Graduate Catalog

and

Student Handbook

Master of Arts in Museum Studies
Florence, Italy
2013-2014

This Graduate Catalog and Student Handbook comprises information on curricula, policies and procedures in relation to the MA in Museum Studies Program, jointly offered by Marist College and Lorenzo ‘de Medici. This is a living document, and will be updated from time to time as necessary to maintain full and updated information. Suggestions for additions, changes, and clarifications are welcome and should be sent to the Director of Marist-LdM Programs.
# Table of Contents

- Master of Arts in Museum Studies Academic Calendar 2013-2014 5
- Marist College and the Istituto Lorenzo de’ Medici 8
- Marist College 8
  - Mission and Vision Statement 8
  - Introduction to Marist College 9
- Lorenzo de’ Medici Institute 9
  - Mission and Core Values 9
- The Master of Arts in Museum Studies: Program Overview 11
- Program Curriculum 11
- Course Requirements 11
- Course Descriptions 12
- Application and Admission 16
  - Application Procedures 16
  - Tuition 2013-2014 17
  - Transfer Credit 17
  - Visa and Permit of Stay Requirements 18
  - Permesso di Soggiorno 18
- Housing 19
- Medical Insurance 19
- Financial Assistance 19
  - Graduate Assistantships 19
  - Lorenzo de’ Medici Recognition Awards 2013-2014 20
  - Graduate Student Financial Aid 20
- Refunds 23
  - Marist-LdM Refund Policy – Tuition and Fees 23
  - Marist-LdM Refund Policy – Housing 23
  - Title IV Policy for Refunds 23
  - Unofficial Withdrawal 24
  - Excess Financial Aid 24
- The Family Educational Rights and Privacy Act (FERPA) 24
Academic Policies and Procedures

Definition of Full-Time and Part-Time Study
Registration Procedures
Maintenance of Matriculation
Readmission
Reapplication
Credit/Course Load
Adding/Dropping Courses
Course Cancellations
Academic Standing
Grading
Auditing
Pass/Fail Courses
Undergraduate Courses
Eligibility
Reinstatement
Time Limits
Extension of the Time Limit
Interruption of Study
Leave of Absence
Withdrawal
Student Code Violations
Foreign Language Requirement
The Academic Plan
Academic Honesty Policy
Procedures and Appeals for Allegations of Academic Honesty
Procedure for Appealing Grades and Other Academic Problems
The Thesis
Thesis Requirements
Thesis Advisor
Thesis Reader
Institutional Review Board (IRB)
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Preparation</td>
<td>33</td>
</tr>
<tr>
<td>Thesis Style Guide</td>
<td>33</td>
</tr>
<tr>
<td>Thesis Order and Components</td>
<td>34</td>
</tr>
<tr>
<td>Format of the Thesis</td>
<td>36</td>
</tr>
<tr>
<td>Copyrighting</td>
<td>38</td>
</tr>
<tr>
<td>Thesis Checklist</td>
<td>39</td>
</tr>
<tr>
<td>Progress Reports</td>
<td>40</td>
</tr>
<tr>
<td>Thesis Defense</td>
<td>40</td>
</tr>
<tr>
<td>Failure of Examinations</td>
<td>41</td>
</tr>
<tr>
<td>Rescheduled or Remote Thesis Defense</td>
<td>41</td>
</tr>
<tr>
<td>Submission of the Thesis</td>
<td>41</td>
</tr>
<tr>
<td>Publication of the Thesis</td>
<td>41</td>
</tr>
<tr>
<td>Commencement and Degree Conferrals</td>
<td>42</td>
</tr>
</tbody>
</table>
## Master of Arts in Museum Studies Academic Calendar 2013-2014

### Summer 2013
- **June 21**: Language Competency Exam
- **June 21**: Thesis Defense Date
- **July 19**: Thesis Defense Date
- **August 5**: MA Language Assistance Program - Classes Begin
- **August 15**: Professor deadline to submit Thesis Review Forms and Rubrics (for August 31 Conferral)
- **August 29**: MA Language Assistance Program - Classes End
- **August 31**: Marist Degree Conferral

### Fall 2013
- **August 28-Sept 1**: MA in Museum Studies Orientation
- **September 2**: Classes Begin
- **September 13**: Language Competency Exam
- **September 20**: Thesis Defense Date
- **October 18**: Thesis Defense Date
- **October 21-25**: Fall Break
- **October 30**: Deadline for internship meeting
- **November 1**: All Saints Day – NO CLASS (Make-up Day TBA)
- **November 8**: Deadline to sign up for Nov 29 Language Competency Exam
- **November 15**: Application for Graduation Due
- **November 22**: Thesis Defense Date
- **November 29**: Language Competency Exam
- **November 29**: Deadline to sign up for January Language Assistance Program
- **November 30**: Deadline to sign up for November 29 Language Competency Exam
- **December 9-13**: Exams
- **December 13**: Thesis Defense Date
- **December 13**: Classes End

### January Intersession 2014
- **January 3**: MA Language Assistance Program - Classes Begin
- **January 5**: Deadline to send Thesis Review Forms and Rubrics to Thesis Reader and Thesis Advisor (January 31 Conferral)
- **January 15**: Professor deadline to submit Thesis Review Forms and Rubrics (for January 31 Conferral)
- **January 15**: Final Copies of Thesis Due (Jan 31 Conferral)
- **January 17**: Deadline to sign up for February 7 Language Competency Exam
- **January 18**: Deadline to sign up for February 8 Language Competency
- **January 24**: Deadline to sign up for February 14 and February 21 Italian Proficiency Exams
- **January 31**: Degree conferral

### Spring 2014
- **February 3**: Classes Begin
- **February 7**: Language Competency Exam
- **February 8**: Final Registration – Last day to Add/Drop an Elective
- **February 14**: Thesis Defense Date
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 14</td>
<td>Italian Proficiency Exam – Written</td>
</tr>
<tr>
<td>February 21</td>
<td>Italian Proficiency Exam – Oral</td>
</tr>
<tr>
<td>March 1</td>
<td>Application for Graduation Due</td>
</tr>
<tr>
<td>March 7</td>
<td>Make-up day for May 1 Classes</td>
</tr>
<tr>
<td>March 8</td>
<td>Italian Proficiency Written Exam</td>
</tr>
<tr>
<td>March 14</td>
<td>Deadline for Marist Summer Housing Signup</td>
</tr>
<tr>
<td>March 15</td>
<td>Deadline to propose Thesis Reader (for May Thesis defense)</td>
</tr>
<tr>
<td>March 21</td>
<td>Deadline to sign up for April 12 Language Competency Exam</td>
</tr>
<tr>
<td>March 21</td>
<td>Thesis Defense Date</td>
</tr>
<tr>
<td>March 24-28</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 12</td>
<td>Language Competency Exam</td>
</tr>
<tr>
<td>April 15</td>
<td>Thesis Proposal Approval Form Due</td>
</tr>
<tr>
<td>April 18</td>
<td>Make-up day for April 21 Classes</td>
</tr>
<tr>
<td>April 18</td>
<td>Thesis Defense Date</td>
</tr>
<tr>
<td>April 21</td>
<td>Easter Monday (Make-up day: April 18)</td>
</tr>
<tr>
<td>April 25</td>
<td>Liberation Day – (Make-up Day: TBA)</td>
</tr>
<tr>
<td>May 1</td>
<td>Academic Plan and Summer Enrollment Due</td>
</tr>
<tr>
<td>May 1</td>
<td>Labor Day – (Make-up day: March 7)</td>
</tr>
<tr>
<td>May 5</td>
<td>Deadline to send Thesis Review Forms and Rubrics to Thesis Reader and Thesis Advisor (May 31 Conferral)</td>
</tr>
<tr>
<td>May 12-16</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 15</td>
<td>Professor deadline to submit Thesis Review Forms and Rubrics (for May 31 Conferral)</td>
</tr>
<tr>
<td>May 15</td>
<td>Final Copies of Thesis Due (May 31 Conferral)</td>
</tr>
<tr>
<td>May 16</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 16</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 17</td>
<td>Marist Housing Check Out</td>
</tr>
<tr>
<td>May 23</td>
<td>Deadline to sign up for June 13 Language Competency Exam</td>
</tr>
<tr>
<td>May 31</td>
<td>Degree Conferral</td>
</tr>
<tr>
<td>Summer 2014</td>
<td></td>
</tr>
<tr>
<td>June 13</td>
<td>Language Competency Exam</td>
</tr>
<tr>
<td>June 16</td>
<td>Deadline to sign up for Marist Fall Housing</td>
</tr>
<tr>
<td>June 20</td>
<td>Thesis Defense Date</td>
</tr>
<tr>
<td>June 20</td>
<td>Language Competency Exam</td>
</tr>
<tr>
<td>June 20</td>
<td>Last day to schedule thesis defense of 13-14 academic year</td>
</tr>
<tr>
<td>June 27</td>
<td>Deadline for Thesis Review Form from Thesis Advisor (Eligibility for August 31 Conferral)</td>
</tr>
<tr>
<td>July 5</td>
<td>Last date for grade changes &amp; resolving incompletes for Spring 2013</td>
</tr>
<tr>
<td>July 12</td>
<td>Language Competency Exam</td>
</tr>
<tr>
<td>July 18</td>
<td>Thesis Defense Date (Last before August 31 degree conferral)</td>
</tr>
<tr>
<td>August 5</td>
<td>Deadline to send Thesis Review Forms and Rubrics to Thesis Reader and Thesis Advisor (August 31 Conferral)</td>
</tr>
<tr>
<td>August 15</td>
<td>Deadline for Reader Response Form and Thesis Review Form (August 31 Conferral)</td>
</tr>
<tr>
<td>August 31</td>
<td>Degree Conferral</td>
</tr>
</tbody>
</table>

**Fall 2014 (tentative dates, please that note these are subject to change)**
August 27-31  MA in Museum Studies Orientation
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 12</td>
<td>Language Competency Exam</td>
</tr>
<tr>
<td>September 19</td>
<td>Thesis Defense Date</td>
</tr>
<tr>
<td>October 17</td>
<td>Thesis Defense Date</td>
</tr>
<tr>
<td>October 20-24</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 30</td>
<td>Deadline for internship meeting</td>
</tr>
<tr>
<td>November 7</td>
<td>Deadline to sign up for Nov 28 Language Competency Exam</td>
</tr>
<tr>
<td>November 14</td>
<td>Application for Graduation Due</td>
</tr>
<tr>
<td>November 21</td>
<td>Thesis Defense Date</td>
</tr>
<tr>
<td>November 28</td>
<td>Language Competency Exam</td>
</tr>
<tr>
<td>November 28</td>
<td>Deadline to sign up for January Language Assistance Program</td>
</tr>
<tr>
<td>November 28</td>
<td>Deadline for Spring 2014 Registration</td>
</tr>
<tr>
<td>December 8-12</td>
<td>Exams</td>
</tr>
<tr>
<td>December 12</td>
<td>Thesis Defense Date</td>
</tr>
<tr>
<td>December 13</td>
<td>Classes End</td>
</tr>
</tbody>
</table>
Marist College and the Istituto Lorenzo de’ Medici

Marist College is a fully accredited, undergraduate and master’s level comprehensive institution located in Poughkeepsie New York, USA which has partnered with The Istituto Lorenzo de’ Medici to offer both undergraduate and graduate degrees in Italy. Marist College maintains a branch campus at Florence, Italy, with additional sites in Tuscania, and Rome, and provides an alternative to studying for a fully accredited US degree in the United States. The Marist-LdM program offers fields that include studio art, art history, conservation studies, digital media, fashion design, interior design, and Italian language as well as a graduate program in museum studies.

Marist College

Mission and Vision Statement

Marist is dedicated to helping students develop the intellect and character required for enlightened, ethical, and productive lives in the global community of the 21st century.

The College fulfills its mission by pursuing three ideals: excellence in education, the importance of community, and the principle of service. These ideals were handed down to us by the Marist Brothers who founded the College. Although Marist is now an independent institution governed by a lay board of trustees, the three ideals remain an integral part of the College mission.

The Marist ideal of excellence in education is achieved through an emphasis on quality teaching and distinctive learning opportunities. At the undergraduate level, this begins with a firm foundation in the liberal arts and sciences. Through core courses and their major field of study, students are educated to think logically and creatively, be able to synthesize and integrate methods and insights from a variety of disciplines, and effectively express their opinions both orally and in writing. Students are encouraged to consider the ethical dimensions of the subjects they study, and to become more aware of their own values and the value implications of the choices they make in their public and private lives. They are also exposed to cultures other than their own through on-campus programs and study abroad. In addition to offering undergraduate programs to traditional-age students, Marist has a long history of serving the needs of adult learners for graduate, undergraduate degree completion, and continuing-education programs. The College offers students an educational experience that meets the same high standards as our traditional undergraduate programs. Marist allows these students to balance their education with work and family responsibilities by offering flexible scheduling, alternative methods of program delivery, and satellite campuses. Marist seeks to distinguish itself by the manner in which it uses information technology to support teaching, learning, and scholarship at both the undergraduate and graduate levels. The College believes that by familiarizing our students with these advanced technologies, it better prepares them to be productive members of society and lifelong learners.

The Marist ideal of community is based on the belief that we become a better institution through the active involvement of faculty, staff, students, and alumni in the life of the College. At a time when social bonds in our society are tenuous, we seek to develop a relationship between our community members and the College that will last a lifetime. We do this by nurturing the development and well-being of all our community members. Of particular importance is assuring that the life of students outside the classroom is supportive of the educational goals pursued inside the classroom. We strive to be a diverse community but also one united by a shared commitment to the free exchange of ideas, consideration of the opinions of others, and civility in all our interactions.
Finally, Marist believes in the dignity of every human being and is committed to the principle of service. The College conducts programs for the disadvantaged, a wide variety of programs that meet community needs, and programs that broaden access to education. We encourage students, faculty, staff, and alumni to make service an important part of their lives. Students are encouraged to become involved in campus activities, programs that assist the less fortunate in our society, and service projects throughout the Hudson River Valley and around the world. By sharing their time and talents, students help make Marist a better place to live and learn while developing a sense of personal and civic responsibility.

**Introduction to Marist College**

Marist traces its roots to 1905, when the Marist Brothers first purchased property in Poughkeepsie, NY as the site of a house of studies. In 1930, the state of New York certified the Marist Training School to offer college-level courses. In 1946, the state granted a charter to Marian College as a four-year institution of higher learning under the leadership of founding president Brother Paul Ambrose Fontaine, FMS. Today, Marist has developed into one of the leading comprehensive liberal arts colleges in the country. Marist College's 160-acre main campus overlooks the Hudson River in the heart of the historic Hudson Valley, midway between New York City and the state capital of Albany, NY. In addition, the Raymond A. Rich Institute for Leadership Development is located on a 60-acre estate in the Ulster County, NY, town of Esopus. The College also has a branch campus in Florence, Italy, and an extension center in Fishkill, NY. Marist's campus is virtually global, with many degree programs offered 100% online. Recognized for academic excellence by U.S. News & World Report, Forbes, The Princeton Review, Kiplinger's Personal Finance, and Barron's Best Buys in College Education, Marist is noted for its leadership in the use of technology to enhance the teaching and learning process.

The College enrolls approximately 4,500 traditional undergraduate men and women, 530 nontraditional adult students, and over 1,000 full- and part-time graduate students. Its first graduating class of 1947 consisted of four Marist Brothers. Today, more than 34,000 alumni and alumnae call Marist their alma mater. The campus now consists of 51 buildings and 37 student housing facilities, with a total estimated value of $607 million. Over the past two decades, Marist has expanded its course offerings and tripled its applicant pool. The College now receives more than 10,000 applications each year for admission to the freshman class. Its acceptance rate during that same period has gone from 75 percent to 34 percent in 2011. Marist offers 43 programs leading to bachelor’s degrees, 12 toward master’s degrees, and several professional certificate programs. The College has a longstanding commitment to providing adults with educational opportunities that accommodate their work schedules. A variety of online programs offer opportunities to balance study with career and family responsibilities. Marist has seen tremendous growth in its graduate programs due in large part to its successful online MBA and MPA programs, the first to be accredited by New York State. Marist also offers other online programs at the undergraduate and graduate levels as well as study-abroad opportunities in many countries.

**Lorenzo de’ Medici Institute**

**Mission and Core Values**

Istituto Lorenzo de’ Medici is committed to delivering a high-quality international learning experience through which students advance along their formal educational paths, develop their creativity, realize their own potential, and empower themselves to impact the world around them. The core values of Istituto Lorenzo de’ Medici are:

- **Learning** - Istituto Lorenzo de’ Medici upholds both traditional and innovative educational approaches and is dedicated to the empowerment of students as active participants in the learning process.
- **Innovation** - Istituto Lorenzo de’ Medici prizes interdisciplinary projects and engagement with the professional sector as a way to ensure that its students achieve the work-related skills necessary to meet the challenges of their respective fields.
Diversity - Istituto Lorenzo de’ Medici embraces diversity in its dynamic, international environment composed of faculty, staff and students from over 80 different countries.

Engagement - Istituto Lorenzo de’ Medici believes in community engagement and builds opportunities for meaningful interaction between students and the Italian community in which they live and study.

Affirmation - Istituto Lorenzo de’ Medici provides equal and open access to educational opportunities and promotes personal development and growth.

Introduction to Lorenzo de’ Medici

Istituto Lorenzo de’ Medici (LdM) began in 1973 as one of the first centers in Florence to specialize in teaching Italian as a foreign language. The Institute later branched out into studio art courses, and is now known as Italy’s largest and most comprehensive institution for international education. LdM has program sites in Florence, Rome, and Tuscania, giving students the opportunity to experience different aspects of Italian culture and regional expertise. LdM currently offers over 2,800 students each year the opportunity to live in the midst of Italian culture and share their study experience with others of different nationalities. LdM has a faculty of more than 200 dedicated and qualified instructors from Italy and all around the world, and offers over 400 different courses in arts and humanities such as design, social sciences, communications, psychology, international business, political science, studio art, performing arts, nutrition and health, and Italian language.

Classroom-based liberal arts courses supplement traditional teaching methods by using the unrivaled opportunities which Florence, Tuscania, Rome and Venice offer for investigating the historical and cultural heritage of Italy and Europe in galleries, palaces, gardens, churches and museums. LdM programs stimulate and develop the individual creativity of students, providing them not only with the technical skills but also the conceptual insights necessary for the development of artistic talent. LdM prides itself on its years of experience in offering professionally-oriented courses in fashion, graphic, jewelry making, interior design, architecture, photography, restoration, archaeology and allied subjects. LdM’s fully equipped facilities and cutting edge methods enable students to enjoy direct learning and to experience Italy as “a classroom without walls”.

LdM has enjoyed a long and fruitful collaboration with the University of Florence, including social events such as the “Tandem” conversation exchange and, more importantly, a variety of academic ventures. LdM has established agreements with a number of Departments within the University of Florence, such as social studies (through which a number of peace studies courses are offered), archaeology, business and economics, history, art history, museology, as well as music and theatre (which also covers cinema and filmmaking). Additionally, a number of University of Florence faculty members serve on the advisory board for the Marist-LdM MA in Museum Studies and teach within the program.

Through LdM’s collaboration with the Soprintendeza dei beni culturali (Superintendent of Monuments) LdM Conservation students have restored paintings and sculptures, some by the greatest artistic masters of the Renaissance like Fra’ Angelico, Ghirlandaio, Botticelli, Brunelleschi and Michelangelo. Studio Art students develop their visual skills through immersion in the exquisite beauties of the Italian countryside. Fashion students work on commercial projects, meet industry professionals and hold their own fashion shows, while Art, Photography, Graphic and Interior Design students exhibit their work. Beyond their culinary classes taught by professional chefs, Culinary Arts students visit small farms where wines, cheeses, and cured meats are still produced by hand.

Additionally, LdM provides its students with a wide range of housing possibilities, student services, opportunities for travel and recreation, volunteer projects, internships, student clubs, extra-curricular seminars and public conferences. The Institute aims to integrate formal university-level learning with an emphasis on personal growth, individual engagement, and community responsibility.
The Master of Arts in Museum Studies: Program Overview

The M.A. in Museum Studies program, offered by Marist College and Lorenzo de’ Medici is an interdisciplinary advanced degree which aims to provide students with an understanding of how museums operate within their social and cultural contexts, offering unparalleled learning opportunities within the city of Florence. The program draws on faculty from the US, UK and continental Europe, and courses are taught using a variety of innovative methods, yet they share two fundamental core principles:
1. Museums’ engagement with the public is paramount, and
2. Museums vary greatly across the globe and therefore must be studied from an international comparative perspective.

Guest lectures are offered by a range of museum professionals, providing a wide variety of international perspectives and access to real-world museum research and practices. Visits to museums, monuments, archives, libraries, and other institutions are essential features of the program that encourage students to use the city of Florence as their ‘classroom’. The internship component of the program provides the opportunity for students to learn firsthand how to manage collections, organize exhibitions and events, learn management skills, and to assist in public outreach programs and marketing campaigns. The combination of lectures, visits and the internship facilitate the important transition from student to museum professional at the termination of the degree. Additionally, the program works with both the University of Florence and the Fondazione Palazzo Strozzi to position itself as a much-needed forum for reflection and debate on museological issues in the city. All courses are taught in English.

Program Curriculum

The Master of Arts in Museum Studies degree requires the completion of a minimum of 34 credit hours (3 credits) as well as the completion of an Internship and a Thesis. The curriculum provides a sequence of courses that offer the museums of Florence and the expertise of the museum professionals of the city as a backdrop to learning. Following completion of the coursework, students engage in an internship as well as complete a thesis. Highly motivated students (particularly those with strong Italian language skills) can choose to complete both the Internship and Thesis in the following summer, and can thus complete the degree in one calendar year. Most students choose to take longer to complete the degree. Students must pass a Foreign Language Competency Exam before scheduling the thesis defense. Foreign Language Competency must be demonstrated in French, Italian, German, Spanish or in another language approved by the Program Director(s). Students wishing to conduct their internship in Italy are also strongly advised to take Italian language instruction (at additional cost) and are required to sit for the Italian Language Proficiency exam which tests written and oral Italian language skills.

Course Requirements

The Master of Arts in Museum Studies requires a minimum of 34 credit hours

Course Requirements

ARTM 501L: Museums and the Public I: People and Ideas 3 cr
ARTM 502L: Museums, Galleries, and the History of Collecting 3 cr
ARTM 503L: Museum Development, Management and Leadership 3 cr
ARTM 504L: Art and Objects in Museums and in Context 3 cr
ARTM 507L: Research Methods I: Methodology and Resources 1 cr
ARTM 601L: Museums and the Public II: Objects and Audience 3 cr
ARTM 607L: Research Methods II: Thesis Proposal 1 cr
ARTM 616: Fieldwork for Museum Studies Internship 0 cr
ARTM 617: 1 Credit Internship 1 cr
ARTM 620: 4 Credit Internship 4 cr
ARTM 621: 2 Credit Internship (Part 1) 2 cr
ARTM 622: 2 Credit Internship (Part 2) 2 cr
ARTM 623: 3 Credit Internship 3 cr
ARTM 624: 5 Credit Internship 5 cr
ARTM 625L: Thesis 4 cr

Three Elective Courses (as available) 9 cr
ARTM 602L: Transcultural Aesthetics, Ethnography, and Cultural Bias
ARTM 603L: Museum Spaces and Technologies
ARTM 604L: Museum Education
ARTM 605L: Conservation and Historic Preservation
ARTM 606L: Museum Ethics and the Law
ARTM 6XXL: Special Topics Courses

TOTAL CREDITS 34-35 cr

Course Descriptions

ARTM 501L
Museums and the Public I: People and Ideas
Location: Florence
This course addresses the various roles museums play in society, accentuating the position of the museum as a significant cultural institution whose form and very existence depends upon a rich interchange with its community, local and global. It is designed as a series of invited lectures by museum professionals such as museum directors, curators, donors, fundraisers, docent trainers and web designers, with both theoretical and practical knowledge of museums. These lectures, combined with weekly readings will serve as springboards for individual analysis and class discussion. The specific content of this course varies from year to year.

ARTM 502L
Museums, Galleries, and the History of Collecting
Location: Florence
This course provides the student with a survey of the history of collections, collecting, and private and public display of objects from a European perspective from antiquity to the present. Issues addressed include the concept of collecting and systems of classifying in Europe and America, the relationship between collecting, classifying and the birth of museums, the role of travel in the formation of collections and the shaping of taste and religious, cultural, political and financial impacts on the display of collections in museum contexts. Visits to historical collections are an integral part of the course.

ARTM 503L
Museum Development, Management, and Leadership
Location: Florence
This course provides a basic understanding of how modern museums are structured, administered and financed in various parts of the world, while exploring leadership and management skills at various levels of the museum
hierarchy. Some issues to be addressed include what makes an effective non-profit institution, potential controversies and legal problems that can arise in museums and developing strategies for dealing with them, operational issues, growth potential, and strategic planning and capital expense budgeting in a European museum context. Students should conclude this course with a thorough comparative understanding of the museum organization through analyzing relationships and points of contact between museum departments and between museums and the public they serve.

ARTM 504L
Art and Objects in Museums and in Context
Location: Florence
This course on curatorial practice addresses the problems of the meaning, context, and display of art and objects through three case studies, each covered by a different instructor for one third of the semester. Case studies will be in 1) Florentine art 2) contemporary art and the special problems it poses to museums and 3) a non-art museums (such as history or history of science museums) and the objects they house. Students will assess the effectiveness and sustainability of museum displays according to various parameters including viewer expectations, cultural biases and the fostering of aesthetic systems, religious and conservation issues.

ARTM 507L
Research Methods I: Methodology and Resources
Location: Florence
Students will be introduced to modes and places of research in Florence and will develop and hone critical analytical skills by critiquing published papers in a variety of museum studies fields and using a variety of methodologies.

ARTM 601
Museums and the Public II: Objects and Audience
Location: Florence
Designed to follow “Museums and the Public I: People and Ideas,” this course offers the student a guided, hands-on experience in the creation, planning, researching, financing, structuring, installation, and marketing of a focus show for the general public at a Florentine institution. It involves a minimum of 15 classroom hours and approximately 200 hours of guided student work on the various aspects of the exhibition outlined above.

ARTM 602
Transcultural Aesthetics, Ethnography and Cultural Bias
Location: Florence
This course seeks to address the relationships between aesthetics, religion and the socio-cultural function of objects and the delicate role of museums in fostering aesthetic systems. The differences between art museums, archaeology museums and ethnography museums will be reviewed as will definitions of ‘art’ and ‘artifact’. The role of photography and other didactic measures will be evaluated historically and conceptually. Most of this analysis will take place though case studies.

ARTM 603
Museum Spaces and Technologies
Location: Florence
New computer technologies are changing the way museums relate to their public. This course surveys the uses and future possibilities of digital technologies in the preservation, management, research, installation and mediation of museum collections. Skills introduced will include creating databases, working with computer
programs and programmers, digital imaging and image enhancement, creating virtual spaces, producing hypertexts and museum websites.

**ARTM 604**  
**Museum Education**  
Location: Florence  
Using case studies and theoretical analyses, this course explores how museums reach out to their communities, including the staging of events for public outreach, teaching from objects and teaching others (such as guides, volunteers and interns) to teach from objects, and the educational use of technologies. It will also examine the role of the museum educator and his or her engagement with the phenomena of formal, informal and lifelong learning.

**ARTM 605**  
**Conservation and Historic Preservation**  
Location: Florence  
This course investigates the ethical, historical and cultural issues in the conservation and preservation of museum objects using selected case studies. Topics include the assessment of the historical significance of objects, risk management approaches to the management of cultural property, and issues relating to the care, handling, and storage of art objects and museum buildings.

**ARTM 606**  
**Museums: Ethics and the Law**  
Location: Florence  
This course introduces the student to the legal and ethical issues faced by museums as repositories of cultural property across the world. Issues explored on a comparative international basis include copyright, censorship, public interest, appropriate conservation, theft, dubious provenance and repatriation of art and artifacts.

**ARTM 607**  
**Research Methods II: The Thesis Proposal**  
Location: Florence  
Completed in the early months of the Spring term, this course follows “Research Methods I: Methodologies and Resources” and essentially serves as a forum in which the students choose their area of concentration and develop the prospectus for the Master’s thesis. In the class sessions, students will propose thesis topics, present draft thesis proposals, critique each other’s proposals and revise proposals. Students are required to meet with prospective faculty advisors and make a final selection of a Thesis Advisor. At the conclusion of this course, students will have selected an advisor and have an accepted proposal. If no advisor is selected by the time the Academic Plan is submitted, an appropriate advisor will be appointed by the Program Director(s).

**ARTM 620**  
**Internship**  
Location: TBD  
Upon the successful completion of “Research Methods II: The Thesis Proposal” in which the student's thesis proposal is approved and the Thesis Advisor chosen, the student may begin the internship. The 200 hour internship must provide the student contact with a working museum institution, giving the student the opportunity to test the theoretical knowledge and the practical skills acquired while taking “Museums and the Public II: Objects and Audience.” The internship may be completed in Florence or elsewhere and will be jointly supervised by program staff and the host institution. All approved internships that occur in Italy will comply with Italian health and safety codes.
ARTM 625  
Master’s Thesis  
Location: TBD  

Upon the successful completion of “Research Methods II: The Thesis Proposal” in which the student’s thesis proposal is approved and the Thesis Advisor chosen, and all requirements of the Marist College IRB have been fulfilled, the student may begin to research and write their thesis.

Notes:
1. The Master of Arts degree requires the completion of a minimum of 34 credit hours, including an internship and a thesis.
2. No more than 6 credits may be transferred toward this degree. Only grades of B or better will be accepted as transfer credit.
3. Students must maintain a minimum cumulative GPA of 3.0 (4.0 scale).
4. If any student is unable to select a Thesis Advisor by the time the Academic Plan is due on May 1, the Program Director(s) will select one, based on the proposed area of research of the thesis.
5. Foreign Language Requirement: Students must pass a Foreign Language Competency Exam before beginning the internship and/or thesis. Foreign Language Competency must be demonstrated in French, Italian, German, Spanish or Latin. Other languages may be approved in special circumstances by the Program Director(s). The Foreign Language Competency Exam is offered several times during the course of the Fall and Spring semesters.
6. MA in Museum Studies candidates must complete a thesis and must orally defend it to the satisfaction of the Thesis Committee. Students who do not complete the thesis when they enroll in “ARTM 625L: Thesis” must file for an extension and enroll in a one credit course each semester until the thesis is complete. Students who enroll for the one credit thesis extension course must file a progress report with the Program Director(s) prior to the start of the semester for which they are seeking the extension. The progress report allows Program Director(s) and the Marist-LdM program to ensure that all students are making systematic and consistent progress in their research.
7. Internship: Securing an internship is a collaborative process. Students are encouraged to begin researching and planning for their internships based on their career goals and interests, early in their Fall Semester. All students are required to meet with the program’s Internship Coordinator in October to discuss their plans and any internship options that they have researched. Some questions to help in planning for the internship include:
   - What kind of organization/museum do I hope to work for?
   - What region of the world would I like to work in?
   - Are my language skills sufficient to work in a museum in the region identified above?
   - How might I link my internship to my research focus for my thesis?
8. Language Proficiency Exam and the Language Assistance Program: Students who are interested in pursuing an internship in Italy are required to possess basic conversational Italian skills and are required to take the Language Proficiency exam in March to test and document written and oral language skills. In preparation, students are strongly encouraged to enroll in language courses prior to the start of the MA program if they do not have a background in Italian language. The Language Assistance Program is one such option which offers language courses in August and January for students to acquire or improve their Italian language skills. These classes are offered at the undergraduate level and do not affect the student’s GPA or standing in the MA in Museum Studies Program. Developing Italian language skills is important for students to be able to adjust to life in Italy and to be able to more fully access the culture and academic resources available to them. Details on the Language Assistance program can be found at http://italy.marist.edu/graduate/italian-language-assistance-program.html
Application and Admission

An individual is admitted to the Marist-LdM Graduate Studies Program in Museum Studies to pursue a Master of Arts degree beginning in the Fall semester designated in the offer of admission letter.

Application Procedures

The MA in Museum Studies program enrolls students for the Fall semester only. The Admissions Committee will review applications of all prospective students to assess the overall scholastic record and potential of the applicant. Admission decisions are made according to published deadlines:

2013-2014
Early Action Application Deadline - December 1st
Regular Application Decision Deadline - March 1st
Deposit Deadline - July 17th

2014-2015
Early Action Application Deadline - December 1st
Regular Application Decision Deadline - February 1st
Deposit Deadline - March 15th

Applicants not successful in the Early Action pool may be reconsidered during the regular decision process.

Applicants to the MA in Museum Studies program must submit:
1. Completed Marist Graduate Admissions Application
2. $50.00 non-refundable application fee made payable to Marist
3. Official transcripts from all undergraduate and graduate institutions attended (with official English translation into the US system for transcripts in other languages)
4. Current résumé
5. Written statement of purpose
6. Three letters of recommendation
7. English Proficiency Exam results. For non-native English-speaking students one of the following exams is required:
   TOEFL - Students must submit a minimum score of 550 on the paper based TOEFL exam or a 213 on the computer based TOEFL or an 80 on the Internet based TOEFL exam.
   IELTS - Students must submit a minimum score of 6.5
   All test scores must come directly from the Testing Service to Marist College. Note: the Marist report code is 2400. Copies of test scores will delay the admission process since an I20 will not be issued without official documents.
   * Please note: TOEFL or IELTS scores must be less than two years old from the first day of class at the proposed term of entry in order to be valid.

There is no transfer process between programs once admitted to a Marist-LdM Graduate Studies Program. A desire to pursue a different degree requires a new application to the new degree program. This includes online degrees offered through the Marist main campus in Poughkeepsie, NY.
All application documents must be sent to:
Marist College
Office of Graduate Admission
3399 North Rd.
Poughkeepsie, New York
12601
USA

Tuition 2013-2014
The fees listed below are for the 2013-2014 Academic Year. The full-time tuition rate allows students to take 9-13 credits:

- $11,375.00  Fall - 13 credits
- $11,375.00  Spring - 13 credits
- $7,000.00   Summer - 8 credits
- $50.00     One time non-refundable fee due with application
- $875.00    Fee for 1 credit thesis-in-progress
- $875.00    Part time enrollment (per credit hour)

Housing Fees: per semester
- $3,500.00  Double Occupancy Room per semester
- $6,000.00  Single Occupancy Room per semester

Additional Fees: per semester
- $225.00   Health Insurance
- $175.00   Orientation Fee, (one-time fee charged the semester of entry to program)
- $500.00   Activity Fee (museum passes, class visits and various group activities – Fall and Spring only)
- $500.00   Lunch Meal Plan (optional)
- $1250.00  Language Assistance Program Summer
- $200.00   Language Assistance Program Summer Housing Fee
- $1050.00  Language Assistance Program Winter

Misc. Fees:
- $5.00     Transcript Fee; Payable upon request of transcript
- $75.00    Readmission fee; Payable upon request for readmission
- $450.00   Audit Fee
- $65.00    Lost key fee; damaged keys or replacement keys (Marist housing)
- $15.00    Returned Check Fee; Charged for any check returned from bank
- $10.00    Estimated Wire Fee; Marist College incurs fees for receiving payments via wire. Students will be charged for any fees Marist incurs.

Transfer Credit
Applicants with previous graduate level work earned in a similar program within 5 years of starting the MA in Museum Studies Program can request to transfer up to 6 credits toward their degree at the time of admission to the program. A grade of B or better is required. Courses taken on a pass/fail or satisfactory/unsatisfactory basis may not be included in transfer credit. Non-credit courses including lifetime learning seminars and programs or courses taken for Continuing Education Units may not be applied towards this degree. Courses presented for transfer must be substantially equivalent to the Marist course requirement, require the approval of the Program
Director(s) and **must be presented at the time of admission**. Requests for transfer credit after admission will not be accepted.

Students seeking transfer credit must provide the following:
1. Official transcripts noting credit earned for the course (Note that transcripts received from other universities cannot be released to students or third parties.)
2. Published course description;
3. Course reading list;
4. Course requirements, including assignments and grading criteria;
5. Information on the tools and methodologies used to engage students in learning.

**Visa and Permit of Stay Requirements**

Students will be required to obtain a study visa for their time at the Florence branch campus pursuing any part of their degree. Students must be full-time matriculated students in order to qualify for the visa status as students. Please note that special requirements may be placed by the issuing consulate on hours of employment permitted, periods of residency permitted, and other details. US students may choose to participate in Marist’s group appointment to the Italian consulate in New York City. Our group appointment is a service that the Consulate allows schools within its jurisdiction to offer to students who are US citizens regardless of their official residence. This appointment usually takes place in early July, and the time of processing visas is usually 4 to 6 weeks. Students will need to surrender their passports for this time period. Students who enroll for the August Language Assistance Program will not be able to make use of the group appointment, but will need to make an individual appointment to appear before the Italian consulate closest to their home. The Italian government requires that anyone seeking a student visa provide a number of documents including proof of financial stability for each month of planned residency in Italy – the general amount required for a 9 month period is US$10600; proof of housing in Florence is also required and can be shown with a valid lease or proof of Marist housing for the duration of the visa.

The Marist-LdM program office will provide assistance wherever possible in visa related matters, but the ultimate responsibility belongs to the student. The Italian Consular Service offices are not affiliated with Marist College in any way, and we have no control over their processes and timelines. They are entities of the Italian national government, and they may create and/or change their requirements for obtaining a student visa at any time and without prior notification. Therefore, any information provided in this catalog/handbook and in other Marist communication is meant only as a general guide. It is each individual student’s responsibility to follow the most up-to-date and accurate instructions as reflected on the Italian Consular Services official web site. Visas for spouses and accompanying family members and any paperwork to secure such visas are also solely the responsibility of the student.

Citizens of countries under the European Union do not need visas for any Schengen Country. The European Union area includes 27 countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom. If traveling on an EU Passport you will still need to bring additional materials to Florence to show proof that you are a student of the program.

**Permesso di Soggiorno**

Italian law requires that all non-European students register within eight days of their student visa start date by applying for the permit of stay for temporary residents or Permesso di Soggiorno. There are no exceptions to this requirement. Marist-LdM will provide assistance when possible, but urges each student to familiarize themselves with the requirements of their immigration status.
Housing
Upon admission into the MA in Museum Studies program, students have the opportunity to request Marist student housing. Students live in apartment-style residences throughout the city. Apartments vary in size, usually accommodating between two and four students. Although apartments are of the same standard and have similar facilities, no two apartments are alike. Apartments used by Marist-LdM are all located within walking distance of LdM facilities. All apartments are fully furnished with furniture, bed linens, towels, and dishes. All students residing in Marist-LdM housing are bound by the Marist-LdM Student Code of Conduct, the Resident Student Handbook and the housing cancellation policy. Students are expected to familiarize themselves with the policy and procedure outlined in these documents. Violations will be sanctioned in accordance with the enforcement of these rules. At the end of each semester the housing office will inspect each apartment and any damages will be assessed to the student’s account. Marist does not offer housing for students who are accompanied by family members.

Medical Insurance
All Marist students studying at the Florence Branch campus, including those in the MA in Museum Studies program are required to obtain international health insurance as part of their participation in a program at the Branch Campus. Marist-LdM has contracted HTH Worldwide to provide Marist students with health insurance that covers the student during their stay in Italy and for travel to other countries. The HTH Insurance is mandatory for all MA in Museum Studies program including those registered for the one credit thesis in progress course. The HTH policy is a comprehensive international policy and includes coverage for everything from emergency evacuation for medical reasons to routine doctor’s visits. This policy also satisfies the Italian Government’s requirement for students to have a nationally recognized health care policy before obtaining their permit of stay. The HTH insurance coverage is effective from the day of departure for Italy and is valid through the end of the academic year. Students will receive their insurance cards upon arrival in Italy. Students should carry the HTH cards on them at all times and use them to access services of in network doctors. There are a number of English speaking health care professionals within the HTH Network in Florence. For doctors outside the HTH network, students can pay out of pocket and submit a claim to HTH for reimbursement.

Financial Assistance
Graduate Assistantships
A limited number of assistantships in research, office work and student activities are available to formally admitted, full time graduate students in the MA in Museum Studies program. These are hourly positions, remunerated at a rate of $12 per hour, that each require a commitment of between ten to fifteen hours of work each week during the fall and spring semesters. Selection for assistantships is highly competitive. Students may apply for more than one assistantship, but can only receive one award. A student who is awarded an assistantship and who does not meet the full time status, maintain the GPA requirement of 3.0 GPA or who fails to perform the duties required of them in an adequate manner may have their assistantship terminated.

Available Awards
Graduate Assistantship in Program Support
Graduate Assistantship in Student Activities and Marketing
Graduate Assistantship in Cultural Heritage
Graduate Assistantship in Museology Review
Resident Assistant (open to both BA and MA students)
For further information on each of these, please refer to http://italy.marist.edu/graduate/grad_assistantships
Application
To apply for any of the Graduate Assistantships students must submit the following by May 1st (for the AY2014-2015 this will be adjust to an application deadline of February 1st)

1. Resume and Cover Letter (Candidates may submit one general cover letter for all positions for which they are applying, or write individual cover letters for each Graduate Assistantship)
2. Essay: Write an essay (two pages, double spaced) that describes why you qualify for the particular graduate assistantship for which you are applying. Your essay may include any additional qualifications you may have for the appointment you are seeking. Include details about such things as employment experience, teaching experience, museum experience, research, writing, artistic creation, travel and other relevant skills. Also provide a brief description of your plans after completing your graduate education. (Candidates applying for more than one position may submit one general essay for all positions for which they are applying. Alternatively if candidates feel that individual tailored essays for each Graduate Assistantship would strengthen their applications they may do so. In this case the essays must indicate very clearly the position with which they are associated)
3. Undergraduate College Transcript
4. Two letters of recommendation one of which should be from a current or past instructor or someone familiar with your professional qualifications relevant to this role
5. Students applying for more than one assistantship must indicate their preference priority in their application

Lorenzo de’ Medici Recognition Awards 2013-2014
In addition to the Graduate Assistantships, the MA in Museum Studies offers a number of Recognition Awards each academic year to Marist LdM graduate students. Each award varies in amount from $500 to $2,000. All students admitted to the program are automatically considered for these awards. No application is necessary. Award selection is based on student academic performance, potential for success in the program and financial need.

Graduate Student Financial Aid
There are several options available to help students finance graduate study. In addition to traditional sources, including personal income, savings, and family/employer assistance, several programs are available to assist both full- and part-time students in meeting the cost of their graduate education. For eligibility students must be matriculated in a graduate program at Marist and maintain satisfactory academic progress each semester. Only electives listed for the individual graduate program requirements will be considered when determining financial aid eligibility. Satisfactory progress is defined as maintaining a cumulative GPA of 3.0 or above. Financial awards are made without reference to racial or ethnic origin, sex, age, religion, color, marital status, or disability. All questions concerning financial aid should be directed to the Student Financial Services Office at +1 (845) 575-3230 or by visiting their website at http://www.marist.edu/financialaid/graduate/index.html.

Need-Based Financial Assistance
Marist also awards assistance based on demonstrated financial need. To apply for need-based financial assistance, full-time and part-time graduate students must complete the Free Application for Federal Student Aid (FAFSA). The application deadlines are August 15 for new students, January 15 for spring and May 15 for returning students. Early application is recommended. In addition to the above, students selected for verification must provide Marist’s Office of Student Financial Services with the following: Marist Application for Financial Aid for Graduate and Adult Enrollment Students, Signed photocopies of Federal Income Tax Returns along with W-2 statements for the student and spouse (if applicable).

PLEASE NOTE: Marist College defines academic full-time study for graduate programs as a nine (9) or greater credit course load. However, this should not be confused with the federal and state financial aid definition of full-time study which is a 12-credit course load or higher.
New York State Tuition Assistance Program (TAP)
As the M.A. in Museum Studies is located entirely at the Florence Branch Campus, New York State residents on this program are not eligible for any TAP awards.

Federal Direct Loans
Marist College participates in the William D. Ford Direct Lending Program. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. The FAFSA must be completed before a Direct Subsidized or Unsubsidized Loan can be awarded.

Federal Direct Subsidized Loan
The Budget Control Act (BCA) of 2011 (Pub. L. 112-25) was signed into law on August 2, 2011. This Act made the following change to the William D. Ford Direct Loan (Direct Loan) Program:

Loss of Subsidized Loan Eligibility for Graduate and Professional Students
Effective for loans made for periods of enrollment (loan periods) beginning on or after July 1, 2012, graduate and professional students are no longer eligible to receive Federal Direct Subsidized Loans. The terms and conditions of Direct Subsidized Loans received by any student for loan periods beginning before July 1, 2012, for either graduate or undergraduate study, are not affected by this change. The annual loan limit for graduate and professional students remains unchanged at $20,500, but this amount will now be limited to Direct Unsubsidized Loans.

In addition, the up-front interest rebate which has been provided to Direct Loan borrowers at the time of their loan disbursement will no longer be offered on any Direct Loan Program loan with a first disbursement date that is on or after July 1, 2012. Therefore, there will be a 1% Origination fee on all loans disbursed after July 1, 2012.

Federal Direct Unsubsidized Loan
For the Direct Unsubsidized Loans, the student must be at least half time status and is responsible for interest payments while in school. (You have the option to defer payments of interest and principal until after you graduate.) The interest rate for this loan is set at a fixed rate. Repayment begins six months after graduation, or after you cease to be enrolled at least half-time. Students are awarded a Direct Unsubsidized Loan if their FAFSA information determines they have no financial need.

Important Direct Loan Information:
1. A student must be at least half time status (6 credits) at all times to be eligible for this loan
2. If you complete a Direct Loan Master Promissory Note (MPN) during your first semester at Marist you may not have to complete another application for 10 years, or until you enter another College.
3. The Direct Loan Master Promissory Note (MPN) is a promissory note under which you may receive multiple subsidized and unsubsidized loans over a maximum ten-year period.
4. All Direct Loans are subject to fees (up to 1.0 percent). The fees will be deducted from the loan proceeds prior to disbursement. Disbursements are sent directly to Marist College, two per loan period.
5. Direct Loan funds will be transferred electronically to your college account. These funds must be credited to your account in the Office of Student Financial Services within 3 days of disbursement to the college or your loan will be canceled and your funds returned to the Department of Education.
6. First-time borrowers of a Direct Loan must complete an entrance counseling session before you receive your loan. This ensures that you have received loan counseling and understand your responsibilities.
7. All borrowers of a Direct Loan must complete an exit counseling session prior to withdrawal, transfer, leave of absence, or graduation from the college. This ensures that you have received loan counseling and understand your rights and responsibilities.
8. If you choose to withdraw or take a leave of absence from Marist College, you must notify the appropriate offices. Please contact the Center for Advising and Academic Services to complete an official
withdrawal/leave of absence form and then contact the Office of Student Financial Services to cancel your financial aid or complete a Title IV calculation, if eligible. Please also notify the housing department if you have a housing arrangement and the Registrar for official transcripts, if necessary.

9. Please remember that a Federal Direct Loan is a loan, not a grant. You must repay the funds you borrow, plus interest and fees. If you have any questions, do not hesitate to contact the Office of Student Financial Services.

10. The U.S. Department of Education's National Student Loan Data System (NSLDS) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS, go to www.nslds.ed.gov. All Title IV loans are reported to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

11. Your Federal Direct loan is automatically processed for the amount shown as part of your financial aid package, unless you notify the Office of Student Financial Services otherwise.

12. Please review the new Federal Direct Loan Limits effective for Stafford loans first disbursed on or after July 1, 2008.

PLUS Loans for Graduate or Professional Students
Marist College policy states that the FAFSA must be completed before a Direct Grad PLUS Loan can be awarded. This change will require all new borrowers to complete Master Promissory Notes with the Department of Education.

Graduate and professional students who qualify for federal financial aid and are credit worthy borrowers will be eligible to borrow through the Federal Direct Grad PLUS loan program. This loan has a fixed interest rate of 7.9%. The maximum amount you may borrow on a Direct Grad PLUS loan each academic year per student is the cost of attendance minus other financial aid received. In addition, students must have exhausted their annual Stafford Loan eligibility.

The U.S. Department of Education's National Student Loan Data System (NSLDS) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS, go to www.nslds.ed.gov. All Title IV loans are reported to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Graduate students are eligible to borrow under the PLUS Loan Program up to their cost of attendance minus other estimated financial assistance. The terms and conditions applicable to Parent PLUS Loans also apply to Graduate/Professional PLUS loans. These requirements include a determination that the applicant does not have an adverse credit history, repayment beginning on the date of the last disbursement of the loan, and a fixed interest rate of 8.5 percent. Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA). They also must have applied for their annual loan maximum eligibility under the Federal Subsidized and Unsubsidized Stafford Loan programs.

Private Loan Programs
To help students and their families evaluate their lender options, Marist utilizes ELM Select, a website that provides comparative information on lenders and their loan products. Marist College offers Citi Bank, Citizens Bank, Sallie Mae and Wells Fargo for private loan options. Marist chooses to participate in a preferred lender arrangement with each lender to better assist our students and families. Marist chooses these lenders based on their commitment to the industry, payment and origination or other fees on behalf of the borrower, highly competitive interest rates and terms and conditions, high quality customer service and additional competitive
borrower benefits for the student. The choice of a lender is not in any way limited to Marist's suggested list. If students and their parents choose another lender, they will not be penalized in any way for selecting the lender of their choice. Private loans are available to assist students in paying for Marist College. The maximum amount you may borrow on a private loan each academic year per student is the cost of attendance minus other financial aid received. For most private loans the lender requires the student to be at least 18 years of age. A credit check is required and income verification may also be required for certain lenders.

Graduate students seeking to defer the cost of financing their education have the option of pursuing a student loan. In addition to the Unsubsidized Federal Stafford Loan program, there are a number of alternative loan programs available for part-time or full-time graduate study. These programs are sponsored by private lending organizations and loan terms and interest rates may vary. Students should research the program that best suits their needs.

Tuition Monthly Payment Plan
The College also cooperates formally with an independent agency to arrange for financing of college costs on a monthly payment basis. Information is available by calling the Office of Student Financial Services, or visiting their website at www.marist.edu/sfs.

Refunds
Marist-LdM Refund Policy – Tuition and Fees
As engagements with instructors and other provisions for education are made well in advance by Marist-LdM, a refund policy has been established:
1. The student must contact the Program Director(s) and the Marist-LdM program office to officially withdraw or take a leave of absence from the MA in Museum Studies program and Marist College and complete a withdrawal form. Simply notifying the classroom instructor is insufficient. In computing the refund, the Office of Student Financial Services accepts the date on the completed withdrawal form is received in the Office of the Registrar.
2. Students may receive a full refund of all tuition and fees paid, minus the initial $500.00 non-refundable program payment, 30 days or more before the program start date.
3. Students will not be refunded any amount of the tuition or fees from 30 days before the program start date. Students who have an outstanding balance and withdraw during this time will still be responsible for any remaining balance.
4. Marist-LdM students enrolled in on-line courses hosted by the Poughkeepsie campus will be responsible for following the Poughkeepsie refund policy for these courses. More information regarding withdrawal policies for on-line courses can be obtained from the registrar's office.

Marist-LdM Refund Policy – Housing
1. Students who select housing through Marist-LdM may withdraw up to 60 days prior to the start of the semester and will not be responsible for the cost of housing.
2. Students who withdraw from housing 60 days or less prior to the start of the semester will be responsible for the full cost of housing.

Title IV Policy for Refunds
The law specifies how we determine the amount of Title IV program assistance you earn if you withdraw from Marist College. The Title IV programs for graduate students that are covered by this law are: TEACH Grants, Stafford Loans, Graduate PLUS Loans, and Federal Perkins Loans.
When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. The number of days in each payment period is determined based on the academic semester start, end and break dates as provided by the Office of the Registrar.

If you do not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Marist must obtain your permission before these can be disbursed. You may choose to decline part or all of the loan funds so that you do not incur additional debt. We may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Marist will need your permission to use the post-withdrawal grant disbursement for all other charges. If you do not give your permission, you will be offered the funds. Federal student aid may not cover all unpaid institutional charges due to Marist College.

**Unofficial Withdrawal**
The MA in Museum Studies does not require attendance recordkeeping. If you fail to earn a passing grade, we must determine your last day of attendance and federal financial aid must be adjusted accordingly within 30 days after grades are available. If there is no supporting documentation to verify the last date of attendance, Title IV aid will be prorated at 50% and you will be notified by the College as such.

**Excess Financial Aid**
NO REFUNDS of excess financial aid will be processed until after one-half of the tuition-refund period is over.

**The Family Educational Rights and Privacy Act (FERPA)**
FERPA is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights end when a student reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." This applies to all students participating in any Marist-LdM programs at the Florence Branch Campus. Note that parents will not have access to their child's LdM program records without written consent from the student.

FERPA grants the following rights and privileges to students:
Students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FERPA does allow Marist-LdM staff to disclose behavioral, disciplinary and health issues that are deemed to be dangerous to the student or to their peers.

**Academic Policies and Procedures**

**Definition of Full-Time and Part-Time Study**
A matriculated student must register for a minimum of nine (9) credit hours in the Fall and Spring and three (3) credit hours in the Summer to be considered full-time. Students registered for fewer than nine (9) credits are considered part-time. The exception to this are students who have completed all coursework and the internship requirements, and who register for one (1) credit continuing education status for extension of study relating to delayed thesis submission. PLEASE NOTE: Marist College defines academic full-time study for graduate programs as a nine (9) or greater credit course load. However, this should not be confused with the federal and state financial aid definition of full-time study, which is a 12-credit course load or higher.

**Registration Procedures**
Students are required to be registered whenever Marist-LdM resources (including faculty time) are being consumed. Students should be aware that those who do not enroll for any reason lose official student status and recognized College affiliation. Relinquishing formal student status can disadvantage students by removing access to advisors, as well as eliminating eligibility for financial aid, student services and benefits, and student visa status.

**Maintenance of Matriculation**
A student must maintain status as a matriculated student every semester until attaining a graduate degree. Matriculated status is maintained by registering for at least one course every semester or by applying for and receiving an official leave of absence. Any student who is compelled to leave school for even one semester must apply to the Program Director(s) for an official leave of absence. Interruption of study beyond one year will require the student to re-apply for admission to the program. Students who have completed all internship hours
and course requirements but are not prepared to complete the final thesis submission and oral defense must request an extension of study four weeks before the end of the term in which they are currently enrolled. Matriculated status can be maintained by registering for at least one credit of continuing study for any student who has completed all but the thesis unless an official leave of absence is approved.

Readmission
A formal request for readmission to the MA in Museum Studies program is required whenever a student fails to register for a regular (fall/spring) semester or withdraws during a semester for any reason—whether the student had an approved leave of absence, withdrew during the semester or simply did not register. Due to the cohorted nature of the program a break in studies for any reason may mean that studies cannot be resumed for up to one calendar year, depending on availability of course offerings. To resume their studies, such students must submit an Application for Readmission to the Program Director(s). Readmission after a long absence is not automatic and will be reviewed carefully by the academic program prior to making a recommendation to the Marist-LdM Graduate Studies Program.

Reaplication
An individual must formally apply for new admission (Admission Application, application fee, etc.) in the following circumstances:

- An individual remains unregistered for five years or longer and wishes to resume graduate study. The MA in Museum Studies Program Director(s) and the Marist Registrar will consult to determine if credits previously earned will meet current degree requirements.
- An individual fails to register or withdraws during the first semester of enrollment in an academic program and wishes to pursue the degree at some future date.
- A student exceeds the time limit for degree completion (four years) and wishes to continue his/her studies.

Credit/Course Load
Students should register for no more than 16 credit hours per semester. A student enrolled in the summer may not register for, and will not receive graduate credit for, more than nine credit hours. Overload requests are considered on an exceptional basis and require approval by the Program Director(s). Please note that students are not eligible, whether through assistantship or external employment, to work more than 20 hours per week while maintaining student status. Visa terms may also limit a student’s employment possibilities and each student is advised to familiarize themselves with the restrictions on employment placed by the Italian government on student visa status.

Adding/Dropping Courses
Students may add or drop elective classes in the Spring semester only, during the official add/drop period, and with permission from the Program Director(s). Add/drop forms are available from the Marist-LdM office.

Course Cancellations
Marist-LdM reserves the right to cancel any course due to low enrollment.

Academic Standing
The maintenance of a minimum cumulative grade-point average (GPA) of 3.0 is required for students to maintain good academic standing. Students must have a cumulative 3.0 GPA after completion of one semester of full-time study or its equivalent. Students who receive a course grade of C or below for six (6) credit hours will be placed on academic probation and notified in writing by the Program Director(s). Students who receive an F in any class must re-take the class the next time the class is offered. To graduate from the MA in Museum
Studies program, the candidate must have a minimum cumulative GPA of 3.0. While summer enrollment is encouraged in order to ensure completion of the MA in Museum Studies in one calendar year, it is not required. Any student who is compelled to leave school for even one spring or fall semester (even when completing the thesis) must notify the Program Director(s) in writing to request a Leave of Absence. Interruption of study beyond two consecutive semesters requires re-application. The admissions policy and program curriculum effective at the time of readmission will apply. To qualify for the MA in Museum Studies degree, a student must complete 34 credits of graduate work. Candidates must complete the degree requirements within four years of acceptance into the program. Any candidate who seeks an extension beyond the four-year limit must submit their request in writing to the Program Director(s). Extensions will only be granted in unusual situations and may require re-application to the program.

Grading
At the end of each semester, letter grades will be awarded to indicate performance as follows:

- A  4.0 quality points for each semester hour of credit.
- A–  3.7 quality points for each semester hour of credit.
- B+  3.3 quality points for each semester hour of credit.
- B   3.0 quality points for each semester hour of credit.
- B–  2.7 quality points for each semester hour of credit.
- C+  2.3 quality points for each semester hour of credit.
- C   2.0 quality points for each semester hour of credit.
- F   Indicates failing work. For the grade of F, the student receives no quality points.
- W   This grade is assigned to a student who officially withdraws in writing from a course during the first eight weeks of a semester.
- WF  This grade is assigned to a student who withdraws in writing from a course after the first eight weeks of a semester. Exceptions may be made by the Program Director(s) should special circumstances warrant.
- I   This temporary grade of I (incomplete) may be given at the end of the semester if a student has not completed the requirements of the course for very serious reasons beyond his/her control. The student is responsible for resolving this grade within three weeks of publication of final grades by completing the course requirements as determined by the professor. Failure to conform to this time limit results in a final grade of F. The grade of I is not assigned in a case where failure to complete course requirements on time is due to student delinquency.
- P   This grade is awarded in Museum Studies for a successfully completed internship course and for the thesis preparation courses, Research Methods I and II.
- X   This grade is awarded in Museum Studies in lieu of a letter grade on the A-F scale in the thesis courses, when the thesis is still in progress at the end of the semester.
- NC  This grade is given at the end of the semester if a student has not completed the requirements of the thesis in progress.

The student’s cumulative grade-point average is achieved by dividing the number of total quality points received by the total number of semester credit hours attempted.

Auditing
Students in the MA in Museum Studies program are permitted to audit elective courses in the program provided that they have met all the course prerequisites, and obtained permission from the course instructor and the Program Director(s). Auditors are not permitted to take exams, submit papers, or participate in any team exercises. Current Marist College graduate students are not permitted to audit a required course in their graduate program. Students who have completed all coursework but are still enrolled in the College and working on their thesis may not audit any classes. The fee for auditing a MA in Museum Studies course (only permissible
in the Spring semester) is $450.00 per course.

**Pass/Fail Courses**
All required and graded graduate courses, including those taken on this campus or elsewhere, may not be taken on a pass/no credit basis unless indicated as pass/no credit through the catalog or schedule (including internship or research methods).

**Undergraduate Courses**
Courses approved for undergraduate credit only (at Marist-LdM those numbered below 500), including required prerequisite courses: will not be counted toward academic program requirements; do not count toward full-time enrollment status; do not carry either course credit, and; will not be entered into the student’s Graduate School academic eligibility calculation.

**Eligibility**
A student may become ineligible to continue studies at Marist College and the Marist-LdM MA in Museum Studies program for academic reasons and/or student code violations as follows:

1. A grade of F, WF, or nine or more hours of W.
   Undergraduate courses taken as a graduate student will not be included in this computation. Please see the relevant section of this handbook for more details on Graduate Grades.
   Once a student is notified of failing a thesis defense for the second time, he/she automatically becomes ineligible for further graduate work.
3. If, in the judgment of the Program Director(s) of the MA in Museum Studies program, a student fails to make satisfactory academic progress towards the completion of the degree or to demonstrate sufficient promise in the discipline, the student will not be allowed to continue in the MA in Museum Studies program.

Registration in subsequent semesters for academically ineligible students will be canceled automatically.

**Reinstatement**
When special circumstances warrant, a student made academically ineligible under the conditions stated above may be reinstated by petition initiated through the Program Director(s). Students and academic program representatives must fill out the Request for Reinstatement to Graduate School Form.

**Time Limits**
A student in the MA in Museum Studies program has four calendar years from the date of their first registration in the master’s program to complete the master’s degree (Example: if the date of first registration is August 2013, the four-year time limit expires at Commencement, August 2017). Reapplication is required to continue pursuit of the degree if the four-year limit expires.

**Extension of the Time Limit**
An extension of the four year degree time limit for the MA in Museum Studies degree may not ordinarily be extended ordinarily. However, when extenuating circumstances warrant, a student in good academic standing may request one extension of the degree time limit for a definite, stated period of time up to one year.. The student must first complete the Request for Extension Form and receive approval from the program, after which time the Program Director(s) shall forward a petition for extension to the Marist-LdM program office. Please note that in order to maintain matriculation, a student who has been granted an Extension of Study must enroll in at least one credit of continuing education credit in order to maintain status for each semester of the extension period.
Interruption of Study
If graduate study is interrupted by active military service, or service in the Peace Corps, VISTA, or an equivalent program, up to two years of that time will not count toward the time limit for the MA in Museum Studies degree. In such an event, an official letter from the appropriate agency should be sent to the Marist-LdM program office to document the interruption.

Leave of Absence
Within the four year limit, a student in good academic standing may request one leave of absence from graduate study for a definite, stated period of time (up to one year) during which the student does not plan to make academic progress. To be eligible for a leave of absence, a student must not have received an extension of the degree time limit and must not have temporary grades of X on courses taken (and in progress). In advance of the leave period, the student must submit a completed Request for Leave of Absence Form to the Marist-LdM program office. If the Marist-LdM program office, in consultation with the Program Director(s), approves the leave of absence, the time spent on leave will not count against the total time limit for the degree. Readmission to the MA in Museum Studies program after an approved leave of absence is generally a formality. A leave of absence may not be renewed. Students should be aware that while on leave, they cannot be considered enrolled students and therefore will not have access to campus services and benefits afforded to enrolled students, including but not limited to eligibility for holding student employment positions (e.g., TA or RA) or student health insurance, among other services.

Withdrawal
Official withdrawal from the College is required if a student wishes to drop all courses after a semester begins. The student must obtain a Withdrawal Form from the Marist-LdM program office and complete the withdrawal steps as indicated on the form. If at the time of withdrawal the student is failing any course, a grade of F is assigned to the student’s permanent record and the student becomes ineligible to continue in the MA in Museum Studies program. A student who withdraws during the first semester of enrollment in an academic program must formally apply for new admission (Admission Application, application fee, etc.) to the program if they wish to pursue the degree at some future date. Withdrawal from the College is not equivalent to a formal leave of absence from the MA in Museum Studies program. The Marist-LdM refund policy will apply to all students who withdraw from the program.

Student Code Violations
Students are subject to the regulations of the Florence campus under the Marist-LdM Student Code of Conduct. Students may become ineligible to continue studies in the MA in Museum Studies program for student code violations. Instances of suspected plagiarism, cheating on examinations, or other violations should be reported to the Marist-LdM program office.

Foreign Language Requirement
All students in the MA in Museum Studies program must pass a Foreign Language Competency Exam. The Foreign Language Competency Exam consists of a timed translation of a passage of scholarly text from the target language into English. The translation may be attempted with the assistance of a dictionary. The exam must be passed before scheduling the thesis defense. Foreign Language Competency can be demonstrated in Italian, French, German, Spanish or Latin or a language approved by the program director(s). Students must file the Foreign Language Competency Form to finalize this requirement. Language competency exams are on set dates each year (please consult calendar). The first exam which takes place in September at the beginning of the program, serves to assess the level of the student and the work needed to be able to pass the exam at one of the future sittings. The cost of ANY additional tuition related to language acquisition and preparation for the
Foreign Language Competency Exam or the Language Proficiency Exam in any language, must be borne by the student.

The Academic Plan
All students must submit an academic plan to the Marist-LdM program office no later than April 15, prior to the registration for the summer session. The academic plan is essentially a timeline for completion of the internship and thesis, giving the expected thesis defense date and graduation from the MA program. Highly motivated students can register for both the internship and thesis during the Summer session. A number of students choose to complete either the thesis or internship requirement during the Summer. Students who choose this option must be aware however that registering for less than 6 credits in any one semester, including Summer, will render them ineligible for any Federal Financial Aid in that particular semester. For this reason some students will choose to register for both the Internship and Thesis in Fall, and maintain their access to financial aid. This is permissible without penalty (or a leave of absence.) Special sessions of the internship in anything from a 1 credit hour internship upwards may also be requested on the academic plan form, but understanding the impact on financial aid of this decision, in terms of total credit in any one semester, is the responsibility of each individual student. Eligibility should always be determined before committing to an external agency agreement for internship. Internships with external and/or foreign organizations may be liable to additional labor requirements, immigration needs, etc. which are also the responsibility of the student. It is required that students have alternate placements identified for internship work in the event that an external placement does not happen as originally planned.

Academic Honesty Policy
Adherence to ordinary principles of academic honesty is expected of every Marist-LdM student. Work presented to instructors in the fulfillment of course requirements, papers, assignments, examination answers etc. is to be the student’s own work. Student work must be free of plagiarism*. Accessing another student’s computer file, with or without consent also constitutes plagiarism.

*NOTE: Marist College and Marist-LdM adopts the position of Modern Language Association Handbook, New York, 1977, par. 6 “Plagiarism may take the form of repeating another’s sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else’s line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have borrowed from another.”

Further notes on Plagiarism:
1. An arrangement by which the same work is to be submitted for credit in two or more courses must have the prior approval of the instructors involved
2. Each student is to use the library, computer facilities and other college facilities in such a way that equal access of others to the resources for study and research is ensured
3. Violations could result in a penalty up to and including the grade of “F” and/or suspension or expulsion from the College
4. A student who cooperates with one or more other students in a dishonest act is subject to the same penalties
5. Those who witness an act of dishonesty are expected to report it to the proper authority with the full assurance that confidentiality will be maintained
Procedures and Appeals for Allegations of Academic Honesty
Where an alleged dishonest act is identified and the student(s) notified, one of the following will happen:

Option One
Faculty member imposes a penalty up to a grade of “F,” and notifies the Lorenzo de’ Medici Office of Academic Quality of his/her action. If the student wishes to appeal the sanction, the Office of Academic Quality handles the appeal. The Office of Academic Quality may recommend additional penalty up to suspension or expulsion from the College. The Marist College Committee on Academic Honesty will hear a final appeal.

Option Two
Faculty member may impose a course penalty and recommend to the Lorenzo de'Medici Office of Academic Quality suspension or expulsion from the College. The Office of Academic Quality will take a position on the faculty member’s recommendation. The Marist College Vice President of Academic Affairs will hear the final appeal of this decision.

Procedure for Appealing Grades and Other Academic Problems
The individual instructor is responsible for establishing standards, consistent with the guidelines established in the college catalog and for assigning grades to student work. Furthermore, faculty are required to set forth, clearly and in writing, at the beginning of the course, a description of the course requirements and the basis upon which the student’s grade will be determined. If a student feels that appropriate procedures have not been followed, or he/she has been graded unfairly, they should observe the following appeal procedure:

1. The student should first meet with the faculty member who assigned the disputed grade to discuss the complaint and ask for an explanation. If the student is unable to contact the faculty member in a timely manner, they should contact the Program Director(s).
2. If after discussion with the faculty member the student is still not satisfied, he/she should make an appointment to speak to the Lorenzo de’ Medici’s Office of Academic Quality (AQ Office).
3. If the student wishes the AQ Office to make a formal inquiry, the student must request this in writing and explain the basis of the complaint. The AQ Office will forward the complaint to the faculty member and request a written reply (This initial written appeal must be made no later than three weeks into the semester following the disputed grade).
4. Upon receipt of the faculty member’s written reply, the AQ Office may choose to conduct a hearing with the faculty member and the student to clarify the facts of the case.
5. The AQ Office will then recommend a course of action, in writing, to the faculty member, and send a copy to the student. The faculty member will then inform the student in writing of his/her decision.
6. If the student is not satisfied with the course of action recommended by the AQ Office or the faculty member he/she may appeal in writing to the Marist College Vice President of Academic Affairs. The Vice President will review the facts of the case and send his/her conclusions in writing to the LdM AQ Office, Marist LdM Director, faculty member, and student. If the Vice President feels that proper procedures have not been followed, he/she may appoint an ad hoc faculty panel to examine the case and render a final decision.

All appeal decisions must be rendered within two weeks of the written appeal at each level.
The Thesis

Thesis Requirements
Students in the MA in Museum Studies program must undertake an original investigation into a subject related to the field of Museum Studies. The thesis is a vehicle for developing the student's research and scholarly capabilities. The thesis must be approved by the Program Director(s) and by an advisor and a reader. Any thesis research involving human subjects must also be approved by the Marist College Institutional Review Board (IRB.)

Thesis Advisor
On April 1, students are required to submit a Thesis Proposal approval form which identifies the area of the research, methodology to be used, and a theoretical framework for the thesis. The Proposal approval must also identify the person who has agreed to be the Thesis Advisor. The Thesis Advisor provides assistance at every stage of the thesis process. If the student is unable to select a Thesis Advisor by the time the Thesis Proposal approval form is due, the Program Director(s) will select one for them, based on the proposed area of research and the particular needs of the student.

Thesis Reader
In addition to the thesis advisor, the thesis will be evaluated by a reader chosen by the advisor in consultation with the student. The thesis grade is an average of the evaluations of the advisor and reader. In the case of a wide discrepancy in the two grades, a second reader will be appointed by the Program Director(s) and the final grade will be an average of all three evaluations. Both the thesis advisor and thesis reader are expected to be present at the thesis defense which must be chaired by a Marist-LdM faculty member (see “Thesis Defense”).

Institutional Review Board (IRB)
Any research involving human subjects must be approved by the Marist College Institutional Review Board (IRB). In accordance with state and federal regulations and professional standards of ethical conduct, it is the responsibility of the College to reasonably ensure that all research conducted under its auspices, adequately protects the rights and welfare of human subjects. The IRB is guided by respect for persons, beneficence and justice. Voluntary consent of the subject is absolutely essential. If possible, the subject should benefit from the process and come to no harm. Vulnerable groups should not be "over studied" in comparison with more powerful segments of the population. All of the Institution’s human subjects research activities, regardless of whether the research is subject to federal regulations, will be guided by the Code of Federal Regulations. The IRB is authorized to review and approve ALL research involving human subjects conducted under the auspices of the College, regardless of the source of funding. A full copy of the IRB policies of Marist College can be found at http://www.marist.edu/academics/irb/.

IRB Procedures
Students who plan to conduct research involving human subjects are advised to consult with their advisor and the program director(s) on all aspects of their study in an effort to develop a research proposal that meets the standards for approval. If a student or advisor has questions, they may contact the Marist-LdM office or the Marist IRB directly for advice regarding appropriate design and methodology of the study. Certain categories of research involving little or no risk to subjects may qualify for an expedited reviews, these include:

- Anonymous, mail or telephone surveys on innocuous topics
- Anonymous, non-interactive, non-participating observation of public behavior
- Secondary analysis of existing data
- Research involving the use of records if information taken from these sources is provided to the researcher in such a manner that subjects cannot be identified
• Research on individual or group behavior of normal adults where there are no interviews and interactive surveys on non-sensitive topics

This research generally does not require written documentation of informed consent, but oral consent is required for all research involving direct interaction with subjects. All research in schools requires written permission of the school district administrator who has authority to grant such permission. Research that may be deemed to put the subject at risk in any way will be subject to a full review. For a list of research that requires a full review please consult: http://www.marist.edu/academics/irb/pdfs/policies.pdf

Even if a student submits their research for an expedited review, the IRB may require full review of any research submitted under expedited review. All researchers must undergo assurance training prior to conducting any research under the auspices of Marist College. The College has arranged for such training to be provided by the CITI course in The Protection of Human Research Subjects. The Marist Office of Institutional Research & Planning tracks faculty, student, and staff completion of this training. Certification of training completion must be submitted with the IRB Human Subjects Research Form, which can be found at: http://www.marist.edu/academics/irb/pdfs/irb.pdf

Instructions
1. All research involving human subjects must be reviewed and approved prior to initiating the research
2. For questions regarding human subject research please refer to the guidebook entitled: Policy and Procedures for Research Involving Human Subjects
3. The Principal Investigator and, if appropriate, his/her Advisor must sign the Human Subjects Research Review Form
4. The appropriate number of copies as per the type of review should be submitted to the Marist-LdM Office

Approval of a project by the IRB applies only to the procedures submitted in the proposal. The investigator must secure prior approval from the IRB for any changes in the procedures that will affect the use of human subjects. Approval for projects is valid for one calendar year only. Investigators must request a continuation for the approval yearly if the activity lasts more than one year. Only two (2) continuations will be granted for a given project. After three years, the project must be resubmitted.

Thesis Preparation
The Marist-LdM MA in Museum Studies thesis should be prepared in a form consistent with approved methods of scholarly writing and research. On matters of form, the student should also consult published manuals of style such as the MHRA or MLA. Overall, it is important to submit a thesis that has a consistent appearance throughout, regarding page numbering, margins, and line spacing. The manuscript must be free of mechanical errors and meticulously proofread. Students whose for whom English is not their mother tongue, must have their theses proofread by a professional or by a native speaker of English. It is expected that the thesis will conform to high standards of academic writing.

The thesis is expected to be written in English. In special cases, languages other than English may be allowed when the student has sufficient skill at composition and has a thesis topic that is, in the advisor’s judgment, especially suited to treatment in the second language. Approval to use a language other than English must be obtained in advance from the Program Director(s) and the Thesis Advisor. Even if such permission is given, a title page must be submitted in English.

Thesis Style Guide
Please read this manual carefully before preparing your thesis/dissertation. This guide is not meant to be an exhaustive manual. For specific questions of style, consult the most recent edition of the style manual used in
your disciplinary field (e.g., Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*; the MHRA (Modern Humanities Research Association) guidelines available at http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml; *The MLA Style Manual*; and the *American Psychological Association (APA) Style Manual*).

**Thesis Order and Components**

A. Title Page

B. Copyright Page (optional)

C. Abstract

D. Dedication, Acknowledgement(s) and/or Preface (all optional)

E. Table of Contents, with page references

F. List of Tables with titles and page references (if applicable)

G. List of Figures or List of Illustrations, with titles and page references (if applicable)

H. List of Abbreviations (if applicable)

I. List of Symbols (if applicable)

J. Chapters, including:
   a. Introduction, if any
   b. Main body (with the larger divisions and more important minor divisions indicated by suitable, consistent headings)

K. Appendices (if applicable)

L. Bibliography/References

Note: Many of the components following the title page and copyright page have required headings. Unless otherwise noted, capitalization of those headings is at the discretion of the author. For example, “LIST OF TABLES” and “List of Tables” are both acceptable. Choose one style to follow consistently.

A. Title Page

The title page of a thesis/dissertation should bear the following information:

1. The title of the thesis/dissertation, centered 2″ below the top of the page.

2. Your name, centered 1″ below the title.

3. The following statement, within the full margins, 1″ below your name:
   
   “A thesis submitted to the faculty of Marist College in partial fulfillment of the requirements for the degree of Master of Arts in Museum Studies.”

When indicating degree, use full degree name (i.e., Master of Arts, not M.A.). List your subject area (Museum Studies) in the second blank. One inch below the statement, centered, the words “Florence, Italy” and one line below that, the year in which your committee approves the completed thesis.

4. On the right-hand side of the page, “Advisor/s:” and “Reader/s:” Defense session Chair: followed by each faculty member’s name. No signatures are needed on the title page.

B. Copyright Page

If you wish to copyright your thesis, you must include a copyright page with the following information single-spaced and centered on the bottom half of the page:

© Year Full Name (exactly as it appears on the title page) ALL RIGHTS RESERVED

This page should immediately follow the title page, and should bear the lower case Roman numeral: ii.

C. Abstract

The word “Abstract” should be centered 2″ below the top of the page. Skip one line, then center your name followed by the title of the thesis. Use as many lines as necessary. Centered below the title include the phrase,
in parentheses, “(Under the direction of _________)” and include the name(s) of the thesis advisor(s). This abstract should be revised from the one submitted on the form in April to reflect the finished thesis. Skip one line and begin the content of the abstract. It should be double-spaced and conform to margin guidelines. An abstract for a thesis should not exceed 150 words. Because your thesis abstract will be published, please prepare and proofread it carefully. Print all symbols and foreign words clearly and accurately to avoid errors or delays. Make sure that the title given at the top of the abstract has the same wording as the title shown on your title page. Avoid mathematical formulas, diagrams, and other illustrative materials, and only offer the briefest possible description of your thesis and a concise summary of its conclusions. Do not include lengthy explanations and opinions. The abstract should bear the lower case Roman number ii (if you did not include a copyright page) or iii (if you include a copyright page).

D. Dedication, Acknowledgements, Preface (all optional)
Each of these should appear on a separate page and be numbered with lower case Roman numerals (starting with the page number after the abstract). A dedication is a statement from the author to a person or group to whom the author dedicates the dissertation. Most dedications are short statements of tribute beginning with “To...”. No heading is required on the dedication page. The text of short dedications should be centered between the left and right margins and 2″ from the top of the page. Acknowledgements are the author’s statement of gratitude to and recognition of the people and institutions that helped the author’s research and writing. A preface is a statement of the author’s reasons for undertaking the work and other personal comments that are not directly germane to the materials presented in other sections of the thesis. These reasons tend to be of a personal nature. The acknowledgments and preface both have headings that begin 2″ from the top margin of their respective pages. There is no length limit, and subsequent pages of text return to the 1″ top margin.

E. Table of Contents
Include the heading “Table of Contents” and center it 2″ below the top of the page. The table of contents should not contain listings for the pages that precede it, but it must list all parts of the thesis that follow it. Be sure to include the bibliography and all appendices and the page numbers at which these divisions begin, though these should not be assigned chapter numbers. Major subheadings within chapters should be included in the table of contents. The subheading(s) should be indented to the right of the margin for chapter titles. The table of contents text should match the wording of titles for the parts, chapters, and subheadings used in the thesis itself. Page numbers in the table of contents should be located just inside the right-hand margin of the paper with leaders (lines of dots) filling out the space between the entry and the page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest of it on a second line, single spacing the two lines. Use double-space between entries.

F. List of Tables
Assign each table in your thesis/dissertation an Arabic numeral. You may number tables consecutively throughout the entire work (Table 1, Table 2, etc.), or you may assign each table a two-part Arabic numeral, the first number designating the chapter in which it appears, followed by a period, followed by a second number to indicate its consecutive placement in the chapter (Table 3.2 is the second table in Chapter Three, etc.). Do not include in the text typesetting notations often used when submitting manuscripts to a publisher (i.e., insert table x here.) The heading “List of Tables” should be centered and appear 1″ from the top of the page. Double-space between the heading and the first entry. The table number and title should be located on the left margin. Page numbers should be located just inside the right margin of the paper with leaders filling out the space between the entry and the page number. Single-space a table and its title if it takes up more than one line and double-space between each entry. The table number and title in your list of tables should match the number and title appearing in the thesis/dissertation itself.
G. List of Figures or Illustrations
The heading “List of Figures” or “List of Illustrations” should be centered and appear 1” below the top of the page. Otherwise, follow the instructions given above for the list of tables.

H. List of Abbreviations
If you use abbreviations extensively in your thesis, footnotes, or bibliography, you should provide a list of abbreviations and their corresponding definitions. The heading “List of Abbreviations” should be centered and appear 1” below the top of the page. Arrange your abbreviations alphabetically at the left margin single-space within each entry and double-space between entries.

I. List of Symbols
If you use symbols in your thesis, you may combine them with your abbreviations, titling the section “List of Abbreviations and Symbols”, or you may set up a separate list of symbols and their definitions by following the instructions above for abbreviations. The heading you choose should be centered and appear 1” below the top of the page.

Format of the Thesis
A. Margins
All copies of a thesis must have the following uniform margins throughout the entire document:
Left: 1 1/4” (to ensure sufficient room for binding the work)
Right: 1” or 1 1/4” for front and back reproduction
Bottom: 1” (with allowances for page numbers, see section on Pagination)
Top: 1”
Exceptions: The title page, abstract, first page of the dedication, acknowledgements(s) and preface (if any), first page of the table of contents, and the first page of each chapter (including the introduction, if any) begin 2” from the top of the page.

B. Font Type and Size
To ensure clear and legible text for all copies, choose a medium width font that is 10, 11, or 12 points in size. Superscripts and subscripts (e.g., formulas, footnote numbers) should be no more than 2 points smaller than the font size used for the body of the text.
For ease of conversion to a PDF document, Marist recommends using standard fonts such as Times New Roman or Arial. If you choose an unusual font, be sure to use embeddable Type 1 or TrueType fonts.

C. Spacing and Indentation
The text of a thesis must appear in a single column on each page and double-spaced throughout. Exceptions are block quotations, notes, captions, legends, and long headings, which should be single-spaced with a space between items. New paragraphs should be indicated by a consistent tab indentation. For blocked quotations, indent the entire body of quoted text consistently from the left margin.

D. Pagination
Use lower case Roman numerals (i, ii, iii, iv, etc.) on all pages preceding the first page of chapter one. The title page counts as page i, but the number does not appear. Therefore, the first page showing a number will be page ii (the copyright page or first page of the abstract if not including a copyright page).
Arabic numerals (beginning with 1, 2, 3, 4, etc.) start at chapter one or the introduction, if applicable, and include the text, illustrations, notes, and any other materials that follow. The first page of each chapter should be counted when you paginate the thesis, but should not be identified with any numeral. Thus, the second page
of chapter one is the first to show an Arabic numeral: 2. Do not use page numbers accompanied by letters, hyphens, periods, or parentheses (e.g. 1., 1-2, -1-, (1), and 1a).

Center all page numbers at the bottom of the page 1/2" from the bottom edge.
If your document contains landscape pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers nevertheless appear in the same place as they do on other sheets for consistency. Thesis pages should not contain headers.

E. Footnotes and Endnotes
Place the footnote at the bottom of the page, separated from the text by a solid line one to two inches long, beginning at the left-hand margin on the first line below the text.
Single-space footnotes that are more than one line long. Double-space between more than one footnote on a page. Divide a footnote if it cannot be accommodated in the space remaining at the bottom of one page. To maintain the required margins, break the note within a sentence and carry the remainder into the footnote area of the next page, where it will precede the footnotes for that page, if any. Do not indicate the continuation of a footnote. Number all footnotes consecutively with Arabic numerals. You may number notes continuously, without repeating any numbers, through the entire thesis. Alternatively, you may begin repeating note numbers with each new chapter, numbering the first note in each new chapter with the number 1. Note numbers should precede the note, be placed slightly above the line (superscripted), and leave no extra space between the number and the note. Alternatively, note numbers can appear on the same line as the note (not superscripted) followed by a period and two spaces. Choose one style to follow consistently. Endnotes are an acceptable alternative to footnotes. The same overall format guidelines apply. However, endnotes should always begin on a separate page following the end of each chapter with a 1” margin at the top of the page. A heading at the top of the endnotes page is optional.

F. Tables and Figures
Tables and figures vary widely by discipline. Therefore, formatting these components is largely at the discretion of the author. Headings may appear above or below tables and figures. Tables and figures may be placed within text or grouped together in a separate section. Most importantly, the format you choose for your tables and figures must be consistent throughout the document.

G. Appendices
If your thesis has appendices, they should appear at the end of the document, not at the end of chapter to which they pertain. When there is more than one appendix, assign each appendix a number or a letter heading (e.g., Appendix 1D, Appendix One, or Appendix A) and a descriptive title. The heading(s) should be centered and appear 1” below the top of the page. All headings and titles must appear in the table of contents. All appendix pages should be numbered with Arabic numerals, continued from and subject to the same guidelines as the rest of the document.

H. Bibliography/References
You are required to list all of the references consulted. Because the form of bibliographical entries varies by discipline, consult and be consistent in applying one of the published manuals listed at the beginning of this Guide and/or a professional journal in your discipline for the proper form. Specifications from the Program Director(s) will prevail in all cases. Select an appropriate heading (such as Bibliography, Works Cited, References, or Sources Consulted). It should be centered and appear 1” below the top of the page. All bibliography pages should be numbered with Arabic numbers, continued from and subject to the same guidelines as the rest of the document. Citations are single-spaced within each entry and double-spaced between entries. If you choose to put references at the end of each chapter, they must begin on a separate page with a 1” margin at the top of the page.
Copyrighting
A copyright is an intangible right granted to the author or originator of certain literary or artistic productions, under which he or she is invested for a limited period with the sole, exclusive privilege of making copies and publishing and selling them. Copyright protection automatically exists from the time the work is created in fixed form. There is no requirement that the work be published or registered to obtain protection under copyright law. The copyright in the work of authorship immediately becomes the property of the author who created the work unless it is a work-for-hire or unless ownership has been assigned by written agreement. As a condition of your enrollment in Marist College, you have granted the College a limited, non-exclusive, royalty-free license to reproduce your dissertation, in whole or in part, in electronic form to be posted on the Marist Library database and made available to the general public at no charge. While a legal formality, if you wish to copyright your thesis, Marist College requires that you include a copyright notice following the title page. See Section I or the sample copyright page for the format of this notice.

You may also wish to register your copyright with the U.S. Copyright Office at the Library of Congress. As mentioned above, copyright registration is not a condition to copyright protection. There are, however, advantages to registration, especially if you have a claim of infringement of your copyright. Registration may be made at any time within the life of the copyright, but there are advantages to filing for registration within three months of publication. For more information on registration, consult the website of the U.S. Copyright Office, www.copyright.gov.

A. Using Copyrighted Materials
Any copyrighted materials used in your work, beyond brief excerpts, may be used only with the written permission of the copyright owner. Book and journal publishers normally hold the copyright for all materials they publish. Therefore, even if you are the sole or one of several authors of material in a published book or journal, you must obtain written permission from the copyright holder if you are including this material in your thesis. Remember that use of reproductions or excerpts of other media, such as music, graphic images or computer software may also require permissions. You are responsible for securing all necessary permissions and paying any permission fees. Remember that the use of reproductions or excerpts of other media, such as music, graphic images or computer software usually also requires permissions.

Your letter to the copyright holder should make clear that you seek permission to microfilm and publish your dissertation through Marist and that Marist may sell, on demand, for scholarly purposes, single copies of your dissertation, which includes the copyright holder’s material. Your letter should also seek permission to submit the copyrighted material electronically to be posted and made available to Marist Library database where it will be made accessible to the general public at no charge.

B. Use of Your Own Previously Published Materials
The MA in Museum Studies program permits you to include in your thesis, articles, images and other materials that you have previously published, that have been accepted for publication, or that have been otherwise presented to the public.
In all such instances the following rules apply:
1. The material, if included in the body of your text, must be rendered in a typeface and citation form consistent with the body of the text.
2. If the material is co-authored, the Advisor and the Program Director(s) must approve its inclusion in your thesis.
3. If the material is copyrighted (if you are the sole author but the copyright is held by the publisher), you must fulfill the conditions specified above. The date on the title page should be the year in which your defense is successfully completed.
**Thesis Checklist**

Fully approved documents are due by the deadline posted on the MA in Museum Studies program calendar. You are encouraged to submit your document as early as possible to provide ample time for necessary revisions. The time between initial submission and final approval may also vary due to factors such as proximity to deadlines, projected graduation date, etc.

**Title Page**
- Does the page have a 2” margin at the top?
- Is your full name 1” below the title?
- Are the names of your committee members (without signatures) included?
- Have you left the page number off (even though you count this page in numbering)?

**Copyright Page (optional)**
- Does your name appear exactly as it does on the title page?
- Is the copyright page numbered ii?

**Abstract**
- Does the page show a 2” margin at the top?
- Does the second page (if any) return to a 1” margin at the top?
- Is the title worded exactly as it is on the title page?
- Is the text of your abstract no longer than 150 words (for a thesis) or 350 words (for a dissertation)?
- Is this page numbered in lower case Roman numerals?

**Dedication, Acknowledgement(s) and/or Preface (if any)**
- Do the dedication, acknowledgements(s) and preface each begin on a new page?
- Does the first page of each have a 2” margin at the top?
- Do the second and subsequent pages of each return to the 1” top margin?
- Are these pages numbered in lower case Roman numerals?

**Table of Contents**
- Does the first page have a 2” margin at the top?
- Do the second and subsequent pages of the table of contents return to the 1” top margin?
- Are these pages numbered in lower case Roman numerals?
- Is each entry single-spaced, with a double space between entries?
- Are the major subheadings within chapters and appendices listed?
- Are the corresponding page numbers accurate?

**Lists of Tables, Figures, Illustrations, Abbreviations, and Symbols**
- Does each list have a heading 1” below the top of the page?
- Are all lists properly numbered, given a title, and listed consecutively?
- Is each entry in the list single-spaced, with a double space between entries?
- Are these pages numbered with lower case Roman numerals?

**Chapters**
- Does the first page (only) of each chapter begin 2” from the top of the page?
- Do the second and subsequent pages of each chapter begin 1” from the top of the page?
- Is the text double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)?
Are paragraphs indented consistently throughout?
☐ Are page numbers of the text centered and in Arabic numerals without any additional punctuation?
☐ Have you left the page number off the first page of each chapter (even though you count these pages in numbering)?

Footnotes or Endnotes
☐ Have you numbered notes consecutively either within each chapter or throughout the work?
☐ Are note numbers properly formatted as superscript Arabic numerals or as Arabic numerals placed on the line and followed by a period?
☐ Is each note single-spaced, with a double space between notes?
☐ Do endnotes begin on a separate page?

Appendices
☐ Does the page have a 1” margin at the top?
☐ Have you placed all appendices after the last chapter and before the bibliography? Have you assigned each appendix a number or letter and title?
☐ Are page numbers of the text centered and in Arabic numerals without any additional punctuation?

Bibliography/References
☐ Does the page have a 1” margin at the top?
☐ Are all entries single-spaced, with a double space between entries?
☐ If references are included at the end of each chapter, does each set begin on a separate page?
☐ Are page numbers of the text centered and in Arabic numerals without any additional punctuation?

Progress Reports
If the thesis is not completed by the end of the Thesis course, the student must register for the one credit Thesis in Progress course each semester until the thesis is completed and ready for defense. Students who wish to enroll for the one credit thesis extension course must file a progress report with the Marist-LdM program office and the Program Director(s). This report is due for each semester in which the student enrolls in this thesis extension course, and is required before the registration for the course can be processed. The progress report is an update on the Academic Plan, and allows Program Director(s) and the Marist-LdM program office to ensure that all students are making systematic and consistent progress in their research and to the timelines first established in the Academic Plan.

Thesis Defense
In the MA in Museum Studies program, both a thesis and an oral defense are required. All other degree requirements must be successfully completed prior to the defense. The final oral defense should only be held after the Reader has had adequate opportunity (a minimum of three weeks) to review a draft of the thesis. The Thesis Advisor is responsible for determining that the draft is in an appropriate form to be presented to the Reader for evaluation. All substantial revisions should be completed before the final oral defense is scheduled. All committee members are expected to be present at the defense. It is the student’s responsibility to make sure that copies of the thesis have been distributed to Reader. It is also the student’s responsibility to submit the Reader’s Curriculum Vita to the Program Director(s) for official approval. When the student turns the thesis over to the Reader, they must sign the Thesis Advisor Approval Form. The student must then turn in the form to the Program Director(s).

The final oral defense must be scheduled no less than four weeks prior to the next available degree conferral date in order to be considered eligible for that conferral deadline. A defense may be scheduled only after the
thesis Advisor has signed off on the thesis and it has been distributed to readers who must have at the very minimum three weeks to complete their reading of the thesis before the defense.

The Advisor, Reader and student are all expected to be at the defense. A thesis defense consists of two parts: 1) the student presents his or her research in a public forum, and 2) the student responds to questions posed by the Reader, the Advisor, Program Director(s) and the audience. At the time of the final oral defense, but no later than the oral defense, the advisor and reader may require a final set of alterations and corrections, but these should normally constitute relatively minor changes.

After the oral defense, the student will make the final minor corrections requested by the Reader and Advisor. The Thesis Advisor is responsible for verifying that the changes required by the committee have been made. The student should submit the thesis in final form designed to meet the standards as defined in the MA in Museum Studies Program Thesis Guide.

Failure of Examinations
A graduate student who fails a thesis defense may not schedule another until at least three months after the first attempt. The student should work with his or her Advisor to identify areas needing additional emphasis and to establish an action plan to prepare for the second defense. A student who fails an oral defense for a second time becomes academically ineligible to continue in the MA in Museum Studies program.

Rescheduled or Remote Thesis Defense
MA in Museum Studies program permits examinations to be rescheduled or held via distance-based capabilities in cases of extreme hardship. Students desiring to defend using remote technologies must appeal to the Program Director(s) several months in advance of the defense stating the reasons for requesting the remote defense. If the Program Director(s) gives the approval, the thesis defense must be held on one of the normally scheduled thesis defense days.

Submission of the Thesis
The Thesis must be submitted according to the schedule in the Program Calendar in final form designed to meet the standards defined in the MA in Museum Studies Program’s Thesis Guide. It is strongly suggested that every thesis be submitted well before the deadline to ensure ample time for format revisions. After the defense and two weeks before the conferral date, theses in their final revised Advisor-approved form must be submitted to the Program Director(s) and Marist-LdM program Office in pdf form and in hard bound copy to the LdM library. The thesis must conform to the guidelines set forth in this handbook. Advisors and Readers must submit their reports and grade sheets at this time.

Publication of the Thesis
An approved thesis in the Marist-LdM Graduate Studies program results in the publication of the thesis by the College, with the thesis being made available to the public in electronic, paper and potentially other forms. No exceptions will be made to this policy. As a condition of enrollment, each student grants Marist College a limited, non-exclusive, royalty-free license to reproduce the student’s thesis, in whole or in part, in paper and electronic form to be posted on the College’s library database and made available to the general public at no charge.

Prior publication is not forbidden if the work is the student’s and is judged to be an adequate contribution to knowledge. However, the student must secure from the publisher (or whoever holds the copyright to the published piece) written permission for the thesis to be submitted in paper and electronic format to the College
where it will be placed in a database and may be made available through the Marist Library to the general public at no charge via the internet.

**Commencement and Degree Conferrals**
Due to the structure of the MA in Museum Studies program, students have two options to participate in a graduation ceremony.

**Option One:**
Students may participate in the Commencement Ceremony in Florence or Poughkeepsie in the May prior to the completion of the thesis. This allows students to celebrate with their cohort in Florence even if they are planning on returning to their home country to complete their thesis and internship.

**Option Two:**
Students may participate in the commencement ceremony in either Florence or Poughkeepsie the May after they complete their thesis.

For either option, students must notify the Marist-LdM program office of their commencement ceremony plans by submitting an Application for Graduation no later than March 1 of the year they wish to walk. This mandatory application ensures that the student’s name appears in the official graduation program (in Florence and Poughkeepsie) with correct spelling and that the Poughkeepsie Registrar’s office is aware of the request to have a degree conferred. Degrees are conferred annually on January 31, May 31, and August 31. A student will receive their degree on the conferral date following their successful completion of all program requirements including the language proficiency exam, the internship, the thesis and defense of the thesis and acceptance of the final thesis with all edits as requested by the advisor and the reader. The student must be in good standing with the program and with Marist-LdM and must have no outstanding fees owing on their student account. When these are complete, the Program Director(s) must submit a Marist-LdM Degree Conferral Application to the Marist-LdM program office who will notify the Marist Registrar of the student’s intention to graduate.