

Courses Involving Travel Expenses

In courses for which students pay additional travel expenses (beyond normal tuition, room and board), such as Cross-Cultural Study Tour courses, students must sign an academic release form (available to faculty in the Office of External Programs), which certifies the recognition that the course involves additional expenses. For Cross-Cultural Study Tour courses or any other courses taught entirely off campus for which a deposit must be paid by the student prior to enrollment, it is recommended that students be asked to sign the academic release forms at the time of the deposit. The signed release forms must be filed in the Office of External Programs by the faculty member prior to departure from campus.

As per the instructions given for Course Field Trips in Community of Educators Handbook Section 8.11, students participating in a Cross-Cultural Study Tour Course or any other courses taught entirely off-campus must also sign a liability release form, and the faculty member must file an itinerary prior to departure from campus.

Credit and Load

1. Definition of Credit Hour

A credit hour is a unit of academic work consisting of fifty (50) minutes of lecture, or two (2) or three (3) such periods of laboratory work per week, throughout the standard 15-week semester. In addition to the in-class work, the student is expected to spend two hours outside of class. For terms other than the standard 15-week semester, an equivalent amount of class time is required.

2. Enrolled

A student shall be considered to be enrolled at Messiah College if s/he is registered for any credit-bearing course offered by Messiah College or by an off-campus program affiliated with Messiah College. A student shall be considered to be continuously enrolled if s/he is enrolled for consecutive semesters.

3. Full-time Status

Students who are enrolled in 12 or more credit hours are considered full-time students, charged at the full-time student rate, and eligible for financial aid as full-time students.

4. Part-time Status

Students who are enrolled in less than 12 credit hours are considered part-time students, charged at the part-time student rate per credit hour, and eligible for any financial aid open to part-time students.

5. Overload

- a. Policy: Any student taking more than 18 credits per semester must first obtain the approval of the student's advisor and the Registrar. Moderate requests for overloads are generally granted if the student has a GPA of 3.0 or better. Additional tuition at the overload rate for each credit above 18 is charged to the student's account.

Students at Philadelphia do not need permission for their 19th credit, nor are they charged additional tuition. Students who exceed 19 credits while attending Temple University through the Messiah College-Philadelphia Campus will be charged the overload tuition rate for each credit over 19.

In the spring semester, any student taking more than 4 credits in the January term or more than 15 credits in the spring term, must first obtain the approval of his or her advisor and the Registrar. Additional tuition at the overload rate for each credit above 18 is charged to the student's account.

- b. Rationale: The overload registration procedure has been instituted to insure that an assessment of the student's ability to handle an abnormally heavy load is made prior to the student enrollment in the courses. The Philadelphia policy is 19 credits due to the usual credit combinations of Temple and Messiah courses.

Exam Policies

1. Class Exams

The instructor shall decide whether students who miss a pre-announced class examination will be granted make-up privileges.

2. Final Exams (Approved by Community of Educators Senate, 10/15/02)

a. Policy

The final exam period is an important and integral part of the semester. Faculty members are required to conduct a significant evaluative experience/exam or some other educative experience during this time. Faculty should design their courses in a way that preserves the integrity of finals week. Minimally, this means that faculty should (1) be cautious about the amount of work they assign students in the week prior to finals week and (2) schedule final exams or other semester-ending experiences during finals week.

Students are expected to attend their final exam period at the scheduled time. Any student having more than eight credit hours of final examinations in one day may request a change in his or her final schedule. All requests for change must be submitted to the Registrar's Office using the "Request for Final Examination Change" form. It should be noted that travel arrangements are not sufficient reason for exceptions to the exam schedule. All requests for rescheduling exams must be submitted to the Registrar at least one week prior to the first day of final examinations. Once the Registrar approves the request, exams will be rescheduled at a time mutually acceptable to both the instructor and the student.

Any student having an emergency or illness during final examinations should contact his or her instructor immediately. In these situations, make-up privileges and arrangements are at the discretion of the instructor.

In no instances should any cocurricular or other College event be scheduled in a way that conflicts with the final exam schedule.

b. Rationale

- (1) Final exams are an important culminating educational experiences in many classes. Since the state mandates that final exam periods may not be included within the required 14 weeks of regular classes, a separate and distinct finals week is required for each semester if we are to provide for the possibility of final exams. Thus "finals week" is an official part of the academic semester at Messiah.
- (2) Since "finals week" is an official part of the semester, the final day of class for any given course must be the period scheduled during finals week. While the faculty member has the option of requiring or not requiring an exam of a final evaluative experience for this final period, he or she does not have the option of simply not holding class (any more than he or she has this option any other time during the semester). Any given course must end at some point; at Messiah the ending point is the period scheduled during finals week.
- (c) This sort of policy is typical of colleges that, like Messiah, take final exams seriously but do not require faculty to have a final exam in every course taught.

Experiential Programs

1. Approval of Courses Taken Through Approved Off-campus Study Programs

a. Policy

Courses taken through an approved off-campus study program (listed below), along with their grades, are reported on the Messiah College transcript and are calculated into the cumulative grade point average. Students should obtain the approval of their advisor, department chair (when appropriate), and registrar in order to assure that courses taken will meet specific major or general education requirements.

b. Procedure

- (1) Pick up the Application for Off-Campus Study Course Approval from the EpiCenter.
- (2) Students should submit the form and course descriptions to their advisor indicating the requirements to be met by the courses taken. Obtain the signatures of advisors or department chairs indicating their approval.
- (3) Submit the completed form and course descriptions of requested courses to the Registrar's Office.
- (4) Upon approval, the Registrar will return one copy to the student, one to the advisor, and retain one copy for the student's academic file.
- (5) Upon receipt of an official transcript from the approved off-campus program, the courses and grades will be added to the Messiah College transcript with a notation indicating the program through which the credits were earned.

c. Rationale

This procedure has been instituted to assure both the student and Messiah that courses taken through an approved off-campus study program will meet specific requirements.

2. EpiCenter - Approved Off-Campus Study Programs - www.messiah.edu/academics/epicenter/

The EpiCenter (Experiential Programs Information Center) provides students with information about off-campus and enrichment study opportunities, such as study abroad, internships, service, and exchange programs. This one-stop-shop is open weekdays from 8 a.m. to 12 p.m. and 1 to 5 p.m., and is located in the Eisenhower Campus Center. Applications, brochures, catalogs, course listings, International Student Identity Cards, and videos, along with information about costs, deadlines, requirements, passports, travel, and the names of on-campus program advisors are available in the EpiCenter.

3. Agape Center for Service and Learning - www.messiah.edu/external_programs/agape/

The Agape Center for Service and Learning at Messiah College coordinates many opportunities for students to serve in curricular and cocurricular ways as an integral part of their college experience. Students "learn to serve" and "serve to learn." Service-Learning links academic learning with community service by including active service components in selected departmental and General Education courses. Students serve in many ways including work with Habitat for Humanity, tutoring teams, and youth recreation.

Student administered service teams place students in spring break projects and short-term summer missions and service in many places in the United States and around the world. Dokimoi Erqatai is based in the Engineering Department and sponsors service projects in West Africa. Financial assistance for summer placements is available.

SERV 231/232 — Foundations of Service, Mission, and Social Chance

The one hour course integrates a spring semester three hour course on service with a summer service experience and a fall reflection course. Students serve during the summer with service and mission agencies in the United States and around the world, financial assistance for summer placements is available.

4. Internship Center - www.messiah.edu/internship

a. Description of an Internship

An internship is a semester-long, supervised work experience related to your major or career goal for which you earn academic credit. The work experience may be part-time or full-time, paid or unpaid, and primarily in an off-campus environment. Important elements structured into the experience which distinguish it from a short-term job or volunteer work are an intentional self-directed learning strategy, reflection - both verbal and written, discussion of faith integration, and an emphasis on professional development.

Internships for academic credit are available to juniors or seniors in the fall, spring, or summer and must be at least twelve weeks in length. By embarking on one or more of them, you will be able to sharpen your skills, begin a network of employer contacts, assess your strengths, and test classroom theories in real world settings.

b. Rationale for a Credit Bearing Internship

- (1) Gain access to selective internship sites
- (2) Many sites require academic accountability
- (3) Think about, and develop, personal and professional skills which will help you succeed in your career and lifelong learning
- (4) Open doors to graduate school by having an internship recorded on your transcript
- (5) Protect yourself legally under the college's liability policy
- (6) Process opportunities and challenges through personal interaction with peers and faculty
- (7) Develop a Masterwork Portfolio, which highlights your self-directed learning ability - great for job and graduate school interviews!

c. Credits

Messiah's internship curriculum combines experience and academics. The experience must be at least 12 weeks in length and a minimum of 10 hours per week. The minimum number of credits you can earn is 4; the maximum is 12.

<u>Hours per Week</u>	<u>INTE 394 Internship and Monthly Seminar</u>	<u>INTE 395 Internship and Weekly Seminar</u>
10	4 credits	6 credits
15	5 credits	7 credits
20	6 credits	8 credits
25	7 credits	9 credits
30	8 credits	10 credits
35	9 credits	11 credits
40	10 credits	12 credits

Notes:

- 1) Internships are letter-graded (A-F).
- 2) No academic credit can be approved retroactively for any experience.
- 3) The only option for Summer internships is INTE394 (4-10 credits).

d. Professional Development Experiences (PDE)

INTE291 - Professional Development Experience (1-3)

This practical work experience will provide sophomore students with a means to gain initial exposure to career-related work settings under the professional supervision of Internship Center staff. This does not substitute for departmental practicum credit.

INTE391 - Professional Development Experience (1-3)

This practical work experience will provide juniors and seniors with a means to explore career options and to enhance their skill set under the professional supervision of Internship Center staff. This does not substitute for departmental practicum credit.

Further information, including a sample syllabus, may be found on the website listed above.

5. Practica

a. Definition

A practicum is a short-term contextual learning experiences co-designed by students and faculty supervisors to meet one or more specific educational objectives best achieved through an out-of-class experience.

b. Profile

Practica are primarily designed, coordinated and supervised by academic departments. Practica may occur during fall, January, spring or summer terms. Sites may be either on or off-campus. Practica may be specifically required within a major, used by students to complete free elective hours, or set-up at the discretion of the department to complete elective hours within a major or minor. Faculty members in the specific academic departments have sole responsibility for the implementation, supervision and assessment of learning for practicum experiences in accordance with departmental and institutional guidelines.

c. Requirements

Since practica are designed by the various academic departments to meet specific educational objectives, the faculty supervisor of each practicum is responsible to verify that the student has met the practicum objective(s). Each practicum will have a reflective component evaluated by a faculty supervisor, unless the practicum is an integral portion of a sequence of courses in a major or minor, such that reflection on practicum activities will take place prior to or after the practicum experience.

d. Grading

Each practicum course is graded on a Pass-Fail or letter grade basis at the discretion of the department. The grading basis resides with the course not the individual student.

e. Credits

Practica may result in one to three earned academic credits, which may be at the department's discretion, applied to departmental requirements or free elective hours. Unless otherwise prescribed by the academic department, the minimal time commitment expected from the student is as follows:

<u>Academic Credits</u>	<u>Minimum Number of Total Hours</u>
1	40
2	80
3	120

These hours refer only to time spent in actual experience and not outside assignments. Experiences totaling more than 120 hours may qualify for internship credit.

Faculty Absences

Faculty members are expected to meet all of their classes regularly and punctually. If a faculty member must be absent from a class, he/she is responsible to plan for the work during the absence and to have such plans approved by the Department Chair. When illness or some emergency unexpectedly prevents a faculty member from meeting a class, the School Dean's Assistant should be notified as promptly as possible for all classes beginning after 8:00 a.m.. If the School Dean's Assistants not available, notify the Department of Safety. For classes beginning before 8:00 a.m. notify the Department of Safety (ext 6005).

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides enrolled students the right to inspect their “educational records” (defined generally as records, files, documents, and other materials maintained by the College which contain information directly related to the student and from which students can be individually identified) and to have a right to consent to most types of disclosure of these records. At Messiah College, educational records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records.

Educational records do not include records of administrative or instructional personnel which are personal in nature, in the sole possession of the maker, and not accessible to any other person; records which are maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals, and made in connection with treatment of the student; financial records of parents; or records maintained by the Department of Safety created for the purpose of law enforcement. These records, then, are not available to students.

Students who wish to inspect their educational records should indicate such to the College official responsible for maintaining the particular record. FERPA requires that an appointment be made for the student to inspect the record within 45 days of the date of the request. If, upon examination, the student believes the record to be inaccurate or misleading, the student may file a written request that the College official amend the record. If the official decides not to amend the record as requested by the student, the student will be advised of his or her right to request a hearing. A hearing, to be conducted by a disinterested person appointed by the President, will be held within 30 days of receipt of a written request. The student will have a full and fair opportunity to present relevant evidence. A written decision will be rendered within two weeks of the date of the hearing.

A student’s educational records will be released to his or her parents only with the written consent of the student or upon receipt of certification that the parents have declared the student as a dependent on their most recent income tax return. The College, however, may elect to notify the parent of a student under the age of 21 who commits a disciplinary violation related to use or possession of alcohol or a controlled substance.

Parents normally will be notified when a student contracts a serious illness or injury, requires hospitalization, or is suspended or expelled. Any student who does not want this information provided to parents or who does not want his or her educational records released to parents must give written notification to the Registrar. This notification will remain in effect until revoked in writing by the student.

FERPA permits the College to release “directory information” without student consent to anyone requesting information. Directory information at Messiah College includes a student’s name, home address, campus address, home telephone number, campus telephone number, campus e-mail address, photograph (available only on an internal online student directory and faculty class rosters), dates of attendance, degree for which a student is a candidate, academic major, academic awards or honors, birth date, class year, full-time/part-time status, and weight and height for members of athletic teams. Additionally, the College may provide lists of student names by religious preference (if known) once each year in response to inquiries by local churches. The College does not, however, release directory information to outside organizations for commercial solicitation. Any student who does not want directory information released must give written notification to the Vice Provost/Dean of Students.

FERPA also authorizes the College to disclose personally identifiable information contained in a student’s educational records without a student’s consent in several other circumstances. Five of these circumstances are as follows: (1) to comply with a judicial order or a lawfully issued subpoena; (2) to protect the health or safety of the student or others in an emergency situation; (3) to officials of another institution in which the student seeks to enroll; (4) to alleged victims of any crime of violence (as that term is defined in Section 16, Title 18, U.S. Code) or no-nonforcible sex offense of the final results of a disciplinary proceeding conducted by the College against the alleged perpetrator of such crime or offense with respect to that incident; and (5) to school officials determined by the College to have a legitimate educational interest. A “school official” is a person employed by the College in a faculty, administrative or staff position; a person or firm with whom the College has contracted (e.g., physician, attorney, accountant, National

Student Clearinghouse); a member of the Board of Trustees; or a student serving on a College committee or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill his or her professional responsibility.

FERPA provides a student the right to file a complaint concerning alleged failures by the College to comply with the requirements of FERPA with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605. This policy is maintained by the Messiah College Registrar and was last amended September 7, 2001.

Grading Policy

1. Grading System

The grading system presently in use can be roughly divided into three major categories: letter grades, pass/fail grades, and auxiliary symbols.

- a. Letter Grades: Letter grades carry a quality point value and are used in the computation of semester and cumulative grade point averages (GPA).

Quality/ Characteristic	A – Honor – Outstanding	B – Excellent Above Average	C – Good – Average	D – Poor – Below Average	F – No credit Unsatisfactory
1. Interest and ability to communicate.	Almost always shows creativity, sound judgement, intellectual curiosity and communicates correctly and clearly	Frequently shows creativity, sound judgment, intellectual curiosity and communicates correctly and clearly	Shows sustained interest and is able to communicate well and understandably.	Exhibits interest. Marginal performance in communicating	Shows sub-minimal interest. Does not communicate clearly enough to get ideas across.
2. Performance skills of discipline.	Almost always analyzes critically, synthesizes creatively, uses facts in original thinking, and generalizes logically.	Frequently analyzes critically, synthesizes creatively, uses facts in original thinking, and generalizes logically.	Usually produces viable generalizations and satisfactorily organizes data.	Commits errors in fact and judgment when discussing material and has difficulty going beyond gathering and examining facts and data.	Does not comprehend the concepts and ideas which are a part of the course. Does not gather and examine facts and data satisfactorily.
3. Techniques of scholarship.	Shows sound techniques in all projects and uses knowledge effectively.	Shows sound techniques in most projects and uses knowledge effectively.	Good understanding of techniques in most projects.	Demonstrates minimal competence in the techniques of scholarship.	Does not use sound techniques of scholarship.
4. Meeting requirements of the course — in preparation, outside reading and class participation, etc.	Meets or exceeds stated course requirements with distinction in all aspects.	Meets or exceeds stated course requirements with excellence in most aspects.	Meets stated course requirements with adequate performance in all aspects.	Meets stated course requirements with adequate performance in some aspects.	Does not meet the standards and requirements.

Performance Level of Different Letter Grades

<u>Letter Grade</u>	<u>Meaning</u>	<u>Quality Point Value</u>
A	Honor-Outstanding	4.0
A-		3.7
B+		3.3
B	Excellent-Above Average	3.0
B-		2.7
C+		2.3
C	Good-Average	2.0
C-		1.7
D+		1.3
D	Poor-Below Average	1.0
F	Failure-No Credit	0.0

b. Pass/Fail Grades

P = Pass. Used only for a passing grade in a Pass/Fail course or when a student selects to register for a course on a Pass/Fail basis. The cutoff for pass shall be “C-”.

F = Failure. The grade of F is a failing grade and is included in the computation of both the semester and cumulative GPA. F applies under the following conditions:

- (1) The student has not done passing work for the term;
- (2) The student drops the course in the final third of the term;
- (3) The student does not do passing work (earning a D+ or less) in a course graded on a pass/fail basis;
- (4) The student fails to clear an Incomplete within the specified time frame;
- (5) The student unofficially withdraws from a course.

c. Auxiliary Symbols: Auxiliary symbols do not carry a quality point value and are not used in the computation of semester and cumulative grade point averages (GPA)

WP = Withdraw Passing. Given only to a student who withdraws from a course doing passing work in the middle third of the term. Does not count in the student’s GPA.

WF = Withdraw Failing. Given only to a student who withdraws from a course doing failing work in the middle third of the term. Does not count in the student’s GPA.

W = Withdrawal. Given only to a student who withdraws from all courses (i.e., withdraws from the College), or from specific courses in cases of emergency during the final third of the semester.

I = Incomplete. Used only when a student cannot, for emergency reasons, complete a course on schedule.

AU = Audit. Used only when a student wishes to attend a course but not receive college credit or a grade for the work in the course.

2. Grade Point Average (GPA):

- a. Semester GPA: The GPA for each semester is calculated from the graded courses attempted during that semester. Credit hours in which the student receives a “P” count toward total credits earned but not toward the GPA. Credit hours in which the student receives an “F” are calculated in the GPA.
- b. Cumulative GPA: This is the grade point average for all courses taken at Messiah College.
- c. Factors Affected by GPA:
 - (1) Graduation: 2.0 cumulative GPA for all work; 2.0 cumulative GPA in major requirements.
 - (2) Acceptance into specific programs: Engineering, Nursing, and Teacher Education programs have cumulative and/or major GPA requirements as part of admission into the program. Consult the College catalog for specific GPA requirements for each program.
 - (3) Graduation Honors:
 - (a) Summa Cum Laude: Cumulative GPA of 3.90 or above
 - (b) Magna Cum Laude: 3.60 but less than 3.90 cumulative GPA
 - (c) Cum Laude: 3.30 but less than 3.60 cumulative GPA
 - (4) Departmental Honors Courses: 3.50 cumulative GPA
 - (5) Dean’s List: 3.60 semester GPA or higher, based on twelve (12) or more graded hours.
 - (6) Academic Probation:
 - (a) First Year (0 - 23 credits): below 1.8 cumulative GPA.
 - (b) Sophomore (24 - 56 credits): below 1.9 cumulative GPA.
 - (c) Junior or Senior (57 credits or above): below 2.0 cumulative GPA.

3. Pass/Fail Option

- a. Certain courses are approved by faculty to be graded on the Pass/Fail Option only. Contact the Registrar Office for a complete list of Pass/Fail Courses.
- b. During a college career, students may take a maximum of four courses in addition to those listed under “a.” above on a Pass/Fail basis under the following conditions.
 - (1) The course may not be from any discipline required for the student’s major. The course cannot be used to meet a General Education requirement or a requirement in the student’s minor. It must be a free elective.
 - (2) The cutoff for pass shall be “C-”.
- c. Procedure:
 - (1) Students must declare their intention to take a course under the Pass/Fail option when they register or within the first five class days at the beginning of the new term. Students may also elect to return to the letter grading system during this same time period. The selection on record after the first week of classes cannot be changed.

- (2) The Registrar reviews all requests for the Pass/Fail option to be sure they comply with guidelines.
 - (3) Students are notified if their request is refused prior to the end of the drop/add period.
 - (4) Faculty members submit letter grades for all students registered for their classes. These are converted to the Pass/Fail system in the Registrar's Office for those students who have chosen the option.
 - (5) The grade of P does not affect the student's grade point average.
 - (6) The grade of F is a failing grade and is included in the computation of both the semester and cumulative grade point average.
- d. Rationale: Allows students to pursue courses taken purely for interest or "fun" without the pressure of achieving a high grade in competition with majors in that course. Guidelines are needed to regulate this option and preserve academic integrity in meeting graduation requirements.

4. Incomplete Grades

- a. Policy: A grade of incomplete is recorded for a student only when, for emergency reasons, the course cannot be completed on schedule. To receive credit for the course, the unfinished work must be completed within four (4) weeks of the close of the term.
- b. Procedure:
 - (1) When the student presents a legitimate emergency request to his instructor and the instructor agrees to it, the instructor records a grade of I (incomplete) in online grading. He/She will then be prompted by a dialogue box to submit the reason for the incomplete grade.
 - (2) When a student completes the course work, the instructor submits the change of grade information to the Registrar Office indicating the student's correct final grade.
 - (3) If a course is not completed within the extended timetable, the incomplete grade is converted to an "F". Any exceptions to the following timetable must be cleared in advance with the Registrar.
 - (a) Fall Semester: before the opening of Spring Term.
 - (b) All other terms: by the end of the fourth week following the close of the term.
- c. Rationale: This policy serves as a necessity of keeping grade records up-to-date, provides for student emergencies, and yet provides a reasonable deadline to help students avoid doing two (2) semesters' work at the same time. It also discourages procrastination.

5. Auditing

a. Policy

Students who wish to attend a course but not receive college credit or a grade for their work may audit the course. This option assumes students will attend the class on a regular basis but are not required to do any of the course work (though they may opt to do so) or take any tests in the course. A student must drop the course if he or she decides not to attend the course since it appears on the transcript as an audited course. The option of auditing courses is open to both full-time and part-time students. (Note: Students should be alerted to the fact that courses taken as audit **cannot** be included for Financial Aid purposes. Encourage those students to contact the Financial Aid Office.)

b. Procedure

- (1) Declaration of the audit is done at the time of registration through the Registrar's Office.
- (2) Students may change from credit to audit and vice versa during the drop/add period.
- (3) The Business Office bills audit credits at the published tuition rate for audits.
- (4) When the course is complete, the student's transcript indicates the symbol "AU" and the name of the course audit—no credit or grade is given.
- (5) If the student decides not to attend the course, he or she must drop the course within the drop/add deadline so it will not appear on the student's record.

c. Rationale

Accommodates degree program students who want to broaden their horizons into a field of interest or part-time students who wish to take a course purely for their own interest and do not need to work for college credit.

6. Change of Grade

- a. If after final grades have been assigned and submitted, and an error in a student's grade is discovered by the instructor, or brought to the attention of the instructor by the student, the instructor should submit change of grade information to the Registrar's Office. All changes of grades must be accompanied by a rationale and be approved by the Registrar by the end of the following semester.
- b. A student's final grade may not be raised by doing additional assignments after the course has concluded or by revising previously submitted assignments.

7. Grade Appeal Procedures

If a student disagrees with a grade which has been given in a particular course, and it has been determined that the grade recorded was not in error, the student may initiate the grade appeal process.

a. **Informal discussion between student and instructor.**

If the discussion results in a grade change, a grade change request form is submitted to the Registrar's Office by the instructor. If the matter is not resolved to the student's satisfaction, the student is referred to the department chair.

b. **Informal discussion between student and department chair.**

The student should informally discuss the matter with the department chair. The department chair should discuss the concern with the instructor. If the discussions result in a grade change, a grade change request is submitted by the instructor. If the matter is not resolved to the student's satisfaction, the student is informed that there is a formal appeal procedure. The first informal contact with the department chair must be before the end of the semester following the semester in which the grade was earned.

c. **Formal discussion between student, instructor, and department chair.**

The department chair should arrange a meeting to discuss the matter with the student and instructor together. If this discussion results in a grade change, a grade change request form is submitted to the Registrar's Office by the instructor. The student should be informed in writing of this decision. If the matter is not resolved to the student's satisfaction, the student should be informed in writing of this decision, along with options available to the student.

d. **Student appeal in writing to department chair.**

This written appeal must be made within ten (10) working days of the written notification of the student by the department chair of the outcome of the formal discussions. Within ten (10) working days of the student's appeal, the department chair must inform the instructor of the appeal and provide a copy of the student's appeal. The instructor has ten (10) working days to provide a written explanation of the student's grade. The department chair has ten (10) working days to convene a departmental meeting (without the instructor or student present) to review the case and come to a decision based upon the student's written appeal and the instructor's written response. The department chair will inform the student of the departmental decision in writing, with copies to the instructor and the School Dean. If the decision results in a grade change, the department chair will submit a grade change request to the registrar with a copy of his or her response to the student attached.

e. **Student appeal in writing to the School Dean.**

If the decision of the department is not to the student's satisfaction, the student may appeal the decision to the dean. This appeal must be made in writing, within ten (10) working days of the department chair's letter to the student. The dean shall investigate carefully and render a decision in writing within thirty (30) days, which shall be final.

f. **Cases involving the department chair.**

In any case where the instructor is the department chair, another member of the department will serve in the role of the chair in these proceedings.

8. Transcripts

The student's permanent record of courses taken and grades achieved comprise the academic transcript. Courses taken by Philadelphia students at Temple University are so indicated on the transcript, as are courses taken as visiting students at other institutions or other Approved Off-campus Study Programs. Credits taken at all other colleges and universities are entered as transfer credits and are not computed in the student's grade point average.

a. Request for Transcript

(1) Policy: Academic transcripts are issued by the Registrar's Office upon a student's written request and, depending upon expediency of service requested, must be accompanied by payment (see messiah.edu/registrar/transcript). The student's financial account with the College must be cleared before any transcripts are issued.

Graduation Requirements and Commencement

1. Degree Candidacy

- a. Policy: Students working toward a degree must file an online Application for the Degree with the Registrar's Office at the beginning of their senior year. Applications require the approval of the Academic Council and the Community of Educators before students are formally admitted to degree candidacy.
- b. Procedure:
 - (1) At the beginning of the fall semester, the students who have completed 85 credits or more are invited to complete the online Application for Degree which is returned to the Academic Records Specialist in the Registrar's Office.
 - (2) Students and advisors are encouraged to review the students degree audit in preparation for graduation.
 - (3) The Academic Records Specialist and the student's academic department reviews each graduate's academic record for completion of all graduate requirements.
 - (4) The Registrar's Office prepares a list of certified degree candidates and the Registrar presents it to the Academic Council and Community of Educators for their approval.
- c. Rationale: These procedures are needed to identify the graduating seniors and keep the Registrar's Office in contact with them throughout the senior year in preparation for graduation.

2. Verification of Academic Progress

- a. Policy: While each student is responsible for seeing that all general education and major requirements are met, the Registrar's Office monitors each student's progress toward the chosen degree in order to assist in this responsibility. This progress includes completion of general education and major requirements, satisfactory academic progress, and sufficient hours completed in order to graduate on schedule.
- b. Procedure: During the student's last semester, a degree audit is sent to the student's advisor. The student's advisor and the major department chairperson are asked to certify that all requirements for the major(s) have been met. The Academic Records Specialist also checks each student's record. Students and advisors are notified if any questions or problems arise.
- c. Rationale: To monitor the academic progress of potential graduates. Students are notified of the results of the degree audit during the beginning of the new academic year in order for them to have the opportunity to adjust their schedule if necessary to complete outstanding requirements.

3. Requirements for All Degrees

- a. A minimum of 123 hours of credit. Students matriculating prior to Fall 2005 must complete a minimum of 126 hours of credit.
- b. A minimum cumulative (GPA) of 2.0 for all work taken at Messiah College.
- c. A minimum cumulative (GPA) of 2.0 for all work listed as specific requirements for the major.
- d. Compliance with the residency rule which states that the last thirty (30) credits preceding the conferring of the degree must be earned at Messiah College with a minimum of twelve (12) credits in the major.
- e. Completion of a major with requirements as specified under the department of instruction in which that major falls, or as offered at the Philadelphia Campus in conjunction with Temple University.

f. Completion of all general education requirements

4. Attendance at Commencement

Graduating seniors are expected to participate in the commencement exercises. The Registrar's Office must be notified in writing if the student will not be attending commencement at least two weeks prior to commencement.

5. Release of Diplomas

In order for diplomas to be released, the following guidelines must be met:

- a. All course work, including Approved Off-Campus Study Programs and transfer credit, must be completed and recorded on the student's Messiah College transcript.
- b. All student accounts in the Business Office must be cleared.

6. Graduation Honors

The College awards three levels of honors according to a graduating senior's cumulative grade point average (GPA): summa cum laude (GPA 3.90 or above), magna cum laude (GPA 3.60–3.89), cum laude (GPA 3.30–3.59). The following guidelines are used in determining the eligibility and level of honors granted:

- a. Only credit for courses taken at Messiah College and approved off-campus study programs are calculated in the grade point average.
- b. A minimum of sixty (60) graded credits hours must be taken at Messiah College.
- c. Honors published in the graduation commencement bulletin will be based on the student's cumulative grade point average at the conclusion of the preceding fall semester.
- d. Final honors as noted on the student's diploma and transcript will be based on all credits earned at Messiah College.

7. Late Completion of Requirements

a. Policy

Students who are within 6 credits of completing academic requirements for their degree, but do not have all the work completed by graduation day of the year they wish to graduate, may be permitted to go through the ceremony with their class and then complete requirements in the summer following commencement. Such students must contract with the College to complete all work by September 1 following the commencement date. If they fail to complete all work by this date, a three (3) hour penalty course will be added to their graduation requirements.

b. Procedures

- (1) Students wishing to graduate but not having all work complete will receive a "Contract for Late Completion of Degree Requirements" from the Registrar's Office.
- (2) The Registrar rules on these applications prior to commencement.
- (3) Approved students may march with their class at commencement.
- (4) After completion of all requirements and payment of all bills to the College, the student requests the diploma from the Registrar's Office.

Intensive Terms

1. January Term

An integral part of the second semester, January term gives students an opportunity to concentrate on a single course for three weeks. Transcultural travel programs are among the innovative courses offered. Students may also enroll in an approved January term at another institution. The academic load for the spring semester is the sum of courses taken during January and spring term. Therefore, students normally earn three or four credits in January and 12 or 13 credits during the spring term, for a total of 15 to 17 credits in the second semester.

All students are expected to register for a course during January term each year. Since January term and spring term together compose the second semester, all fees are applied accordingly. No discounts for tuition or room and board are given to students who do not enroll for a January term course.

2. May Term

May Term is a three-week term immediately following Spring Term and is reserved exclusively for approved Cross-Cultural Studies courses. Since May Term is considered a part of the second semester, students will be charged additional tuition at the overload rate for each credit above the 18 credits allowed for the second semester. Students who are interested in courses other than Cross-Cultural Studies should enroll in the Summer Session.

3. Summer Session

Summer Session is designed to meet specific needs of Messiah College students. Several courses which satisfy Messiah College general education requirements are offered each year. Course titles, dates, and meeting times for each course are announced by the Provost and Registrar's Office.

In addition to the general education courses, a wide variety of independent and directed studies can be available to Messiah students. Internships offer students an opportunity to combine full-time employment with academic components to receive credit. Students who register for SERV 231,232 – Foundations of Service, Mission, and Social Change integrate a spring semester course on service with a summer service experience followed by a fall reflection course.

Students may also elect to take courses at other colleges over the summer and transfer the credits to their Messiah program. To assure transfer of credit, these students should check the online Course Equivalency Database or complete the "Approval for Transfer Credit" form available in the Registrar's Office.

Since Summer School is not considered a part of the second semester, fees for Summer Session courses are charged independent of fees from the regular academic year.

Majors

1. Selecting a Major

A student must select a major no later than the second semester of the sophomore year. This is necessary to allow adequate time for meeting graduation requirements in that major.

2. Pre-major status

There are certain programs for which program accreditation or certification of graduates is essential if graduates are to pursue careers in those fields (e.g., nursing, engineering, teacher education, athletic training). If a program is subject to such accrediting or certification requirements, then that program should apply to the Academic Council for internal admission requirements to the program. If additional internal admission requirements to a particular program are approved, then the following conditions apply:

- a. Students initially declaring an intent in the program will be designated by a “pre-major” status with their department.
- b. Internal admission requirements to the program must be clearly delineated and publicized (e.g., in the catalog description of the program).
- c. Internal admission requirements must be such that “first-time, first-year” students who enter Messiah College as “pre-majors” are evaluated before the end of their sophomore year for admission to the particular program. Transfer students (both internal—from another Messiah major—and external—from another institution) must be evaluated by the end of the first semester junior year.

3. Change of Major

a. Policy:

After having declared a major, students who wish to register for another course of study must obtain the signatures of their current advisor, of the department chair in the major field to which they wish acceptance, and their new advisor, who is assigned by the department chair. Changing a major must be done through the Office of the Registrar.

b. Procedure:

- (1) The student obtains the Change of Major Request card from the Office of the Registrar, obtains the signatures of their current advisor, the department chair in which the new major is housed and their new advisor. The student then returns it to the Office of the Registrar.
- (2) The Office of the Registrar makes the change and asks the former advisor to send the student’s advisor file to the new advisor.

- c. Rationale: This policy has been instituted to ensure that students wishing to change majors receive adequate counseling, and to enhance campus communication by having all involved individuals know what major the student is pursuing.

4. Declaring a Double Major

- a. Policy: The student pursuing a double major must determine which major is the primary major and which is the secondary major. The primary major determines which degree will be granted.

- b. In pursuing a double major, no more than one-third of a student’s primary major may be used toward the

requirements for a secondary major.

5. Individualized Major (Approved by Community of Educators Senate 9/17/02)

Individualized majors are designed for students who have special interests that are not accommodated by any of the existing majors at the College. Students may develop a proposal for an individualized major that combines various academic resources available to all Messiah College students (including the Philadelphia campus and other external programs). Students completing an individualized major will graduate with a B.A. degree. The following guidelines apply to all individualized majors:

a. Parameters for the Individualized Major

- (1) The individualized major must be between 36 and 60 credit hours chosen from at least two different disciplines offered at Messiah.
- (2) Two disciplines will be considered the primary disciplines and the major curriculum can have no fewer than 12 credit hours from each of these disciplines.
- (3) At least 18 credit hours must be chosen from courses numbered 300 or higher.
- (4) Each individualized major must include a senior level (400) capstone course. This may be an existing course or an independent study course supervised by one of the faculty advisors.
- (5) No more than two independent study courses may count toward the completion of this major.
- (6) The student must meet all the General Education requirements and all other requirements for graduation (e.g., residency requirements, total required credits, etc.). Any proposed overlaps with General Education must be approved by the Director of General Education.
- (7) In order to propose an individualized major, the student must have a cumulative GPA of 3.0.
- (8) The individualized major may be proposed after the student has completed 30 credit hours. No proposal will be accepted after the student has completed 72 credit hours.

b. Development of the Proposal

The student will develop a proposal for the major in conjunction with two advisors from the two primary disciplinary areas with one of these two faculty to serve as the student's primary advisor. The proposal must include the following elements:

- (1) A title for the major that does not duplicate the name of any existing majors or minors and clearly captures the nature of the proposed program of study.
- (2) An explanation of how the major will enhance the student's personal learning goals and objectives including possible connection with vocational and/or graduate school interests.
- (3) A list of the courses that will be taken to complete the individualized major. The proposed courses must fit together logically and demonstrate the coherence, breadth and depth which characteristic of a college major.

c. Approval Process

The primary faculty advisor will convene and chair an ad hoc committee composed of the two faculty advisors, the Registrar and the Director of General Education to review the proposal. If approved by this committee, the individualized major will go to the Dean of the School of the primary advisor for final approval. If approved, it will be officially recorded as the student's declared major and a copy of the approved proposal will be sent, for information purposes, to the Dean of the School housing the other primary discipline.

6. Listing of Majors Available

Accounting	German
Adventure Education	Health and Exercise Science
Art Education	Health and Physical Education Teaching Certification
Art History	History
Arts Management	Human Development and Family Science
Athletic Training	Human Resource Management
Biblical and Religious Studies	Humanities
Biochemistry and Molecular Biology	International Business
Biology	Journalism
Biopsychology	Marketing
Broadcasting	Mathematics
Business Administration	Music
Business Information Systems	Music Education
Chemistry	Nursing
Christian Ministries	Nutrition & Dietetics
Communication	Nutrition Science
Computer Science	Philosophy
Criminal Justice	Physics
Early Childhood Education	Politics
Economics	Psychology
Elementary Education	Religion
E-Marketing	Social Work
Engineering	Sociology
English	Spanish
Entrepreneurship	Spanish Business
Environmental Science	Sports Management
Environmental Studies	Studio Art
French	Theatre
Family and Consumer Sciences Education	

7. Listing of Teacher Education Programs Available

Art Education
Biology with Teaching Certification
Biology and Environmental Education Dual Certification
Chemistry with Teaching Certification
Early Childhood Education
Elementary and Special Education Dual Certification
Elementary Education
Elementary Education and Early Childhood Education Dual Certification
English with Teaching Certification
Family and Consumer Sciences Education
French with Teaching Certification
German with Teaching Certification
Health and Physical Education Teacher Certification
History with Social Studies Certification
Mathematics with Teaching Certification
Music Education
Spanish with Teaching Certification

Minors

1. Definition

A minor is a prescribed set of courses which focuses on a particular academic discipline or area of study. The goal is to allow the student to develop some depth of understanding in that discipline or area of study.

- a. Students are not required to complete a minor.
- b. Minors require a minimum of 18 semester hours in a discipline other than that of the student's major.
- c. A student may complete more than one minor.
- d. To earn a minor a student must attain a minimum grade point average of 2.0 for the course listed as meeting the requirements for the minor.
- e. Only one-third of the credits in a given minor may count toward the requirements of another minor or a major.
- f. At least one-third of the total credits must be taken at Messiah.

2. Procedures for completing a Minor

- a. Information about available minors and minor curricular requirements can be found in the college catalog or obtained from the student's advisor or department chair.
- b. Students are encouraged to discuss their interests in a minor with their advisor during registration times. If the student has specific questions, they can contact the chair of the department in which the minor is housed.
- c. During their third semester or anytime thereafter, students may declare their intention to complete a minor by filling out the "Minor Request Form" available in the Registrar's Office.
- d. Once the completion of all minor requirements has been verified, the minor will be recorded on the student's final transcript. If, at the time of graduation, a student has not completed the requirements for a minor, the minor designation will be added to the student's transcript if he or she completes the requirements for the minor within one calendar year of the graduation ceremony at which his or her most recent Messiah degree has been awarded.

3. Listing of Minors

Accounting
Adventure Education
African-American Religion & Culture
Anthropology
Art History
Athletic Training
Bible
Biology
Biology for Environmental Science Majors
Brethren in Christ Studies
Broadcasting
Business Administration
Business Information Systems
Chemistry
Children and Youth Services
Children and Youth Services for Human
Development and Family Science Majors
Christian Ministries
Church Music
Coaching
Communication
Community Psychology
Computer Science
Counseling
Criminal Justice
Early Childhood Education
Economics
Education
English
Environmental Science
Environmental Science for Biology Majors
Environmental Studies
Foods and Nutrition
French
General Music
German
Gerontology
Global Christian Studies
Global Ministries
Health and Exercise Science
History
Human Development and Family Science
Human Resource Management
Human Services
Journalism
Leadership
Mathematics
Multicultural Families
Peace and Conflict Studies
Philosophy
Politics
Pre-Law
Pre-Marriage and Family Therapy
Pre-Marriage and Family Therapy for Human
Development and Family Science Majors
Psychology
Religion
Sociology
Socio-Cultural Perspectives on Education
Spanish
Statistics
Studio Art
Teaching English to Speakers of Other Languages
Theatre
Urban Studies
Women's Studies

Philadelphia Campus

* Please see the Philadelphia Campus section

Registration

1. Standard Registration for Fall Semester

- a. Policy: Students admitted to the College formally register for classes through the academic advising process. Prior to registration, students must ensure their accounts are up to date with the Business Office and their health records file is current with the Engle Health Center. Students with a Chapel Hold must receive clearance from the College Ministries Office. Any student not in compliance with these requirements will be blocked from registration.
- b. Procedure:
 - (1) Registration materials, including and the Schedule of Classes are distributed to current students around March 30.
 - (2) Students meet with their academic advisor to discuss course selections for the upcoming registration. Desired courses are listed on the “Registration Request” form. This form is signed by the student and his/her advisor. A copy remains with the advisor and the student retains a copy.
 - (3) At the conclusion of the advising meeting, the advisor issues the student’s personal identification number (PIN). The PIN is required to log on to the online registration system and is therefore tightly controlled, disseminated only by the advisor or the Registrar’s Office to the advisor.
- c. Rationale: Uniformity of procedure is required to handle the large volume of students and ensure fairness to all students. Advisor’s signature is required to ensure the student is taking courses appropriate to his or her major, interests and abilities. Proof of payment is required to ensure that students do not build up large balances which they are unable to pay. Clearance from the Engle Health Center is required to ensure that all health records are complete and accurate for each student in case of emergency. Obligations with the College Ministries Office are an essential component that requires the student’s commitment.

2. Spring Semester Registration

Registration procedures for the spring semester are similar to the fall registration procedures. Students will register for both the January Term and the Spring Term (May term Cross-Cultural classes are optional). Registration materials are distributed to current students around October 30.

3. Drop/Add (Change in Registration)

a. After initial registration, changes of courses to the original schedule should be discussed with the advisor. After the first week of classes, changes in courses require the written approval of the instructor(s) and advisor on a "Drop/Add" form. The requests are submitted to the Registrar's Office in accordance with the published deadlines.

b. Procedure:

(1) Students contact their advisor prior to changing courses on their schedule.

(2) Subsequent to the contact with their advisor, students log on to the online registration system (through the end of the first week of classes) to make schedule adjustments.

(3) Beginning with the second week of classes, all changes to the student's schedule will be processed through the Registrar's Office with the "drop/add" form. The signatures of the instructor(s) and advisor are required.

(a) During the first third of the semester/term, courses may be dropped with the required signatures.

(b) During the middle third of the semester, a grade of WP (if student is doing passing work) or WF (if student is failing) is recorded and appears on the student's transcript. Neither grade (WP or WF) affects the student's GPA.

(c) During the final third of the semester, withdrawals are not permitted, except for medical or other emergencies. Unofficial withdrawals are recorded with a grade of F.

(4) After the first week of the semester a fee of \$10.00 per processed Drop/Add Request is charged to the student's account. Charges are pro-rated for any Drop/Add Requests made during the January term.

(5) All requests for dropping or adding courses after the published deadlines, due to neglect or failure to follow the procedures outlined above, will be reviewed by the Registrar. A late registration fee of \$25.00 (per course) will be charged if the change is approved.

c. Rationale: Drop/Add procedures emphasize the importance of student responsibility the advisor/advisee relationship while providing flexibility and convenience to the process. Changes occurring later in the semester insure students have the opportunity for counseling.

Repeating Courses

1. Policy

A student may only repeat any course in which a grade of D+, D, or F was received. With repeated courses, the second grade and credits count in the calculation of the student's cumulative GPA, but the original grade and course will remain on the student's transcript. All repeat courses must be taken at Messiah College, including Temple courses taken through the Philadelphia Campus and any other approved off-campus program, subject to the assessment of course equivalency. (Revised by action of the Curriculum Committee 2/27/98)

- a. It is the responsibility of the student and advisor to monitor the registration for repeated courses.
- b. Both occurrences of repeated courses will be marked on the transcript.
- c. The credits earned for the first grade remain in the term and cumulative calculations until completion of the repeated course. At the end of the term in which the course is repeated, only the credits earned for the second grade are used in the calculation of the student's cumulative GPA and total credits earned.
- d. Students need to be advised of possible financial aid or athletic eligibility consequences of repeating courses for which credits have been earned. A student must successfully complete 24 credits each academic year. Repeats of successfully completed (D or D+) courses may not count toward the 24 credits. Students should contact the Financial Aid Office for specific information.

Special Courses and Credit Programs

1. Independent Study Guidelines

a. Policy

Independent study is available to students who wish to explore a particular area of study outside a classroom setting. Projects must be carefully designed and directed toward a specific goal under the direction of a qualified faculty member who meets regularly with the student during the study. A faculty member may direct a total of two independent and directed studies during a given semester and three during a given summer.

b. Procedure

- (1) The student obtains an “Application for Independent Study” form for each project undertaken, obtains the required approval signatures, and writes a proposal according to the guidelines given on the application.
- (2) The student submits the signed application and a copy of the proposal to the Registrar’s Office.
- (3) The Registrar reviews the application and if approved the student is registered for the course by the Registrar’s Office. One copy of the application is sent to the faculty member supervising the experience and another is retained in the Registrar’s Office. The third copy of the application is returned to the student confirming the registration.
- (4) Grades are submitted by the faculty member to the Registrar along with other grades at the end of the semester.

2. Directed Study Guidelines

a. Policy

Directed study is available to junior and senior students who need to complete a catalogued course at a time other than when it is offered. Each department has designated which courses may be offered by directed study. Each study must be done under the supervision of a qualified faculty member who will meet with the student from three to five hours per credit hour of the course. A faculty member may direct a total of two independent and directed studies during a given semester and three during a given summer.

b. Procedure

- (1) The student obtains an “Application for Directed Study” form for each course, obtains the required signatures, and returns the application to the Registrar’s Office.
- (2) The Registrar’s Office reviews the application. If approved, the student is registered for the course by the Registrar’s Office. One copy of the application is returned to the student and one is sent to the sponsoring faculty member.
- (3) Grades are submitted by the faculty member to the Registrar along with other grades at the end of the semester.

c. Rationale

To allow students to complete certain catalogued courses at times when they are not normally offered and to ensure that the proper amount of supervision is given to each student doing a directed study.

3. Cocurricular Activities Guidelines

- a. Students participating in a full session of an intercollegiate sport may register, at most, twice for one credit per season of involvement. However, only one credit may be applied toward the General Education physical education activity requirement. Students participating in two intercollegiate sports may apply only one toward the General Education physical education activities requirement. A maximum of one credit may be counted as an elective. Credit may be granted only during the semester in which the completion of participation occurs and will not be awarded after the fact.
- b. Students participating in music ensembles register for 0-.5 credits during the semester of participation. If the registration is for credit, a pass/fail grade will be recorded.
- c. The editors of the College newspaper, The Swinging Bridge, and the College yearbook, The Clarion, may register for the course ENGL 392 Student Publications Practicum (1). Permission of the advisor is required before enrollment. The course may be repeated for a total of four (4) credits.

4. Credit Earned Through Examination Programs

Messiah College awards credits earned through the approved testing programs listed below. A maximum of 32 credits may be earned by all forms of testing. (Approved by action of the Dean's Council, 2/8/97.)

a. Advanced Placement (AP)

Students who have taken college level courses in high school may possibly receive college credit for them by taking the AP Examination of the College Entrance Examination Board, if their high school offers it. Granting such credit may reduce the number of semester hours students need for graduation. Official transcripts of AP test results should be sent to the Messiah College Registrar's Office for evaluation.

b. International Baccalaureate (IB)

IB is a curricular program with university entrance examinations which may be taken in any country and recognized in any country. Students who have taken IB courses in high school may possibly receive college credit for them by taking the IB examination. Granting such credit may reduce the number of semester hours students need for graduation. Official transcripts of IB test results should be sent to the Messiah College Registrar's Office for evaluation.

c. Credit by Examination

(1) Policy

Messiah College offers a limited number of courses by which students may earn credit for the course by taking a "challenge" exam in lieu of the course. Each department designates which course(s) may be taken as credit by exam.

(2) Procedure

- (a) Prior to taking the exam, the student must obtain an application form from the Registrar's Office.
- (b) The student presents the form to the appropriate department chair who will make arrangements for the challenge exam or designate the examining professor.
- (c) When the exam has been taken, the department chair or examining professor will indicate the grade (Pass/Fail) on the application form and return it to the Registrar's Office.

- (d) The student pays the credit by examination fee at the Business Office, obtaining the approval signature showing that payment was made.
 - (e) The form is returned to the Registrar's Office
 - (f) The Registrar's Office records credit on the student's transcript if the examination is passed. If the student fails the exam, no record is made on that student's transcript, and the student will be required to take the courses or credits that were to have been waived by successful completion of the exam. Completion of the course is not required if it was intended to be elective credit.
- d. College Level Examination Program (CLEP)

Students who wish to verify knowledge of college level work in a given discipline may take the CLEP test (Messiah is not an approved test site) and receive CLEP credit on the transcript. These credits are evaluated by the Registrar and may be applied to general education and major requirements. Any student considering CLEP opportunities should contact the Registrar for further information.

5. Departmental Honors Courses

- a. To encourage scholarly initiative and in-depth investigation within a limited area of study, Messiah College provides able students with an opportunity to pursue honors courses within their major. Students may qualify for an honors course by 1) earning a GPA of 3.50 for all courses and completed at the College to the middle of their junior year and 2) meeting all other requirements as prescribed by the department (e.g., GPA for major courses).
- b. Each department offering an honors course prescribes the nature of the work, the point at which it shall begin, and whether the credit in whole or in part may be counted toward fulfillment of a student's major requirements. The Department must also approve a student's work for a given semester before permission can be given to proceed with the next semester's work.
- c. Up to six semester hours of credit in honors courses may be earned at the rate of three hours per semester. Only the grades of A and B will carry credit. If the honors work is of such high quality as to merit the grade of A, the student will graduate with honors in his/her major field, provided he/she has completed six semester hours.
- d. Students participating in the College Honors Program may meet their senior honors project requirement through an approved Departmental Honors Course.
- e. Graduation with honors in a discipline is recognized at Commencement and is noted on the student's diploma. Only senior students may participate in Departmental Honors courses.

Standards of Scholarship

1. Minimum grade point average (GPA): Students must maintain a cumulative grade point average of 1.80 (0- 23 credits), 1.90 (24-56 credits) and 2.00 (57 or more credits).
2. Academic Warning: When a student's term GPA falls below 2.00 but the cumulative GPA is at or above the required minimum, the student will be given an academic warning. This warning is not part of the student's permanent academic record. However, it does alert the student to potential difficulties.
3. Academic Probation, Suspension, and Dismissal

- a. Academic Probation

Any full-time student who fails to maintain a cumulative grade point average as outlined above will be placed on academic probation. A student will be removed from academic probation when the cumulative GPA meets the required minimum. A student on academic probation will be advised to take a maximum of 14 credits per semester while on probation.

- b. Academic Suspension

A full-time student on academic probation whose cumulative GPA after a probationary semester remains below the minimum required will be suspended. A part-time student, who after going on probation, completes an additional 18 credits but has not met the required minimum cumulative GPA with the inclusion of those 18 credits, will be suspended. Any student taking six or more credits in a semester who receives less than a 1.00 term grade point average for the semester will be suspended, whether or not the cumulative grade point average would have warranted it.

- c. Appealing Suspension

A suspension may be appealed within the time limit stated in the suspension notification (usually three weeks). The student must file a written petition with the Registrar stating the reason for the appeal. Appeals are reviewed by the Academic Appeals Subcommittee. If the suspension appeal is granted, the student will continue on probation for a specified number of terms, usually two, to allow the student to achieve good standing. If good standing is not achieved within the specified period, the student will be suspended.

- d. Readmission

Suspended students may apply for readmission after two semesters have elapsed. When applying for readmission, the student should present evidence of the potential for academic success. Normally, this is demonstrated by presenting a transcript of courses successfully taken elsewhere during the semesters of suspension. Readmission is not automatic and is contingent upon evidence that the student has the ability and motivation to succeed in college. Requests for readmission will be considered by the Academic Appeals Subcommittee. If accepted for readmission, a student must meet the college's standards for good academic standing within two semesters of full-time study. If this has not occurred after two semesters, the student will be academically dismissed.

- e. Academic Dismissal

A student who is academically suspended for a second time is considered academically dismissed.

A student who is academically dismissed may not apply for readmission for two years. In addition, such a student must present 24 credits of transferrable work taken after the dismissal from Messiah. Requests for readmission will be considered by the Academic Appeals Subcommittee. Readmission is not automatic and is contingent upon the evidence presented and the likelihood of the student succeeding at Messiah.

Textbooks

Textbooks are designated by the faculty member teaching a course. If a course is team taught, the textbooks should be chosen by the team.

The College Bookstore orders all of the required textbooks. The Bookstore will request proper information far enough in advance of a new semester to facilitate the acquiring of the necessary materials. Faculty members need to cooperate with the College Bookstore to facilitate this acquisition.

Transfer Credit

1. Evaluation of Transfer Credits for Incoming Students

a. Policy for Transfer Students:

Any student who has taken work at another institution(s), applies to Messiah College and desires that work transferred to Messiah, must have the previous institution(s) send an official transcript of work to Messiah College to be evaluated by the Registrar's Office.

b. Procedure:

- (1) When a student applies, he or she requests the former college to send an official transcript of work to the Registrar's Office.
- (2) The Registrar evaluates the transcript on a course-by-course basis. Only those courses in which a grade of C (2.00) or better has been earned are eligible for transfer. The Registrar sends the student a written report of credit accepted in transfer. The student's advisor will also receive a copy of this report.
- (3) The Registrar is available to discuss or clarify the evaluation of credits for the student.

c. Rationale: This policy has been instituted to insure that transfer students have done satisfactory college-level work appropriate for transfer credit. It also provides students with a clear understanding of how much work is needed to complete degree requirements. The evaluation of transfer credit is often instrumental in the decision whether or not to transfer.

2. Approval of Transfer Credit for Currently Enrolled Students

a. Policy:

A student who is currently enrolled at Messiah, but planning to take summer courses at another institution, must check the online Course Equivalence Database. If the course is not listed there, they must complete a Transfer Credit Approval Form prior to enrolling. A student should first obtain the approval of his or her advisor, department chair (if necessary), and the Registrar, in order to verify that the courses taken will meet specific major or general education requirements or will be considered as elective credit. Only courses in which grades of "C" or better will be transferred. Approved course work will be designated on the transcript as "Transfer Credit" with the number of credits earned. Course titles and grades earned will not be listed. Grades will not be included in the student's term or cumulative grade point average.

b. Procedure:

- (1) Check the online Course Equivalence Database.
- (2) If the course is not listed there, the student obtains a form for Transfer Credit Approval from the Registrar's Office
- (3) Complete the form, and obtain the signatures of advisor and department chairs if applicable.
- (4) Submit the completed form and course descriptions of requested courses to the Registrar's Office.
- (5) Upon approval, the Registrar will return one copy to the student, one to the advisor, and retain one in the student's academic file
- (6) After the course is completed, the student must request that institution to forward an official transcript to Messiah College, Office of the Registrar, Box 3007.

c. Rationale: This procedure has been instituted to assure both the student and Messiah that courses taken at another institution during the summer will meet specific requirements.

Withdrawal from the College

1. Procedure

The withdrawing student completes a “Termination of Attendance Notice” form at the Registrar’s Office and a “Cancellation of Housing” form from Resident Life. The Registrar’s Office updates the student record and circulates this information to other offices.

- a. Policy: Students wishing to withdraw from the college must notify the Registrar’s Office of their intention. Arrangements with the Business Office should be made for payment of all bills in order to secure honorable dismissal.

- b. Procedure

- (1) The student wishing to withdraw contacts the Registrar’s Office and Resident Life to complete the proper forms.
- (2) The Registrar’s Office informs the appropriate offices on campus (e.g. Student Affairs, Business Office, Financial Aid), the student’s professors and academic advisor of the withdrawal.
- (3) The Registrar’s Office updates the student’s record. Grades of “Withdraw” are recorded if a student leaves during the semester.
- (4) The Business Office, in conjunction with Financial Aid, determines the student’s bill according to the procedures listed below under “Refund Policies” and sends the student a statement of balance due or refund.

- c. Rationale

To properly record a student’s academic coursework and to facilitate campus communications about a student’s withdrawal.

2. Refund Policy

Refund for students who withdraw voluntarily or involuntarily are determined according to the following policy:

- a. The portion of tuition to be refunded to withdrawing students will be as follows:

Week 1	100%
Week 2	75%
Week 3	60%
Week 4	50%
Week 5	25%
- b. Residence fees will be refunded in accordance with the same schedule as tuition.
- c. Students who withdraw after the completion of the fifth week of classes will not receive a refund of tuition or residence fees.
- d. Student Government, Student Services, and Lab fees will not be refunded *after* the first week.
- e. Dining Services fee refunds are pro-rated weekly throughout the semester.
- f. Students who withdraw after January-term, but before the spring-term add date, will be treated as part-time students for refund purposes.

- g. Refunds and adjusted bills will be sent to the student's home address following withdrawal.
- h. There are no refunds for incomplete independent study or correspondence courses.
- i. There are no refunds for enrolled students vacating a room after the start of the semester.
- j. Spring semester room and board changes will be adjusted for students enrolled in approved cross-cultural off-campus activities during the January-term.

3. Grading Policy

Students who complete registration for a given semester will have grades recorded on their permanent academic record. All courses will be graded with a "W" if the student withdraws from the college.

4. Medical Leave

Medical Leave is available for students who, due to documented serious physical or psychological illness, need to leave the College during the semester without completing their coursework or to withdraw from the College for no longer than two consecutive semesters. Students on medical leave are not regarded as having permanently withdrawn from the College and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus through the process described in the policy.

A student may request a more limited **medically excused** status if he or she is medically unable to complete the final forty percent of a semester but intends to return to the College at the beginning of the following semester. Request is initiated in the same manner as described below. A student approved for medically excused status need not request permission to return to the College for the following semester unless conditions for returning had been stipulated by the College at the time of departure.

a. Initiation of Request for Medical Leave

A student requesting medical leave must make the request in writing to the Director of Counseling and Health Services. The request may be for either one or two semesters. The Director will notify the Registrar of the request and will direct the student to provide appropriate documentation from a physician, therapist or other qualified caregiver.

b. Determination of Request

A decision approving or disapproving the medical leave request will be made by the Director of Counseling and Health Services. The Director will provide a copy of the decision to the Registrar, the Academic Dean and Dean of Students. The Registrar will notify appropriate offices on campus of the student's status and send a copy of the decision to the student for his or her records.

Copies of the decision will be maintained in the student's academic and student life files. Original documentation from the student's medical records will be maintained by the Director of Counseling and Health Services.

c. Deadline for Application for Medical Leave Status

A request for medical leave for the current semester must be made prior to the last week of class in the fall or spring semester, or prior to the last day of class in January term.

d. Effective Date of Medical Leave Status

A student whose request for medical leave is approved during the first sixty percent of the semester will be

deemed to have medical leave status as of the date on which his or her request was made to the Director of Counseling and Health Services. The student will remain on medical leave status for the balance of that semester and may request an extension for the next semester by filing a request as described below.

A student whose request for medical leave is approved during the final forty percent of the semester will be deemed to be a **medically excused** continuing student for the balance of that semester, but will have medical leave status as of the first day of the following semester. The student may request an extension for one additional semester by filing a request as described below.

e. Extension of Medical Leave Status

A student on medical leave status may request a one semester extension by providing new documentation to the Director of Counseling and Health Services by August 1 for the fall semester or December 1 for the spring semester. A decision approving or disapproving the request will be made by the Director of Counseling and Health Services. The Director will provide a copy of the decision to the Registrar, the Academic Dean and Dean of Students.

Medical leave status may continue no longer than two consecutive semesters. After this time, a student who does not return to the College will be deemed officially withdrawn.

f. Grades and Completion of Academic Work

A student whose request for medical leave is approved during the first sixty percent of the semester will be given a grade of “W” (Withdrawal) in each course for which he/she is registered. No “I” (Incomplete) grades will be given. No credit will be earned for any course and a prorated refund of charges will be made as described below.

A student whose request for medical leave is approved during the final forty percent of the semester may be **medically excused** and may be given a grade of “I” for one or more courses with the approval of the faculty member(s). When a grade of “I” is not deemed feasible, a grade of “W” will be given. No refund of charges will be made for courses in which a grade of “I” is given. To receive academic credit for a course, incomplete work must be completed by the final day of the semester following that during which medical leave was approved. It is the responsibility of the student to contact individual instructors to arrange for the timely completion of course work. If the student does not complete work in a course within this time, the grade of “I” for that course will be changed to a “W.”

g. Required Medical Leave Under Extreme Circumstances

Under extreme circumstances, a student experiencing emotional or psychological illness to the extent that he or she is deemed to be a danger to himself or herself or others may be required to withdraw from the College and will be given medical leave status.

h. Determination of Fitness for Return to Campus

A student requesting to return from medical leave will be asked to sign a release allowing the Director of Counseling and Health Services to communicate with the physician, therapist, or other caregiver, as well as with other persons at Messiah College involved in determining the student’s fitness to return.

The student must provide documentation from his or her physician, therapist, or other caregiver concerning current medical status by August 1 to be considered for approval to return for the fall semester, or by December 1 to be considered for approval to return for the spring semester. The student also may be required to have an interview with the Director of Counseling and Health Services and/or the Director of Disability Services. All information will be reviewed and a decision regarding fitness to return will be made by the Director of Counseling and Health Services, who will notify the Deans and the Registrar. The Registrar will notify the student and appropriate offices on campus if approval is given.

The granting of medical leave by the College does not guarantee that the student will be allowed to return.

i. Registration and Housing for Returning Students

A student on medical leave will retain all accrued seniority for housing and registration purposes and may register conditionally for courses if he or she intends to return for the following semester. Any money paid to the College as deposits against tuition or charges anticipated for the following semester will be refunded in full if the student is not approved to return. Documentation for determination of fitness to return must be received by the deadlines listed above and approval to return granted in order for registration to be considered final. Seniority for housing preferences cannot be guaranteed for students who do not meet these requirements.

j. Financial Aid Implications

It is the responsibility of the student to contact the Financial Aid Office individually to discuss the implications of medical leave for his or her financial aid.

k. Refunds of Tuition and Fees

Refunds for students who are granted medical leave during the first five weeks of a semester are determined as follows:

- (1) Refunds on all charges, including tuition, room, board, and special fees will be prorated on a per diem basis based on the boarding calendar.
- (2) Refunds and adjusted bills will be sent to the student's home address following withdrawal for medical leave.
- (3) No refunds will be given for students who are granted medical leave during the final ten weeks of the semester.