not entitled to any adjustment to tuition or room charges.

**Tuition Adjustment Schedule**

**For Classes That Meet Regularly Throughout a Semester**

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start of the second week of classes</td>
<td>100 %</td>
</tr>
<tr>
<td>Prior to the start of the third week of classes</td>
<td>75 %</td>
</tr>
<tr>
<td>Prior to the start of the fourth week of classes</td>
<td>50 %</td>
</tr>
<tr>
<td>Prior to the start of the fifth week of classes</td>
<td>35 %</td>
</tr>
<tr>
<td>Prior to the start of the sixth week of classes</td>
<td>25 %</td>
</tr>
<tr>
<td>After the start of the sixth week of classes</td>
<td>0 %</td>
</tr>
</tbody>
</table>

No adjustments will be made after the start of the sixth week of class.

**Tuition Adjustment Schedule For All Other Classes, Including Summer Session Classes or Those That Do Not Meet Regularly Throughout a Semester**

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the start of the fourth class hour</td>
<td>100 %</td>
</tr>
<tr>
<td>Prior to the start of the seventh class hour</td>
<td>75 %</td>
</tr>
<tr>
<td>Prior to the start of the tenth class hour</td>
<td>50 %</td>
</tr>
<tr>
<td>Prior to the start of the thirteenth class hour</td>
<td>35 %</td>
</tr>
<tr>
<td>Prior to the start of the sixteenth class hour</td>
<td>25 %</td>
</tr>
<tr>
<td>After the start of the sixteenth class hour</td>
<td>0 %</td>
</tr>
</tbody>
</table>
ACCOUNTING
BACHELOR of SCIENCE in ACCOUNTING

Accounting is an essential function in any well-managed organization. From small non-profits to government agencies and large multinational corporations, managing and accounting for financial resources requires professionals with a solid foundation in accounting principles. This degree prepares a student for a career as a professional accountant, budget analyst, auditor, fiscal analyst or comptroller in the private or public sectors.

The Bachelor of Science degree in Accounting in Sage After Work is a completer program. Students who enter this program have already done some college-level work and are prepared to pursue a Bachelor’s degree. Required introductory level courses will normally have been completed and transferred in. When that is not the case a Sage academic advisor will describe convenient alternatives for completing these courses. This innovative program provides students with flexible and convenient modes of delivery designed to meet the needs of working adults.

Students have the option of carrying a full course load and moving through the program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

When students complete the accounting curriculum, they will qualify for admission to the Certified Public Accountant National Exam. The accounting curriculum is registered with the Division of Professional Education of the New York State Education Department.

### Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Financial Accounting *</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Managerial Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 203</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 204</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 205</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 207</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACC 210</td>
<td>Individual Taxation</td>
<td>3</td>
</tr>
<tr>
<td>ACC 301</td>
<td>Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 401</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Two electives</strong></td>
<td></td>
</tr>
<tr>
<td>ACC</td>
<td>Choose from: ACC 209 Performance Auditing; ACC 303 Govt. &amp; Nonprofit Acct.; ACC 327 Internship; ACC 405 Corporate &amp; Partnership Taxation</td>
<td>6</td>
</tr>
</tbody>
</table>

### Business and Economics Support Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 212</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 213</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 325</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 215</td>
<td>Statistics for Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>ECO 304</td>
<td>Financial Markets and Institutions</td>
<td>3</td>
</tr>
<tr>
<td>ECO-BUS</td>
<td>Two electives</td>
<td>6</td>
</tr>
</tbody>
</table>

*These introductory courses are not normally offered, except in the Summer.
## CORE COURSES OFFERED

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Accounting I</td>
<td>Intermediate Accounting II</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>Advanced Accounting</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>Auditing</td>
<td>Accounting Information Systems</td>
<td>Accounting Elective</td>
</tr>
<tr>
<td>Individual Taxation</td>
<td>Accounting Elective</td>
<td></td>
</tr>
<tr>
<td>Financial Management I</td>
<td>Financial Markets and Institutions</td>
<td></td>
</tr>
<tr>
<td>Statistics for Decision</td>
<td>Business Law II</td>
<td></td>
</tr>
<tr>
<td>Making</td>
<td>Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>Business Law I</td>
<td>Accounting Elective</td>
<td></td>
</tr>
<tr>
<td>Microeconomics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

http://catalog.sage.edu/fullsaw.php
BUSINESS ADMINISTRATION
BACHELOR of SCIENCE in BUSINESS ADMINISTRATION
and
BACHELOR of BUSINESS ADMINISTRATION

Both the B.S. and B.B.A. in Business Administration in Sage After Work are completer programs. Students who enter either program have already done some college-level work and are prepared to pursue a Bachelor’s degree. Required introductory level courses will normally have been completed and transferred in, but when that is not the case a Sage academic advisor will describe alternatives for completing these courses. This innovative program provides students with flexible and convenient modes of delivery designed to meet the needs of working adults.

Students may choose the degree program that best fits their needs and accommodates the coursework they bring in. Both programs provide the knowledge base and the skills necessary for successful business practice and for a career in management. They also provide the foundation needed for entry into an MBA program as well as an accelerated track option that will benefit students who continue into the Sage Graduate School’s own MBA program.

Students have the choice of carrying a full course load and moving through the business program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>45</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101 * Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102 * Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 204 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Two of the Following:</td>
<td>6</td>
</tr>
<tr>
<td>BUS 208 Mathematics for Management</td>
<td></td>
</tr>
<tr>
<td>BUS 209 Mathematics for Finance</td>
<td></td>
</tr>
<tr>
<td>MAT 112 College Algebra</td>
<td></td>
</tr>
<tr>
<td>MAT 113 Precalculus</td>
<td></td>
</tr>
<tr>
<td>MAT 201 Calculus</td>
<td></td>
</tr>
<tr>
<td>BUS 212 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 290 Software Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 308 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 325 Financial Management I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 350 Business Research, or</td>
<td>3</td>
</tr>
</tbody>
</table>
For the B.B.A. and B.S. degree, select 8 courses from the following areas: Economics, Accounting, Law and Business… 24

*These required introductory courses may not be offered during the fall and spring semesters in Sage’s evening program, but they are available in the Sage College of Albany day and summer programs, and from a selection of other convenient sources and in a variety of modes of delivery. If you need any of these courses, your Sage College academic advisor will help you find the best alternative. Your advisor will also help you determine if you qualify for prior learning (life experience) credit.

## CORE COURSES OFFERED

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Law I</td>
<td>Math For Finance</td>
<td>Financial</td>
</tr>
<tr>
<td>Financial Management I</td>
<td>Software Applications</td>
<td>Accounting</td>
</tr>
<tr>
<td>Software Applications</td>
<td>Principles of Management</td>
<td>Managerial</td>
</tr>
<tr>
<td>Math for Management</td>
<td>Research for the Professions</td>
<td>Accounting</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>Management Strategy and Policy</td>
<td>Software</td>
</tr>
<tr>
<td>Research for the Professions</td>
<td>Macroeconomics</td>
<td>Applications</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>Business Electives</td>
<td>Business Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
<td></td>
</tr>
</tbody>
</table>

## MBA program in Sage Graduate School

Students in the B.S. or B.B.A. programs in Business Administration who have completed 87 credits or more, have a GPA of 3.0 or better, and have the approval of their advisor and the Dean of the Sage Graduate School, may take the following graduate level courses as substitutes for corresponding undergraduate courses and as part of their 120 credit Bachelor’s degree requirement. Or these credits may be applied to the Sage MBA program

- MBA 553 Statistics for Managers 3
- MBA 561 Managerial Economics 3
- MBA 574 Financial Management 3
- MBA 651 Human Resources Management 3
- MBA 576 Marketing Systems 3
BACHELOR of SCIENCE in COMPUTER INFORMATION SYSTEMS

COMPUTER SCIENCE

SCA offers two Bachelor’s degree options in computer science in Sage After Work:

- B.S. in Computer Information Systems
- B.S. in Computer Network and System Administration.

In addition the College offers several Certificates in the computer science area:

- Help Desk Management & Operations
- WEB Site Design & Administration
- Computing Business Applications
- Computing Network Support

Matriculating in Computing Programs

Those students wishing to matriculate in one of the Certificate programs in Computing Sciences or the BS Program in Computer Information Systems (CIS) or the BS in Computer Network and Systems Administration (CNS) are expected to have command of the basics of computer literacy (the specific competencies are described below). Each student entering these programs is expected to demonstrate competency in these areas by any of the following methods:

- Take CSI 101 Computer Literacy at the Sage Colleges.
- Receive credit at Sage for equivalent prior learning (Contact Office of Academic Advisement).
- Transfer in an equivalent course from some other institution.
- Successfully pass the Competency Test (details can be found at www.sage.edu/departments/mcs/competency.html). Credit can be earned and/or a waiver can be granted.
- Those with extensive experience in the computing field may submit evidence of technical competency to Departmental faculty in requesting a waiver; no credit is earned.

The specific computing competencies are:

- Functional familiarity with GUI Operating System (Windows, Mac OS).
- File/directory manipulations.
- Aptitude using basic Internet services (web browsers, search engines, e-mail).
- Basic MS Office skills.

BACHELOR of SCIENCE in COMPUTER INFORMATION SYSTEMS

The Bachelor of Science degree in Computer Information Systems in Sage After Work is a completer program. Students who enter this program have already done some college-level work and are prepared to pursue a Bachelor’s degree. Introductory level and general education courses will normally have been completed and transferred in. This innovative program provides students with flexible and convenient modes of delivery designed to meet the needs of working adults.

Students have the option of carrying a full course load and moving through the program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three...
nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

The goal of this program is to prepare students to enter the work force as computer information systems professionals. Graduates will have a sound theoretical foundation based on the fundamental ideas and concepts of computer science and will have developed powerful and sophisticated skills in the following areas:

- Programming in the business environment
- Design analysis, and maintenance of computing-based information systems
- Database applications
- Web site development and support

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 110</td>
<td>Computing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CSI 125</td>
<td>Introduction to Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSI 126</td>
<td>Introduction to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSI 150</td>
<td>Advanced Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CSI 210</td>
<td>Workstation Architecture &amp; Support</td>
<td>3</td>
</tr>
<tr>
<td>CSI 236</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CSI 241</td>
<td>UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CSI 261</td>
<td>VB.NET</td>
<td>3</td>
</tr>
<tr>
<td>CSI 263</td>
<td>Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>CSI 265</td>
<td>Database Applications I (Access)</td>
<td>3</td>
</tr>
<tr>
<td>CSI 276</td>
<td>Data Communications &amp; Networking I</td>
<td>3</td>
</tr>
<tr>
<td>CSI 301</td>
<td>Database Applications II (Oracle)</td>
<td>3</td>
</tr>
<tr>
<td>CSI 312</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSI 349</td>
<td>Machine Structures</td>
<td>3</td>
</tr>
<tr>
<td>CSI 415</td>
<td>Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>CSI 438</td>
<td>Technology and Culture</td>
<td>3</td>
</tr>
<tr>
<td>CSI 485</td>
<td>Applied Computing Internship</td>
<td>3</td>
</tr>
<tr>
<td>EGL 235</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 209</td>
<td>Discrete Math</td>
<td>3</td>
</tr>
</tbody>
</table>

**CORE COURSES OFFERED**

**Summer '05**
- Introduction to Computer Science I
- Introduction to Computer Science II
- Technology and Culture
- Technical Writing

**Fall '05**
- Introduction to Computer Science I
- Workstation Architecture & Support
- Advanced Computer Literacy
- UNIX
- Data Structures
- Web Site Development
- Database Applications I
- Data Communications & Networking I
- Java Programming
- Machine Structures
Spring '06
Introduction to Computer Science II
Advanced Computer Literacy
Systems Analysis
VB.NET
Database Applications II
Technology and Culture
Applied Computing Internship
Technical Writing
Discrete Math
COMPUTER NETWORK & SYSTEMS ADMINISTRATION

COMPUTER SCIENCE

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- Basic MS Office skills.

BACHELOR of SCIENCE in COMPUTER NETWORK & SYSTEMS ADMINISTRATION

The Bachelor of Science degree in Computer Network & System Administration in Sage After Work is a completer program. Students who enter this program have already done some college-level work and are prepared to pursue a Bachelor’s degree. Introductory level and general education courses will normally have been completed and transferred in. This innovative program provides students with flexible and convenient modes of delivery designed to meet the needs of working adults.

Students have the option of carrying a full course load and moving through the program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three
nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

The goal of this program is to prepare the student to install and support computing systems and networks in virtually any environment. This program prepares the student for immediate employment in the area of computer networks and data communications. Graduates will have developed strong skills in the following areas: client/server networks, applications development, data communications, and website development and support. They will finish with a strong theoretical and conceptual foundation in computing studies and a valuable set of specific skills and capabilities.

### Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 110</td>
<td>Computing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CSI 125</td>
<td>Introduction to Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSI 126</td>
<td>Introduction to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSI 210</td>
<td>Workstation Architecture &amp; Support</td>
<td>3</td>
</tr>
<tr>
<td>CSI 236</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CSI 241</td>
<td>UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CSI 276</td>
<td>Data Communications &amp; Networking I</td>
<td>3</td>
</tr>
<tr>
<td>CSI 285</td>
<td>Data Communications &amp; Networking II</td>
<td>3</td>
</tr>
<tr>
<td>CSI 312</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSI 320</td>
<td>Web Site Administration</td>
<td>3</td>
</tr>
<tr>
<td>CSI 349</td>
<td>Machine Structures</td>
<td>3</td>
</tr>
<tr>
<td>CSI 401</td>
<td>Data Communications and Networking III</td>
<td>3</td>
</tr>
<tr>
<td>CSI 421</td>
<td>Advanced UNIX for Network Administrators</td>
<td>3</td>
</tr>
<tr>
<td>CSI 438</td>
<td>Technology and Culture</td>
<td>3</td>
</tr>
<tr>
<td>CSI 485</td>
<td>Applied Computing Internship</td>
<td>3</td>
</tr>
<tr>
<td>EGL 235</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 209</td>
<td>Discrete Math</td>
<td>3</td>
</tr>
</tbody>
</table>

### CORE COURSES OFFERED

#### Summer '05

- Introduction to Computer Science I
- Introduction to Computer Science II
- Workstation Architecture & Support
- Technology and Culture
- Technical Writing

#### Fall '05

- Introduction to Computer Science I
- Workstation Architecture & Support
- UNIX
- Data Structures
- Data Communications & Networking I
- Data Communications & Networking II
- Java Programming
- Machine Structures

#### Spring '06

- Introduction to Computer Science II
- Web Site Administration
- Data Communications & Networking II
- Advanced UNIX
- Applied Computing Internship
CERTIFICATES in COMPUTER SCIENCE

Certificate in Help Desk Management and Operations
(21 credit hours).
This Certificate prepares students to create and maintain a technology "help desk" operation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 101</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CSI 125</td>
<td>Introduction to Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSI 150</td>
<td>Advanced Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CSI 210</td>
<td>Workstation Architecture &amp; Support</td>
<td>3</td>
</tr>
<tr>
<td>CSI 245</td>
<td>Help Desk Operation and Management</td>
<td>3</td>
</tr>
<tr>
<td>CSI 276</td>
<td>Data Communications &amp; Networking I</td>
<td>3</td>
</tr>
<tr>
<td>COM 251</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate in Web Site Design and Administration
(21 credit hours).
This Certificate provides students with the tools to create and maintain web sites.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 101</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CSI 125</td>
<td>Intro to Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSI 126</td>
<td>Intro to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSI 241</td>
<td>UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CSI 261</td>
<td>VB.NET</td>
<td>3</td>
</tr>
<tr>
<td>CSI 263</td>
<td>Web Site Development</td>
<td>3</td>
</tr>
<tr>
<td>CSI 320</td>
<td>Web Site Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate in Computing Business Applications
(21 credit hours).
This Certificate provides an initial exposure and overview of computing business applications

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI101</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CSI125</td>
<td>Intro to Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSI126</td>
<td>Intro to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSI150</td>
<td>Advanced Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CSI261</td>
<td>VB.NET</td>
<td>3</td>
</tr>
<tr>
<td>CSI265</td>
<td>Database Applications I</td>
<td>3</td>
</tr>
<tr>
<td>CSI 415</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate in Computing Network Support
(18 credit hours).
This Certificate offers introduction in computer networks and data communications.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI101</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CSI125</td>
<td>Introduction to Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>CSI126</td>
<td>Introduction to Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>CSI241</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CSI276</td>
<td>Data Communications &amp; Networking I</td>
<td>3</td>
</tr>
<tr>
<td>CSI285</td>
<td>Data Communications &amp; Networking II</td>
<td>3</td>
</tr>
</tbody>
</table>
CRIMINAL JUSTICE
BACHELOR of SCIENCE in CRIME and JUSTICE POLICY

Criminal Justice is a multidisciplinary field, which draws upon the social and behavioral sciences for much of its content as well as its methodologies. Many graduates of the program move directly into entry-level positions as professionals in the criminal justice system; others choose law school or further study in a range of Master’s and Doctoral degree programs. In recent years, Sage graduates have accepted positions with the U.S. Marshals Office and the Transportation Security Agency (TSA), as well as with state and local law enforcement agencies, specialized courts, correctional facilities, and victim service providers.

The Bachelor of Science degree in Crime and Justice Policy in Sage After Work is a completer program. Students who enter this program have already done some college-level work and are prepared to pursue a Bachelor’s degree. Required introductory level courses will normally have been completed and transferred in, but when that is not the case a Sage academic advisor will describe convenient alternatives for completing these courses. This innovative program provides students with flexible and convenient modes of delivery designed to meet the needs of working adults.

There are 9 credits of required lower division coursework that students should have completed prior to matriculation in the Crime and Justice Policy program:
- CRM 111 Criminal Justice Functions and Processes
- Two of the following:
  - CRM 226 Penology
  - CRM 227 Policing
  - PSC 210 Courts, Politics, and Justice

Students who have not completed these prerequisites upon admission may make arrangements to complete them in Sage’s Summer program or via an “on-demand” independent study course through Sage Online.

Students have the option of carrying a full course load and moving through the program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

Upon matriculation into the Crime and Justice Policy program, students complete 21 credits of specified upper division coursework and 9 credits of elective coursework within the major, for a total of 30 credits. Required courses in Research for the Professions and in Statistics prepare students to be informed consumers and producers of social science research. The capstone course, Senior Seminar, provides a forum for students to demonstrate their abilities to integrate competencies in methodology with substantive knowledge.

<table>
<thead>
<tr>
<th>Core Requirements for Crime and Justice Policy</th>
<th>21</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 218 Introduction to Public Policymaking</td>
<td>3</td>
</tr>
<tr>
<td>SCL/PSY 207 Statistics with Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>SCL/PSY 350 Research for the Professions</td>
<td>3</td>
</tr>
<tr>
<td>CRM 311 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CRM 352 Crime and Justice Policy</td>
<td>3</td>
</tr>
<tr>
<td>CRM 427 Internship or</td>
<td>3</td>
</tr>
<tr>
<td>CRM 408 Crime and Justice Project</td>
<td>3</td>
</tr>
<tr>
<td>CRM 407 Senior Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

| 3 Crime and Justice Policy Course Electives    | 9  |

This may include related courses that are approved by the Program Coordinator

Fall '05 Courses
- Introduction to Public Policymaking
- Senior Seminar
- Research for the Professions
- Statistics with Computer Applications
- CRM Elective(s)
- Internship

http://catalog.sage.edu/fullsaw.php
Spring '06 Courses
Criminology
Crime and Justice Policy
Crime and Justice Project
CRM Elective
Internship

Fall '06 Courses
Senior Seminar
Research for the Professions
Statistics with Computer Applications
CRM Elective(s)
Internship

Spring '07 Courses
Criminology
Crime and Justice Policy
Crime and Justice Project
CRM Elective
Courts, Politics & Justice
Internship
INTERDISCIPLINARY STUDIES
BACHELOR of SCIENCE in INTERDISCIPLINARY STUDIES

The Bachelor of Science degree in Interdisciplinary Studies in Sage After Work is a completer program. Students who enter this program have already done some college-level work and are prepared to pursue a Bachelor’s degree. Required introductory level courses will normally have been completed and transferred in, but when that is not the case a Sage academic advisor will describe convenient alternatives for completing these courses. This innovative program provides students with flexible and convenient scheduling and modes of delivery designed to meet the needs of working adults.

Students have the option of carrying a full course load and moving through the program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

This assumes that entering students will have completed a substantial number of undergraduate credits in course work appropriate for this degree and are interested in designing a unique program of studies, combining at least two disciplines (areas of study), that will prepare them for their special personal and career goals. Due to the complexity and large number of choices in the Interdisciplinary Studies program, students must regularly consult with their academic advisor(s) before registration to ensure that the courses selected are approved in advance by the Advising Office as appropriate and as satisfying general education and program requirements.

Students admitted into this program must do the following:

- Visit the Office of Academic Advising to discuss their ideas with an academic advisor.
- Work with the assigned advisor(s) to create a formal program of studies.
- Submit completed and signed degree proposal forms to the Office of Academic Advising.

The Office of Academic Advising will consult with the Dean of the College and determine if the proposed program of studies is appropriate and feasible. If approved, the proposal will be processed and submitted to the Registrar’s Office.

Sample Program
A student with a background in business decides to pursue a career in computer sales. After a visit to the Career Resources Office she determines that she needs a basic foundation in business coupled with some technical capability with computers. With the advice of a faculty member in business and a faculty member in computer science, this student designs and submits the following program.

BS Interdisciplinary Studies Business/Computing 51 Credits
BUS 204 Principles of Marketing
BUS 207 Business Ethics
BUS 212 Business Law I
BUS 290 Software Applications in Business
BUS 304 Advertising and Promotion
BUS 308 Human Resource Management
CSI 125 Intro to Computer Science I
CSI 126 Intro to Computer Science II
CSI 210 Workstation Arch/Support
CSI 215 Systems Analysis and Design
CSI 241 Introduction to UNIX
CSI 245 Help Desk Operation/Management
CSI 260 VB. Net
CSI 263 Web Site Development
CSI 438 Technology and Culture
GDN 217 Digital Imaging
An Experiential-based Learning Project
LEGAL STUDIES
BACHELOR of SCIENCE in LEGAL STUDIES

CERTIFICATE PROGRAM IN LEGAL STUDIES

Sage is the only institution in the Capital Region that offers a Bachelor of Science in Legal Studies, a degree that is increasingly attractive to paralegals and their employers. The Legal Studies program prepares the student for paralegal employment opportunities in private sector and public sector law, finance, human services, business and industry, and related fields. The program also provides a strong educational base for advanced degrees in law, government, business, criminal justice, or other fields. The curriculum reflects current thinking in the discipline as well as the demands of the marketplace.

Students have access to the latest legal research technology on the campus at the Sage College of Albany library as well as access to the extensive law library at the Albany Law School, located down the block from Sage’s Albany campus. Students will make important professional contacts while in school, through internship opportunities with notable private law firms, governmental agencies, courts, businesses and not-for-profit organizations. The options don’t end when they earn their Bachelor’s degree from Sage. They can go to law school to become attorneys or continue their studies at Sage Graduate School, earning a Masters degree in Public or Business Administration.

The Bachelor of Science degree in Legal Studies in Sage After Work is a completer program. Students who enter this program have already done some college-level work and are prepared to pursue a Bachelor’s degree. Required introductory level courses will normally have been completed and transferred in, but when that is not the case a Sage academic advisor will describe convenient alternatives for completing these courses. This innovative program provides students with flexible and convenient modes of delivery designed to meet the needs of working adults.

Students have the option of carrying a full course load and moving through the program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

Legal Studies Core:.............................................................. 55

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Financial Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Managerial Accounting*</td>
<td>3</td>
</tr>
<tr>
<td>ACC 210</td>
<td>Individual Taxation</td>
<td>3</td>
</tr>
<tr>
<td>CRM 111</td>
<td>Criminal Justice Functions and Processes*</td>
<td>3</td>
</tr>
<tr>
<td>LAW 101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 102</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>LAW 205</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 206</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 202</td>
<td>Legal Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 209</td>
<td>Legal Ethics</td>
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<tr>
<td>LAW 211</td>
<td>Estate Administration</td>
<td>3</td>
</tr>
<tr>
<td>LAW 212</td>
<td>Real Property Transactions</td>
<td>3</td>
</tr>
<tr>
<td>LAW 214</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 215</td>
<td>Law Office Technologies</td>
<td>3</td>
</tr>
<tr>
<td>LAW 227</td>
<td>Internship or LAW 208 Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>LAW 302</td>
<td>Legal Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 408</td>
<td>Capstone Seminar in Law</td>
<td>3</td>
</tr>
<tr>
<td>SCL 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HIS 105</td>
<td>US History I</td>
<td>3</td>
</tr>
</tbody>
</table>

Law Related and Communication Skills Electives .................. 24
Select 3 Professional Law Electives from the following:
Select 3 Liberal Arts Law Related Electives from the Following:

ANT 254 Cultural Anthropology
COM 425 Media Law and Ethics
CRM 212 Juvenile Delinquency
CRM 311 Criminology
CRM 330 Law & Social Control
CRM 392 Seminar in Judicial Process
HIS 311 American Constitutional History I
HIS 312 American Constitutional History II
PHL 209 Critical Thinking
PHL 216 Contemporary Ethical Problems
PHL 264 Philosophy of Law
PSC 101 U.S. Govt.: Citizens, Politics and Institutions
PSC 208 Community History and Politics
PSC 209 Enduring Constitution
PSC 210 Courts, Politics and Justice
PSC 228 State Government in the U.S.
PSC 229 Civil Rights and Civil Liberties
PSC 339 Current Constitutional Issues
SCL 206 Sociology of the Family
SCL 208 Race and Ethnic Relations
SCL 209 Gender & Sexuality
SCL 213 Class, Power and Privilege
SCL 310 Victims and Their Experiences
SCL 319 Women and the Law
MBA 652 Legal Aspects of Employment
MBA 654 Labor and Industrial Policy

(With permission from the Sage Graduate School Dean, students with senior standing may elect graduate courses)

Select 2 Communications Skills Electives:

BUS 103 Managerial Communications
EGL 230 Business Writing
EGL 235 Introduction to Technical Writing
Any Communications course

*These introductory courses are offered in Sage’s Summer program; also, a Sage academic advisor can describe convenient alternatives for completing these courses.

**CORE COURSES OFFERED**

*Semester of offering may vary, according to need*

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Law</td>
<td>Legal Ethics</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>Civil Litigation</td>
<td>Legal Research II</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>Legal Research I</td>
<td>Business Law II</td>
<td>Criminal Justice Functions</td>
</tr>
<tr>
<td>Business Law I</td>
<td>Estate Administration*</td>
<td>Law and Law Related Electives</td>
</tr>
<tr>
<td>Family Law*</td>
<td>Real Property Transactions *</td>
<td></td>
</tr>
<tr>
<td>U.S. History I</td>
<td>Law Office Technologies</td>
<td></td>
</tr>
<tr>
<td>Law and Law Related Electives</td>
<td>Capstone Seminar in Law</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Law and Law Related Electives</td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATE in LEGAL STUDIES

The Legal Studies Certificate program is designed for individuals who have a college degree in any major but no specific training in paralegal skills. The program is an intensive, professional, ten-course sequence that prepares the student for paralegal employment opportunities in private sector and public sector law, finance, human services, business and industry, and related fields.

Emphasis is placed on preparing the student to enter and advance in the paralegal profession—a profession that the U.S. Bureau of Labor Statistics shows as having one of the fastest rates of employment growth nationally. The Legal Studies program curriculum reflects current thinking in the academic discipline as well as the demands of the marketplace. Student have access to the latest legal research technology on campus at the Sage library as well as access to the extensive law library at Albany Law School, located down the block from Sage’s Albany campus. Students will make important professional contacts while in school through internship opportunities with notable private law firms, governmental agencies, courts, businesses and not-for-profit organizations.

**Required Courses** ............................................................. 13

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 101</td>
<td>Introduction to Law</td>
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<tr>
<td>LAW 102</td>
<td>Civil Litigation</td>
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</tr>
<tr>
<td>LAW 202</td>
<td>Legal Research and Writing I</td>
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<tr>
<td>LAW 302</td>
<td>Legal Research and Writing II</td>
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<tr>
<td>LAW 209</td>
<td>Legal Ethics</td>
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**Select 5 Electives from the Following:** ........................ 15

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>LAW 205</td>
<td>Business Law I</td>
</tr>
<tr>
<td>LAW 206</td>
<td>Business Law II</td>
</tr>
<tr>
<td>LAW 208</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>LAW 210</td>
<td>Collections - Bankruptcy</td>
</tr>
<tr>
<td>LAW 211</td>
<td>Estate Administration</td>
</tr>
<tr>
<td>LAW 212</td>
<td>Real Property Transactions</td>
</tr>
<tr>
<td>LAW 214</td>
<td>Family Law</td>
</tr>
<tr>
<td>LAW 215</td>
<td>Law Office Technologies</td>
</tr>
<tr>
<td>LAW 301</td>
<td>Health Law</td>
</tr>
<tr>
<td>LAW 348</td>
<td>Special Topics in the Law</td>
</tr>
<tr>
<td>LAW 427</td>
<td>Field Internship</td>
</tr>
</tbody>
</table>
LIBERAL STUDIES

BACHELOR of ARTS in LIBERAL STUDIES

The Bachelor of Science degree in Liberal Studies in Sage After Work is a completer program. Students who enter this program have already done some college-level work and are prepared to pursue a 4-year degree. Required introductory level courses will normally have been completed and transferred in, but when that is not the case a Sage academic advisor will describe convenient alternatives for completing these courses. This innovative program provides students with flexible and convenient modes of delivery designed to meet the needs of working adults.

The program assumes that entering students will have completed a substantial number of undergraduate credits in the areas of emphasis composing this degree, and are interested primarily in a humanities-focused undergraduate major. Students in the Liberal Studies program complete the Liberal Studies Foundation (9 credits), select one emphasis - American Studies, English, Humanities, or Individual Studies (24 credits) - and complete the College’s general education LIFE requirements (27-32 credits outside the major).

Students have the option of carrying a full course load and moving through the program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

Offered through the Department of Liberal Studies, the program is intended to meet the educational needs of working adult learners and to provide opportunities for personal and professional development for returning students. Students who complete this major will demonstrate an ability to understand the questions, methods, and perspectives underlying the Liberal Arts and Sciences; define and solve problems through critical and independent thinking; communicate effectively, and ground their lifelong learning in historical and theoretical contexts.

Due to the complexity of the options in this program, students must choose the emphasis with care and then regularly consult with an academic advisor before registration to ensure that the courses selected are approved in advance by the Liberal Studies Department as satisfying the requirements for the chosen emphasis.

Program Requirements

<table>
<thead>
<tr>
<th>Liberal Studies Foundation:</th>
<th>9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities Seminar III: Language and Human Experience</td>
<td>6 credits in liberal arts courses</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>American Studies Emphasis:</th>
<th>24 credits</th>
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</thead>
<tbody>
<tr>
<td>I. America’s Past</td>
<td>9</td>
</tr>
<tr>
<td>Three courses in American Literature and American History (at least one from each)</td>
<td></td>
</tr>
<tr>
<td>II. American Arts and Letters</td>
<td>6</td>
</tr>
<tr>
<td>Two additional courses chosen from ART, EGL, HUM, or PHL in which the study of American arts and letters is a major component</td>
<td></td>
</tr>
<tr>
<td>III. American Society</td>
<td>6</td>
</tr>
<tr>
<td>Two additional courses chosen from HIS, PSC, or SCL in which the study of American society is a major component</td>
<td></td>
</tr>
<tr>
<td>IV. Senior Project</td>
<td>3</td>
</tr>
<tr>
<td>An independent, integrative project which combines at least two of the disciplines in I, II, and III.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Emphasis:</th>
<th>24 credits</th>
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</thead>
<tbody>
<tr>
<td>I. Two English literature survey courses</td>
<td>6</td>
</tr>
<tr>
<td>II. Two historical approach courses</td>
<td>6</td>
</tr>
<tr>
<td>III. One English cultural approach course</td>
<td>3</td>
</tr>
<tr>
<td>IV. One English theoretical approach course</td>
<td>3</td>
</tr>
<tr>
<td>V. One English elective course</td>
<td>3</td>
</tr>
<tr>
<td>(Not counting EGL 101, 102; HUM 111, 112, or 113)</td>
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</tr>
<tr>
<td>VI. EGL 405 Senior Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities Emphasis:</th>
<th>24 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. ART, PHG course</td>
<td>3</td>
</tr>
<tr>
<td>(Designated as Liberal Arts and Sciences)</td>
<td></td>
</tr>
<tr>
<td>II. EGL courses</td>
<td>6</td>
</tr>
<tr>
<td>(Not counting EGL 101, 102; HUM 111, 112, or 113)</td>
<td></td>
</tr>
<tr>
<td>III. Performing arts, foreign language or Humanities</td>
<td>6</td>
</tr>
<tr>
<td>IV. PHL courses</td>
<td>6</td>
</tr>
<tr>
<td>V. Senior Project</td>
<td>3</td>
</tr>
</tbody>
</table>
An independent, integrative project which combines at least two of the disciplines in I, II, III, IV.

**Individual Studies Emphasis:** ....................................... 24 credits
In consultation with their advisors, students combine studies in Liberal Arts.
Choose option I or II:

**I.** A combination of two Liberal Arts disciplines .................. 21
12 credits from one discipline and 9 credits from a second

**II.** A combination of three Liberal Arts disciplines ............... 21
9 credits from one discipline, 6 credits from a second and 6 credits from a third.

**III. Senior Project** .......................................................... 3
An independent, integrative project which combines at least two of the Liberal Arts disciplines chosen from I and II.
NURSING
BACHELOR of SCIENCE in NURSING

The Baccalaureate Degree Program for Registered Nurses is designed to serve working adults who are already Registered Nurses or are eligible candidates for the national examination for licensure as Registered Professional Nurses (NCLEX-RN). The program builds on the registered nurses' knowledge and experience, broadens their horizons in collaborative and contemporary nursing practice and advances their career opportunities. The program is self-paced, flexible and designed to provide students with the opportunity to complete their degree while working. Registered nurses work closely with a nursing advisor to plan the program of study.

The mission of the nursing program is to provide and promote baccalaureate and graduate education in nursing in an environment which emphasizes the development of individuals as professional nurses with a vision of their own power, and a clear sense of self and their professional role. The program endeavors to prepare graduates who are critical thinkers, who use, transmit and develop new knowledge through systematic modes of inquiry, and who demonstrate a commitment to lifelong learning. Preparation for excellence in nursing practice is achieved through the integration of arts and sciences, humanistic concern for the health and well-being of others, and an awareness and appreciation of cultural diversity in a pluralistic society. We strive to prepare graduates who are assertive and practiced client advocates, enabling clients to maximize their own potential. The multidimensional milieu in which the nursing profession continues to evolve is emphasized, with the expectation that our graduates will assume leadership roles, as professionals and citizens in organizations, to influence health care delivery and the welfare of society.

Accreditation
The baccalaureate and master's degree programs in nursing at The Sage Colleges are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791, and also the National League for Nursing Accrediting Commission (NLNAC), and the New York State Education Department. Information is provided to the NLNAC each year as requested. Further information may be obtained from the NLNAC, 61 Broadway, New York, NY 10006; (800) 669-1656, ext 153.

The Nursing Program is a member agency of the American Association of Colleges of Nursing, the National League for Nursing and the Council of Deans of Nursing of Senior Colleges and Universities in New York State. The Nursing program has been accepted as a John A. Hartford Foundation Baccalaureate Program Partner for dissemination of Best Nursing Practices in Care for Older Adults.

Curriculum
The program requires completion of upper division nursing courses which build on the student’s Associate degree nursing courses. The liberal arts courses provide a broader education for students in the changing health care environment. The curriculum contains four undergraduate nursing courses that expand nursing knowledge and experience in contemporary practice, health promotion, community/public health nursing and leadership. The two discipline-based elective courses provide the flexibility to offer contemporary topics of critical interest to nurses. The two graduate nursing courses provide the core of advanced practice and a basis for early entry into the Master’s Degree program. Some of the course work will be web based.

Degree Requirements
The program is composed of upper division nursing courses that build upon the student’s Associate degree nursing courses. The required liberal arts courses provide a broader education for the student in the changing health care environment. Students typically transfer in 36 – 54 credits from their Associate degree program, with 28-30 credits of those being validated for nursing. A minimum of 45 credits must be completed at the Sage College of Albany.

Required Upper Division Nursing Courses: 27
NSG 331 Contemporary Professional Nursing Practice 3
NSG 332 Assessment for Health Promotion/Risk Reduction 3
NSG 402 Community/Public Health Nursing in a Changing World 6
NSG 404 Leadership in Professional Nursing 3
NSG 558 Paradigms & Perspectives of Advanced Practice Nursing 3
NSG 559 Nursing in a Sociopolitical-Environment 3
NSG 448 Selected Topics in Nursing 3
NSG 448 Selected Topics in Nursing 3
**Required Support Courses:**

- BIO 208 Microbiology 4
- CHM 111/103 General Chemistry I 4
- CSI 101 Computer Literacy 3
- SCL 350 Research for the Professions 3
- SCI 120 Nutrition 3
- MAT 220 Statistics 3
- Liberal Arts 6
- Humanities 6
- Interdisciplinary electives, including the LIFE Seminar 6
- Humanities Seminar II 3

**First Year**

**Fall**

- NSG 331 Contemporary Professional Nursing Practice 3
- NSG 332 Assessment for Health Promotion/Risk Reduction 3
- LIFE Interdisciplinary Seminar 3
- CHM 111 Chemistry (or summer) 4

**Spring**

- NSG 402 Community/Public Health Nursing in a Changing World 6
- SCI 120 Nutrition Science 3
- MAT 220 Statistics 3

**Summer**

- BIO 208 Microbiology 4
- Liberal Arts Elective 3
- CSI 101 Computer Literacy 3
- SCL 350 Research for the Professions 3
- HUM/PHIL/EGL Humanities elective 3
- Total 16

**Second Year**

**Fall**

- NSG 558 Paradigms and Perspective of Advanced Practice Nursing 3
- HUM 112 Humanities Seminar II 3
- Liberal Arts electives 6
- NSG 448 Selected Topics in Nursing 3

**Spring**

- NSG 404 Leadership in Professional Nursing 3
- NSG 559 Nursing in a Sociopolitical- Environment 3
- NSG 448 Selected Topics in Nursing 3
- ITD 348 Interdisciplinary Elective 3

**Summer**

Remaining liberal arts courses not transferred in

Note: In associate nursing programs, the student often completes chemistry or microbiology, but not usually both sciences. Typically, students transfer in credits for anatomy & physiology I & II, chemistry or microbiology, psychology 101, psychology 202/203, sociology 101, English 101, and may have computer literacy, nutrition and humanities courses.

**Clinical Requirements**
Students are responsible for providing their own transportation for clinical experiences, and are required to carry liability insurance and have a current physical examination, including immunizations and titters. Hepatitis B immunization is required prior to the clinical experience. Health clearance is required. Cardiopulmonary resuscitation (CPR) certification is required of all students before entering a clinical experience. A $40.00 fine will be assessed for students who do not have health clearance information received in the Nursing Department on a timely basis. Students must meet the requirements of clinical during the course.

BS/MS Program
A combined BS/MS program has been developed to meet the needs of students and clinical agencies in the northeast region. The program provides a sequence of courses to: 1) facilitate the progress of registered nurses who wish to obtain both a baccalaureate and a master's degree in nursing, and 2) increase the number of nurses who are prepared in advanced practice to help meet societal needs. A major advantage of this program is the application of up to 12 credits toward both degree requirements. Qualified students can obtain the BS and MS degrees in a shorter period of time. Candidates for the BS/MS program must have and maintain a 2.75 GPA in all undergraduate coursework and a 3.0 GPA in graduate work. Application to the BS/MS program is made after successful completion of specified course work and upon recommendation of faculty of the department. RNs may request direct admission to the BS/MS program upon entry. Evaluation for continuation in the program will occur after the completion of each semester of coursework.

Academic Standards
Student progress in the program is reviewed at the end of each semester by the program’s Academic Standards Committee. Appeals of decisions by the Academic Standards Committee may be made by submitting a written petition to the Coordinator of the BS program. The Nursing GPA includes all nursing and required support courses. Nursing requires the following academic standard:

For all students the overall cumulative grade point average (GPA) must meet the college standards. Nursing students must also have a nursing cumulative GPA of 2.5 by the completion of 300 level courses and for all subsequent semesters. A student whose nursing cumulative GPA is below a 2.5 after completion of 300 level courses will be reviewed by the Nursing Program’s Academic Standards Committee and will be placed on probation in the nursing major for the next semester. Policies related to Academic Standards, such as probation, dismissal and readmission, and the Code of Conduct, can be found in the nursing Department student handbook.

For additional information, call the Nursing Program at (518)-244-2231 and or write: Department of Nursing, The Sage Colleges, 45 Ferry Street, Troy, New York 12180 or 140 New Scotland Avenue, Albany, New York 12208 (e-mail: nursing@sage.edu).
In this rapidly changing world increasingly dominated by technology, the study of human behavior is essential. It is important for us to learn those factors that contribute to a happy and well-adjusted life, that foster positive development in children, and that lead to successful coping with stress. In addition, we need to know how to respond, to react, and to adjust to each other. Sage offers adult working students the only evening program in psychology within the Capital Region.

The Bachelor of Science degree in Psychology in Sage After Work is a completer program. Students who enter this program have already done some college-level work and are prepared to pursue a Bachelor’s degree. Required introductory level courses will normally have been completed and transferred in, but when that is not the case a Sage academic advisor will describe convenient alternatives for completing these courses. This innovative program provides students with flexible and convenient modes of delivery designed to meet the needs of working adults.

Students have the option of carrying a full course load and moving through the program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

The psychology program offers theoretical and applied courses geared to the understanding of human behavior. The program is designed to enhance analytical reasoning and critical thinking skills necessary for the work world or for entry into graduate study and aims, specifically, at the following learning outcomes: Upon completing this program, students will

- Show familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
- Understand and be able to use basic research methods in psychology, including design, data analysis and interpretation.
- Understand and generate applications of psychology to personal, social, and organizational issues.
- Reflect the characteristic values of those who have been trained in the science of psychology.
- Emerge from the major with realistic ideas about how to pursue careers in psychology and related fields.
- Demonstrate information competence and the ability to use computers and other technology for many purposes.
- Respect and use critical and creative thinking, skeptical inquiry, and the scientific approach to solving problems.
- Recognize, understand and respect the complexity of socio-cultural and international diversity.
- Be able to communicate effectively.
- Understand themselves and others in socio-cultural contexts and develop interpersonal skills for interacting with others in diverse settings.

Core Courses:

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>....................................................... 40</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101 Introduction to Psychology*</td>
<td>3</td>
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<tr>
<td>PSY 202 Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 308 Abnormal Psychology</td>
<td>3</td>
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<tr>
<td>PSY 375 Proseminar: Personal Pathways in Psychology</td>
<td>1</td>
</tr>
<tr>
<td>PSY 401 Integrated Applications of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 425 Great Ideas in Psychology</td>
<td>3</td>
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</tbody>
</table>
This introductory course is not normally offered, except in the Summer. Consult with a Sage After Work advisor for alternatives if you need this prerequisite course.

**CORE COURSES OFFERED**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifespan Development</td>
<td>Integrated Applications of Psychology</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>Statistics with Computer Applications</td>
<td>Research Design in Psychology</td>
<td>Statistics with Computer Applications</td>
</tr>
<tr>
<td>Abnormal Psychology</td>
<td>Psychology Electives</td>
<td></td>
</tr>
<tr>
<td>Great Ideas in Psychology</td>
<td>Senior Seminar</td>
<td></td>
</tr>
<tr>
<td>Psychology Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proseminar</td>
<td></td>
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</tbody>
</table>

* This introductory course is not normally offered, except in the Summer. Consult with a Sage After Work advisor for alternatives if you need this prerequisite course.
SOCIAL STUDIES

BACHELOR of SCIENCE in
SOCIAL STUDIES

The Bachelor of Science degree in Social Studies in Sage After Work is a completer program. Students who enter this program have already done some college-level work and are prepared to pursue a Bachelor’s degree. Required introductory level courses will normally have been completed and transferred in, but when that is not the case a Sage academic advisor will describe convenient alternatives for completing these courses. This innovative program provides students with flexible and convenient modes of delivery designed to meet the needs of working adults.

Students have the option of carrying a full course load and moving through the program at an accelerated pace, or of moving through at any speed that is comfortable. To best fit the needs of busy students, Sage After Work provides a selection of courses, many of them web-enhanced, in evening and weekend formats, delivered over a full 15-week semester, over a half semester with reduced seat-time, or entirely online. This makes it possible for an evening student to take as many as four or five courses per semester without spending more than two or three nights a week in a classroom and to accumulate up to 45 semester credits in a year (3 semesters), or 60 credits in as little as 16 months. Highly motivated students can finish their degrees in much less time than it takes in a traditional (30 credit per year) college program.

This degree includes a common core of social science courses and three tracks in international studies, sociology and United States history/politics. The major consists of 36 credits, with an 18-credit core providing a foundation in the social sciences/humanities and basic analytical tools, and an 18-credit track providing depth in one area of social studies.

We welcome students who want to learn about the mysteries of the human condition, who want to get a better understanding of social structures and social processes, who desire an appreciation of the practice of politics, who want to know about societies in other parts of the world, and who appreciate that the past is prologue and deepens our understanding of the human condition. A major in social studies requires a commitment to disciplined learning, intellectual integrity, and curiosity about the human condition.

**Social Studies Core**

- ECO 201 Principles of Macroeconomics 3
- HIS 106 History of the US II 3
- PHL 216 Contemporary Ethical Problems 3
- PSC 101 U.S. Government 3
- SCL 101 Introduction to Sociology 3
- ECO 215 Statistics for Decision Making or SCL 207 Statistics with Computer Applications 3

**Sociology Track**

- SCL 350 Research for the Professions 3
- Four of the following: 12
  - SCL 252 Cultural Anthropology
  - CRM/SCL 111 Criminal Justice Functions & Processes
  - SCL 206 Sociology of the Family
  - SCL 208 Race and Ethnic Relations
  - SCL 209 Gender and Sexuality
  - SCL 210 Peoples and Culture of Africa
  - SCL 212 Juvenile Delinquency
  - SCL 213 Class, Power and Privilege
  - SCL 310 Victims and Their Experiences
  - SCL 309 Sociology of Mental Illness
  - SCL/CRM 311 Criminology
  - SCL/CRM/ST 319 Women and the Law
  - SCL 102 Social Problems
  - SCL 405 Sociology Seminar/Senior Seminar 3
International Studies Track ....................................................... 18
Select two of the following ...................................................... 6
  SCL 252 Cultural Anthropology
  ECO/PSC 310 Comparative Political Economy
  ECO 313 Economic Development
  ECO 318 Economies in Transition
  ECO 404 International Trade & Finance
  ECO 348 Topics in Global Studies
  HIS/PSC 115 Intro to International Relations
  HIS 305 Women in Developing Countries
  HIS 309 20th Century World
  PHL 107 Religions of the World
  PSC 336 American Foreign Policy
  SCL 208 Race & Ethnic Relations

Area Studies
Select three approved social science courses from at least two of the following geographic areas for 9 credits

  Group 1 – East Asia
  Courses related to East Africa, China, Japan or the Pacific Rim
  Group 2 – South Asia, Middle East, Africa
  Courses related to Africa, South and Southeast Asia, and the Middle East
  Group 3 – The Americas
  Courses related to Latin America
  Group 4 – Europe
  Courses related to Europe, including Russia
  ECO 405 Global Policy Seminar ................................................. 3

United States History and Politics 18
Track
U.S. History (HIS 105 recommended) 6
U.S. Political Science 6
History/Political Science 3
HIS/PSC 401 Seminar 3

CORE COURSES OFFERED

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics for Decision Making</td>
<td>Principles of Macroeconomics</td>
<td>U.S. Government</td>
</tr>
<tr>
<td>Statistics with Computer Applications</td>
<td>Contemporary Ethical Problems</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>Research for the Professions</td>
<td>History of the U.S. II</td>
<td></td>
</tr>
<tr>
<td>Track Electives</td>
<td>Track Electives</td>
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</table>