

About Manhattan College

The Mission of Manhattan College

Manhattan College is an independent Catholic institution of higher learning that embraces qualified men and women of all faiths, cultures, and traditions. The mission of Manhattan College is to provide a contemporary, person-centered educational experience that prepares graduates for lives of personal development, professional success, civic engagement, and service to their fellow human beings. The College pursues this mission through programs that integrate a broad liberal education with concentration in specific disciplines in the arts and sciences or with professional preparation in business, education and engineering.

Established in 1853 by the Institute of the Brothers of the Christian Schools, the College continues to draw its inspiration from the heritage of John Baptist de La Salle, the innovator of modern pedagogy and patron saint of teachers. Among the hallmarks of this Lasallian heritage are excellence in teaching, respect for human dignity, reflection on faith and its relation to reason, an emphasis on ethical conduct, and commitment to social justice.

Historical Note

In May 1853, five Christian Brothers moved their small Canal Street school to what was then known as Manhattanville, a section of New York City at 131st Street and Broadway. The Brothers brought with them more than their furniture and their students. They were the bearers of an educational tradition that began in 17th century France with Saint John Baptist de La Salle, the founder of their order and today acknowledged by the Catholic Church as the Patron Saint of Teachers. De La Salle formed a community of religious Brothers who would devote themselves exclusively to their work as teachers. Their students would be the children of the artisans and the underprivileged; their mission would be the intellectual, spiritual, moral, economic and social flourishing of those students. Responding to the needs of his time, De La Salle created a new type of school system and elevated the work of teaching school — treating it as a profession and a vocation. The Brothers were urged to go beyond rote memory to “touch the hearts” of the students. Practical subjects were taught that would lead to a useful role in society; religion was taught to impart a commitment to Christian ethics.

Between 1853 and 1863, the school grew significantly, adding college-level courses in 1859 and first using the name Manhattan College in 1861. It was chartered by the Board of Regents of the State of New York on April 2, 1863. Manhattan College was an unusual institution compared to its peer institutions at the time. From the beginning, the college sought to combine broad learning in the traditional liberal arts with rigorous technical and pre-professional training. As the first college catalog put it, the curriculum of Manhattan College combined the “advantages of a first-class College and Polytechnic Institute,” offering courses in both “the liberal and useful arts and sciences.”

As the school grew, new quarters were needed. The cornerstone of the “New Manhattan” was laid in 1922 on property bordered by the Hudson River and Van Cortlandt Park, in the Riverdale neighborhood of the Bronx, its present location. The addition of new buildings

and student residences has enlarged and enhanced the campus significantly. From this accessible site, the college is able to offer access to the cultural, educational, business and entertainment opportunities of New York City, as well as a self-contained residential campus environment.

Today Manhattan College identifies itself as a Catholic college in the Lasallian tradition. That tradition has continued to characterize the special educational experience offered by the College over its long history. Its constant focus has been the education of the disadvantaged. From its beginning, the College has paid particular attention to educating first-generation college students, and was an early proponent of access to disadvantaged and minority students, establishing special scholarship funds as early as 1938. That commitment continues today and is evident in Manhattan's diverse student body, many of whom are the first in their families to attend college, and most of whom are supported by significant financial aid.

The College continues to realize the objectives stated in its first catalog by maintaining a full range of programs in the liberal arts (<http://www.manhattan.edu/academics/arts/>) and sciences (<http://www.manhattan.edu/academics/science/>), combined with professional programs in engineering (<http://www.manhattan.edu/academics/engineering/>), business (<http://www.manhattan.edu/academics/business/>) and education (<http://www.manhattan.edu/academics/education/>). The quality of the undergraduate programs is demonstrated in many ways, for example, in the presence on campus of chapters of prestigious honor societies (<http://www.manhattan.edu/about/national-honor-societies/>) such as Phi Beta Kappa, Sigma Xi and Tau Beta Pi.

Over the years, Manhattan College has seen many changes, and yet it maintains its deep commitment to its heritage and ideals. What was a predominantly Christian Brothers faculty has become predominantly lay, and includes a significant percentage of women. The College became coeducational and accepted its first women undergraduate students in 1973. Currently, women comprise almost half of the full-time undergraduate student body.

With the opening of Horan Hall (1990) and its twin, East Hill (2008), the College completed a major transformation from a majority-commuter to a majority-residential college. Manhattan College now offers a four-year guarantee of resident housing (http://www.manhattan.edu/student_life/residence-halls/) and 80 percent of the student body chooses to live on or near campus. Currently, the College has a student body of approximately 3,500 — 2,900 undergraduates and 600 graduate and continuing education students. The student-faculty ratio is 12:1.

The College continues to follow the founding spirit of John Baptist de La Salle by being responsive to the needs of its place and time. Innovation grounded in tradition has always been a hallmark of Lasallian education, and Manhattan College's new strategic plan (<http://www.manhattan.edu/about/strategic-plan/>), "Renewing the Promise," commits the College to a course of continuous improvement of its programs and facilities in response to emerging needs.

Recognition and Membership

Manhattan College is chartered and empowered to confer academic degrees by the University of the State of New York.

It is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680, 215-662-5606, www.msche.org (<http://www.msche.org/>). The college is approved by the American Chemical Society for the professional training of chemists and by the New York State Department of Health for Radiation Therapy Technology. The School of Business is accredited by AACSB International, the Association to Advance Collegiate Schools of Business, the premier accrediting agency for business programs globally.

The undergraduate bachelors of science degree programs in Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering and the master of engineering program in Environmental Engineering are accredited by the Engineering Accreditation Commission (EAC) of ABET (www.abet.org).

The teacher education programs at Manhattan College are accredited by the Association for Advancing Quality in Educator Preparation (AAQEP). AAQEP is nationally recognized (<https://www.aaqep.org/files/Public%20Statement%20AAQEP.pdf>) by the Council for Higher Education Accreditation (CHEA) (<https://www.chea.org/>) as a programmatic accrediting organization with the following scope: *AAQEP accredits programs that prepare professional educators (including teachers, school leaders and administrators, and other education-related personnel) and that lead to recognized degrees at the bachelor's, post-baccalaureate, or master's level and/or to recognized post-degree professional certificates or endorsements, across the United States and its territories and dependencies.*

The College is a member of the Association of American Colleges, the American Council on Education, the Institute of International Education, the National Catholic Educational Association, the Association of Urban Universities, the Association of Governing Boards of Universities and Colleges, the American Association of University Women, the American Society for Engineering Education, Middle Atlantic Association of Colleges of Business Administration, Association of Continuing Higher Education, the National Association of College and University Summer Sessions, American Association of Colleges for Teacher Education, the College Entrance Examination Board, the National Commission for Cooperative Education, Association of Catholic Colleges and Universities (ACCU), Commission on Independent Colleges and Universities (CICU), National Association of Independent Colleges & Universities (NAICU), NY Campus Compact, Lilly Fellows Program, Lower Hudson Valley Consortium of Catholic Colleges & Universities (LHVCC), FSC DENA, International Association of Lasallian Universities (IALU), Annapolis Group.

The College is an associate member of The Hispanic Association of Colleges and Universities (HACU).

Purpose

The Graduate Division of Manhattan College has for its primary purpose the offering of programs leading to academic and professional degrees through a coherent series of courses, discussions, seminars and independent studies or investigations, assisting the student to acquire an introduction into the mastery of knowledge, creative scholarship and basic research in a specific discipline.

The Graduate Division seeks to serve the American and International community by offering programs in professional areas, affording men and women the opportunity of

acquiring a broader and deeper acquaintance with one field of knowledge, of learning the methods of productive scholarship, and of advanced study in their professions.

The Graduate Division seeks to provide the academic and professional needs for those who are already engaged in a profession as teachers, engineers, or those who having completed their undergraduate preparation desire to enter immediately into advanced study.

Because many of its students are pursuing a profession, the Graduate Division provides the opportunity of achieving the master degree on a part-time basis. It is possible to pursue full-time graduate study in most programs. The courses are generally conducted in the late afternoons, early evenings and Saturdays during the fall and spring sessions. The schedule will vary with the degree program. In general, Education courses are offered in the late afternoon and Engineering courses in the evenings.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that was enacted to protect the privacy of students and their educational records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of "educational information." Educational Information refers to any record maintained by an educational institution, including files, documents, and materials of any type which contain information directly related to students, and which allows a student to be identified.

What is *not* considered Educational Information?

- Sole possession records or private notes held by educational personnel which are not accessible or released to other personnel
- Law enforcement or campus security records which are solely for the law enforcement purposes
- Records related to individuals who are employed by the college
- Records related to treatment provided by a physician, psychiatrist, psychologist or other recognized professional
- Records of the college which contain only information about an individual obtained after that person is no longer a student at the college (i.e., alumni records)

Who is protected under FERPA?

Students who are protected under FERPA are those students who are currently enrolled or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied but have not attended the college, and deceased students do not fall under FERPA guidelines.

Student's rights under FERPA

Eligible students have the right to inspect and review their educational records within 45 days of the day Manhattan College receives a request for access. The eligible student should submit the request to the Registrar and identify the record(s) they wish to inspect. The Registrar will make arrangements for access and will notify the student of the time/place where the records may be inspected.

An eligible student may also ask the college to amend a record believed to be inaccurate or misleading. If the school decides to not amend the record, the parent or student then has a right to a formal hearing. If, after the hearing, the school still chooses to not amend the record, the eligible student has the right to place a statement with the record commenting on the contested information.

Lastly, a student may formally request that Manhattan College not release Directory Information on their behalf. This request must be submitted to the Registrar. When this request is made, a notation will be flagged in the MC Student Information System and every reasonable effort will be made to safeguard the confidentiality of such information.

When is a student's consent not required?

There are several exceptions to releasing information without a student's written approval. Some examples are:

- School officials with legitimate educational interests. A school official is a person employed by Manhattan College in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Manhattan College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- In connection with Financial Aid
- Other schools to which a student is seeking to transfer/enroll
- Parents of a dependent student, as defined by the IRS. The college may release a student's records upon request, but the parent must submit proof of the student's dependency (via most recent federal tax form) prior to receiving the requested information
- Individuals who have obtained court orders or legally issued subpoenas
- Certain government officials in order to carry out lawful functions
- State and local authorities within a juvenile justice system, pursuant to specific State law
- Health and safety emergencies
- Accrediting organizations or organizations conducting studies for MC

Directory Information

Under FERPA guidelines, a student's record may not be disclosed without written authorization unless the requested information falls under the category of "Directory Information." MC may disclose information on a student without violating FERPA if it has designated that information as Directory Information. The following information has been classified as Directory Information by Manhattan College and may be disclosed without a student's written authorization:

- Student name
- Address

- Electronic mail address
- Telephone number
- Dates of attendance
- Date and place of birth
- Major field of study
- Number of credit hours enrolled
- Grade level
- Degrees, honors, and awards received
- Participation in clubs and activities
- Photograph
- Weight and height of members of athletic teams
- Most recent educational institution

The College uses extreme discretion in releasing any student information to an outside source. While MC is legally entitled to release Directory Information, it generally does not disclose more than deemed necessary. The following items are defined as Personally Identifiable Information and can never be disclosed by the College:

- Social Security Number
- Race
- Gender
- Grades
- GPA
- Country of citizenship
- Religion

You have the right to request that any or all of your directory information not be released by Manhattan College. You may contact the Registrar with a written and signed notice not later than 2 weeks of beginning of the semester to withhold the release of any directory information you specify. This request is in effect until you provide written notice to the contrary.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Manhattan College to comply with the requirements of FERPA at:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue. S.W.
Washington, D.C. 20202-4605

Non-Discrimination Policy

Manhattan College has had a longstanding policy of non-discrimination. The College repudiates all discriminatory procedures and specifically those based on race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, veteran status,

citizenship status, disability or any other legally protected status. The College does not knowingly support or patronize any organization or business which discriminates.

No person shall be denied admission or access to the programs or activities of Manhattan College, nor shall any person be denied employment at the College, solely because of any physical, mental or medical impairment within reasonable accommodations. Inquiries concerning this policy may be referred to Human Resources.

Auxiliary aids and academic adjustments within the guidelines of the ADA/Section 504 are provided without charge by the Specialized Resource Center, Room 301B, Miguel Hall, Voice: (718) 862-7101, TTY: (718) 862-7885.

The Title IX and Age Act Coordinator is located within the Office of Human Resources, Memorial Hall, Room 305. The ADA/Section 504 Coordinator is located within the Specialized Resource Center, Miguel Hall, 300A.

Veterans

Manhattan College is pleased to announce our continuing commitment to America's veterans through our participation in the Yellow Ribbon Program of the Post 9/11 GI Bill ®. The Yellow Ribbon Program is a partnership between Manhattan College and the Department of Veterans Affairs (VA) to assist eligible students with educational expenses.

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) allows degree-granting institutions of higher learning in the United States to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. This tuition-benefit program includes both undergraduate and graduate study and either full- or part-time enrollment. Because of Manhattan College's reasonable tuition rates, this program allows eligible veterans to participate at little or no cost. This significant commitment upholds a long history of Manhattan College support for our veterans and their academic and career endeavors.

Yellow Ribbon Benefit at Manhattan College

- Up to \$26,381.37 per year, per student at the College, not to exceed the cost of tuition.
- The Department of Veterans Affairs will match at the same amount up to 50% of the difference between the student's tuition benefit and the total cost of tuition and fees.
- Including GI Bill-based assistance, admitted Yellow Ribbon Program qualified undergraduate veterans can attend Manhattan College at no out of pocket cost.
- Participation in the Yellow Ribbon Program precludes the student from being eligible for any other institutional awards.
- Yellow Ribbon Program award amounts are based on per-credit-hour tuition and allowable fees.
- Once eligible, a student remains so throughout their education as long as they remain in good academic standing and have remaining entitlement with the VA.

Yellow Ribbon Program Eligibility Requirements

Only individuals entitled to the maximum benefit rate (based on service requirements) may receive Yellow Ribbon Program benefits from Manhattan College and the VA. We strongly encourage you to review the eligibility criteria directly from the VA website.

The general eligibility requirements for the Yellow Ribbon Program include:

- Student served an aggregate period of active duty after Sept. 10, 2001 of at least 36 months.
- Student was honorably discharged from active duty for a service-connected disability and they served 30 continuous days after September 10, 2001.
- Student is a dependent eligible for Transfer of Entitlement under the Post-9/11 GI Bill based on a veteran's service under the eligibility criteria listed above.
- In addition to all other institutional policies and regulations, students who receive education benefits from the VA must comply with the policies of the VA and the State Approving Agency for the training and education of students receiving VA education benefits. These policies include the following requirements:
 - You cannot be certified for receipt of your VA education benefits until you have selected the program of study you intend to pursue, met all admissions requirements and all credentials required by the office of admissions are received and evaluated. You must be admitted as a fully matriculated student.
 - It is your responsibility to immediately inform the College's VA certifying official of any changes in your enrollment (e.g., dropped or added classes, or withdrawal from school). If there is any unreported change in your enrollment, you may not be entitled to the full amount of your educational benefits.
 - It is your responsibility to inform the College's VA certifying official each semester or term of your intent to utilize your education benefits. You must turn in a Request for Certification form and a copy of your course schedule.
 - Only the elective hours required for degree completion, as stated in the catalog for your curriculum, may be certified for benefits. You may not receive benefits for excessive electives or courses already taken and passed. You must achieve satisfactory academic progress toward completion of your degree as stated in the catalog. Unsatisfactory progress, conduct or attendance may result in termination of your educational benefits.
 - Veterans who qualify for both federal financial aid and GI Bill assistance may receive support from either or both sources. However, if both sources are utilized, maximum assistance cannot exceed the total cost of attendance.
 - Based upon eligibility determination by the VA, a student may still have a balance due to the College after receiving payment from the VA.

Veteran benefits information is available in the Office of Financial Aid Administration. Each semester recipients of Veterans Administration funds are required to file an Enrollment Certification in this office, and to report promptly when adding or dropping any courses, as well as being responsible for any overpayments made by the V.A.

Location

The College is situated along Manhattan College Parkway on the heights above Van Cortlandt Park (242nd Street and Broadway) in the Riverdale section of New York City. It is a short distance from the 242nd Street station of the Broadway Seventh Avenue Subway, and can be easily reached from any part of the metropolitan or suburban areas. The exit of the Henry Hudson Parkway (West Side Highway) located at 239th Street several blocks to the west of the College puts the campus within easy reach of New Jersey. The College is also within easy commuting distance from Long Island and Westchester and Rockland counties because of its proximity to the New York State Thruway and the Major Deegan Expressway (exit at Van Cortlandt Park South or West 240th Street).

Campus Map (<http://manhattan.edu/admissions/tour/>)

Directions to Manhattan College

By Car:

From Long Island

Robert F. Kennedy Bridge (Triborough Bridge) (from South)

Follow signs to Major Deegan Expressway North (I-87), exit at Van Cortlandt Park South, bear right off ramp and bear right onto Broadway. At second traffic light, turn left and then left again onto Manhattan College Parkway. Proceed up hill to main gate on right.

Whitestone or Throgs Neck Bridge (from East)

To Cross Bronx Expressway (I-95), to Major Deegan Expressway (I-87) North, exit at Van Cortlandt Park South, bear right off ramp and bear right onto Broadway. At second traffic light, turn left and then left again onto Manhattan College Parkway. Proceed up hill to main gate on right.

From Upstate

Saw Mill River Parkway/Henry Hudson Parkway

Traveling North: Exit at 239th Street. Go to stop sign, cross intersection and bear right onto Manhattan College Parkway. Proceed down hill to main gate on left.

Traveling South: Exit at 246th Street. Turn left at first traffic light, turn right onto Fieldston Road at circle and then turn left onto Manhattan College Parkway. Proceed down hill to main gate on left.

New York State Thruway (I-87) (from North)

Thruway South (I-87) becomes the Major Deegan Expressway. Exit at Van Cortlandt Park South, turn right off ramp and bear right onto Broadway. At second traffic light, turn left and then left again onto Manhattan College Parkway. Proceed up hill to main gate on right.

From New Jersey

George Washington Bridge (from West)

New Jersey Turnpike or Route 80 to George Washington Bridge. Follow signs to Henry Hudson Parkway North to 239th Street Exit (no commercial vehicles). At stop sign, proceed straight across intersection (monument on left), pass traffic light and bear right at fork onto Manhattan College Parkway. Proceed down hill to main gate on left.

From New York City

F.D.R. Drive (from South)

F.D.R. Drive to Major Deegan Expressway North (I-87). Exit at Van Cortlandt Park South, bear right off ramp and bear right onto Broadway. At second traffic light, turn left and then left again onto Manhattan College Parkway. Proceed up hill to main gate on right.

West Side Highway (from South)

West Side Highway to Henry Hudson Parkway North to West 239th Street Exit. At stop sign, proceed straight across intersection (monument on left), pass traffic light and bear right at fork onto Manhattan College Parkway. Proceed down hill to main gate on left.

From New England

New England Thruway West to Cross Westchester Expressway, then onto New York State Thruway South. Exit at Van Cortlandt Park South, turn right off ramp and bear right onto Broadway. At second traffic light, turn left and then left again onto Manhattan College Parkway. Proceed up hill to main gate on right.

By Public Transportation:

MTA Subway

Take the 1 train to Van Cortlandt Park-242 Street (last stop).

Walk up the hill on W. 242nd Street to main gate on right.

For more information on subway schedules, visit mta.info.

Metro North

Take the Hudson Line to Marble Hill.

Exit the Marble Hill station, cross Broadway and enter the 1 train subway station at 231st Street. Then follow the MTA Subway directions above.

For more information on train schedules, visit mta.info.

Amtrak Train

Amtrak trains arrive into New York City's Penn Station located in midtown approximately 12 miles from campus. Once arriving at Penn Station, you can take public transportation to campus per the directions above.

MTA Bus

Bus routes near the College are the 7, 10 and 24, all of which stop at W. 239th Street and Riverdale Avenue.

For more information on city bus schedules, visit mta.info.

Bus from New Jersey

Take bus to Port Authority Terminal at either W. 42nd Street or W. 178th Street.

Take the 1 train to Van Cortlandt Park-242 Street (last stop).

Walk up the hill on W. 242nd Street to main gate on right.

Awards

The Fitzpatrick Family Medal

The Fitzpatrick Family Medal is awarded to a student from the Graduate School of Education who exemplifies the Lasallian tradition of academic excellence and service to others.

The Frank Derbenwick Award

This award is given in recognition of superior performance in the Chemical Engineering Graduate Program in memory of Chemical Engineering Professor Frank Derbenwick.

The James Strecansky '62/Air Products Award

This award is given to a graduate student for outstanding service to the Chemical Engineering Department.

The Robert Harris '61 Memorial Award

This award is presented to an outstanding foreign national enrolled in the Chemical Engineering Graduate Program.

The Sigma Xi Medal

This award is given to a graduate student for outstanding research in science.

The Award for Excellence in the Graduate Study of Environmental Engineering

This award is presented to a graduate student for excellence in Environmental Engineering and Science.