

SECTION EIGHT

ACADEMIC POLICIES

8 ACADEMIC POLICIES**8.1 ACADEMIC ASSISTANCE**

- 8.1.1 **Academic Advisors.** Each student is assigned to an academic advisor based upon the student's major.
- 8.1.2 **Support Services for Students.** The College provides a variety of resources to students, including the Office of Disability Services, the Career Center for Vocation and Development, and the Engle Center for Health and Counseling.
- 8.1.3 **Math Help.** A Math Help Room is open four evenings a week for problem-solving assistance.
- 8.1.4 **Study Skills Course.** This one-credit course offered each semester is mandatory for provisionally admitted freshmen and highly recommended for students who are on probation or otherwise need help with academic skills.
- 8.1.5 **The Writing Center.** The Writing Center offers students personal assistance with any writing projects. Clients work one-to-one with peer tutors who are trained to help them work on individual assignments and to help them develop the writing skills they will need throughout their careers. Workshop tutoring is useful to students at all levels of competence, and it is especially helpful for those who lack confidence in their writing abilities. The Writing Center is open Monday through Thursday afternoons and evenings.
- 8.1.6 **The Learning Center.** The Learning Center offers students personal assistance with study skills and teaches the student to apply those skills to the course content the student is attempting to master. The Center is available and beneficial to students of all levels of competence and should not be perceived as remedial. Students benefit from the one-on-one interaction with a trained tutor who tailors the sessions to each individual's needs. Additionally, small study groups are formed as needed. The Center is open afternoons and evenings four days a week, Monday through Thursday, in addition to Sunday evenings. Although some students are faculty referrals, self-referrals are most welcome.
- 8.1.7 **Supplemental Instruction** targets "high risk" courses rather than "high risk" students. Most supplemental instruction to date has been in the sciences. The College pays trained Supplemental Instruction leaders to attend class lectures, take notes, read course material, then plan and conduct three or more review sessions outside of class each week. The Supplemental Instruction review sessions are interactive and utilize a variety of collaborative learning strategies as they combine how to learn with what to learn. Students acquire effective study strategies as they review course material and

prepare for tests. The sessions are not remedial, but beneficial to all who choose to attend. Statistical data suggest that students who attend Supplemental Instruction sessions earn one-half to a full letter grade higher than students who choose not to attend.

- 8.1.8 **Disability Services.** Students with disabilities requiring accommodation in classes, programs, or services can arrange for adjustments through the Disability Services office. Students are required to self-identify, present current documentation of eligibility (three years or newer) and specify needed accommodations. Following verification of eligibility, an accommodation profile is developed with the student. Faculty or staff needing to make accommodations are then notified of the student's eligibility and provided with a list of suggested accommodations. Students who think they may have a disability are encouraged to meet with the Director of Disability Services. All communication remains confidential.
- 8.1.9 **Student-in-Difficulty Forms.** Student-in-Difficulty forms are now available on-line to faculty for the purpose of informing students that they are performing poorly or are failing a given course. After the faculty member completes the form, it is submitted and distributed to the student, the student's academic advisor, and appropriate Residence Life staff.

- 8.2 ACADEMIC CALENDAR** [Approved 04/23/03, Community of Educators Senate]
- 8.2.1 **Background.** The Academic Council is given primary responsibility for the Academic Calendar. After consulting with the College Council, the Academic Council will make a recommendation to the Community of Educators Senate who will make the final recommendation to the Provost.
- 8.2.2 **Parameters** [Revised 11/23/04, Community of Educators Senate]
- 8.2.2.1 There will be at least 107 days between Commencement and the first day of classes in the Fall Semester of the subsequent year.
- 8.2.2.2 The school year will begin on either the last Tuesday in August or the first Tuesday in September.
- 8.2.2.3 Given PA state regulations, classes will meet for an equivalent of 14 weeks each term excluding final exams. This amounts to around 2100 minutes of class time per term.
- 8.2.2.4 Length of classes and meeting times are as follows:
Fall: MWF: 50 minute classes; 41 meeting times (excluding finals)
TTH: 75 minute classes; 28 meeting times (excluding finals)
J-term: 150 minute classes; 15 meeting times (including finals)
Spring: MWF: 60 minutes; 35 meeting times (excluding finals)
TTH: 90 minutes; 24 meeting times (excluding finals)
- 8.2.2.5 In order to balance out the Tuesdays and Thursdays during the Fall Semester, the Tuesday before Thanksgiving will always be treated as a “Thursday” for course purposes.
- 8.2.2.6 In order to guarantee that there will be an equal number “Tuesday” classes and “Thursday” classes during each Spring-term, the last Tuesday in Spring-Term will always be treated as a “Thursday” for course purposes.
- 8.2.2.7 There are four days of final exams both in the Fall Semester and in Spring-Term.
- 8.2.2.8 There will be no Reading Day in the Fall since finals begin on a Monday. There will be a Reading Day in the Spring since finals begin in the middle of the week. Reading Day is on the Wednesday following the end of regular classes in the Spring.
- 8.2.2.9 When there are five Saturdays in October, Fall Break will fall on the Thursday and Friday after Homecoming. When there are four Saturdays in October, Fall Break will fall on the second Thursday and Friday of October.
- 8.2.2.10 There is a three-day Thanksgiving Break starting on the Wednesday before Thanksgiving.
- 8.2.2.11 J-Term begins on a Wednesday.
- 8.2.2.12 There is a two-day break between J-Term and Spring-Term.
- 8.2.2.13 Spring-Term ends on a Tuesday.
- 8.2.2.14 Spring Break will normally follow the sixth week of classes of Spring-Term, as long as there is one full week of classes between Spring Break and Easter Break. When Easter falls in such a way as to preclude this, Spring Break will follow the fifth week of classes of Spring-Term. On years where beginning Spring Break after five weeks does not allow one full week of classes between Spring Break and Easter Break,

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Spring Break will begin on the Friday of the sixth week of classes run directly into Easter Break.

8.2.2.15

There are no classes on Good Friday and Easter Monday.

8.2.2.16

There are no day classes on Service Day, which falls on a Thursday in April.

8.2.2.17

Commencement takes place on the Saturday following the end of finals.

8.3 ACADEMIC DEFINITIONS

- 8.3.1 **Bachelor of Arts.** The B.A. degree is conferred for completion of a program with focus on broad and liberal education in the humanities, arts, social sciences, and sciences. Curricula leading to the B.A. emphasize ways of knowing and approaches to understanding consistent with the liberal arts. B.A. requirements typically promote broad preparation within the discipline and among related fields.
- 8.3.2 **Bachelor of Science.** The B.S. degree is conferred for completion of a program with focus on in-depth education in the sciences, social sciences, or professional fields. Curricula leading to the B.S. emphasize ways of knowing and approaches to understanding consistent with the sciences and/or professional or pre-professional preparation. B.S. requirements typically promote depth of preparation within a discipline and/or related disciplines.
- 8.3.3 **Specialized Degrees.** Messiah College may offer specialized degrees such as Bachelor of Science in Nursing (B.S.N.) or Bachelor of Science in Engineering (B.S.E.). Such specialized degrees will be treated as Bachelor of Science degrees.
- 8.3.4 **Bachelor of Arts and Bachelor of Science for Same Discipline.** Messiah College allows a department to apply to offer both a B.A. and a B.S. in the same discipline. When this occurs, appropriate distinctions must be made in the required curricula and the new program approved as a new major.
- 8.3.5 **Major.** A prescribed set of courses and other requirements recommended by the department and approved by the Community of Educators as a valid representation of the area of study. Generally these courses focus on a specific academic discipline; however, there are some interdisciplinary majors which include work from two or three disciplines. Satisfactory completion of this prescribed set of courses leads to a degree in that area of study.
- 8.3.6 **Interdisciplinary Majors.** Interdisciplinary Majors are major programs that combine in-depth study in at least two disciplinary areas that cross department lines.
- a. In some instances the educational focus will be on learning objectives requiring a synthesis of two or more discrete disciplinary areas (e.g., Spanish Business, BioPsychology, Biochemistry, etc.).
 - b. In other instances, the educational focus is an issue or theme that can naturally be addressed by a number of disciplines (e.g., Peace and Conflict Studies, Leadership, Women Studies, Cultural Studies, Humanities, etc.).
- 8.3.7 **Double Major.** Students wishing to complete two majors must designate which is their primary major. That major will be the standard by which General Education, other requirements, and the degree are determined. A student completing double majors receives only one diploma and one degree representative of the primary major

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indicated. If the required work for both majors is completed by graduation or within one calendar year of the graduation ceremony at which the first major was awarded, both majors are noted on the final transcript.

- 8.3.8 **Second Degree.** A student will be awarded a second degree if he/she completes both a minimum of 30 credits and the requirements for a second major subsequent to graduation. In that case a second diploma will be granted.
- 8.3.9 **Minor.** A prescribed set of courses which focuses on a particular academic discipline. The goal is to allow the student to develop some depth of understanding in that discipline. Minors require 18 course credits with a maximum of 28 allowed.
- 8.3.10 **Concentration.** A prescribed set of courses in a subdiscipline of a major or closely related discipline consisting of a minimum of 12 and a maximum of 36 credits. Students may complete the requirements for more than one concentration. The requirements for concentrations will be delineated in the catalog. Concentrations will be included in official counts or lists of Messiah College majors and/or programs.
- 8.3.11 **Emphasis.** A prescribed set of courses in a subdiscipline of a major or closely related discipline consisting of a minimum of 12 credits of requirements. The requirements will be delineated in the catalog. Emphases will not be included in official counts or lists of Messiah College majors and/or programs.

8.4 ACADEMIC INTEGRITY POLICY

8.4.1 **Policy.** Personal integrity is a behavioral expectation for all members of the Messiah community: administration, faculty, staff, and students. Violations of academic integrity are not consistent with the community standards of Messiah College. These violations include:

8.4.1.1 **Plagiarism.** Submitting as one's own work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including on-line sources, without the proper acknowledgment of that source. Examples: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.

8.4.1.2 **Cheating.** Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work. Examples: using a cheat sheet, altering a graded exam, looking at a peer's exam.

8.4.1.3 **Fabrication.** Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.

8.4.1.4 **Misrepresentation of Academic Records.** Tampering with any portion of a student's record. Example: forging a signature on a registration form or change of grade form.

8.4.1.5 **Facilitating Academic Dishonesty.** Helping another individual violate this policy. Examples: working together on an assignment where collaboration is not allowed, doing work for another student, allowing one's own work to be copied.

8.4.1.6 **Computer Offenses.** Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.

8.4.1.7 **Unfair Advantage.** Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, etc.

8.4.2 **Education Regarding Academic Integrity Policy.** Messiah College is responsible to clearly articulate the Academic Integrity Policy to students by publishing it in the student handbook and by informing all incoming first-year students of this policy through the new student orientation program. Faculty should reference the policy in their course syllabi. However, primary responsibility for knowledge of and compliance with this policy rests with the student.

8.4.3 Procedures for Perceived Violations of Academic Integrity

- a. If a violation of the Academic Integrity Policy is suspected, the faculty member should meet with the student(s) to discuss the incident and determine to the faculty member's satisfaction whether or not a violation has occurred. Faculty members may choose to have a witness present at the discussion.
- b. If a student is accused of violating the Academic Integrity Policy, but subsequently the faculty member determines that the student is innocent or insufficient evidence exists to justify further action, the student should be informed of this determination in writing. No report of the accusation or of the

faculty/student meeting should be filed with the Dean of the faculty member's School.

- c. If the faculty member determines that a violation has occurred, a report should be filed with the faculty member's School Dean, and a duplicate of the report should be provided to the student. The report should include the following and will be kept on file until a student is graduated:
 1. Complete description of the incident including date of meeting with the student
 2. Conclusions and sanctions reached as a result of the meeting
- d. The faculty member should keep originals of tests, papers, etc., that provide evidence of the violation.

8.4.4

Penalties for Violations of the Academic Integrity Policy

8.4.4.1

A faculty member may exercise broad discretion when responding to violations of the Academic Integrity Policy. The range of responses may include failure of the course to a grade reduction of the given assignment. The typical consequence for violations will be failure of the assignment. Some examples of serious offenses which might necessitate the penalty of the failure of the course include cheating on an examination, plagiarism of a complete assignment, etc. Additionally, the faculty member should notify the office of his/her School Dean. The faculty member should communicate to the student in writing whenever a grade reduction or failure of the course occurs due to a violation of the Academic Integrity Policy. With issues related to computer offenses or misrepresentation of academic records, the case may be referred to the Office of Community Development for processing.

8.4.4.2

If a staff member or an administrator discovers violations of the Academic Integrity Policy, he/she should contact the School Dean who will contact the student.

8.4.5

Penalties for Multiple Violations of the Academic Integrity Policy

8.4.5.1

The policy of the College is to act, whenever possible, in redemptive rather than merely punitive ways. We believe that simply to ignore an offense is to be neither loving nor redemptive.

8.4.5.2

Consequently, the following procedure will be followed: If a *second* report of a violation of the Academic Integrity Policy is received by the School Dean's office, the student will be required to meet with the School Dean. Suspension of the student or other appropriate sanctions may occur after the *second* offense at the discretion of the School Dean. A student may appeal the decision of the School Dean by submitting a written appeal to the Provost, whose decision will be final.

8.4.6

Appeals Process for Violations of the Academic Integrity Policy. The student may appeal in writing to the academic department in which the course is offered. A student's intent to appeal a faculty member's response to a violation must be communicated to the Department Chair in writing within one week of the receipt of the written notification from the faculty member dealing with the incident. The decision of the academic department may be appealed to the Academic Appeals Subcommittee of the Academic Council.

8.5 ACADEMIC PETITIONS

- 8.5.1 **Academic Policies Petitions.** When a student finds it necessary to request an exception to any academic policies, the following procedure shall be followed:
- a. Secure an Academic Policies Petition form from the Office of the Registrar.
 - b. Complete the form and obtain the signatures of the student's Department Chair and academic advisor and return the petition to the Office of the Registrar.
 - c. The petition is then reviewed and acted upon by the Registrar.
 - d. The decision of the Registrar will be indicated on the bottom half of the form, and copies will be distributed to the student's file, the student, and the student's advisor.
- 8.5.2 **General Education Petitions.** When a student desires to request an exception to a General Education requirement or a substitution for a General Education requirement, the following procedures shall be followed:
- a. Secure a General Education Petition form from the Office of the Registrar.
 - b. Complete the form and obtain the signature of the Department Chair and academic advisor and return it to the Office of the Registrar.
 - c. The petition is then reviewed by the Registrar and/or the chair of the General Education Committee who may act on the petition based on approved guidelines for course substitutions and waivers or refer it to the General Education Committee for action.
 - d. A copy of the petition with the decision will be returned to the student, with copies being distributed to the student's advisor and placed in the student's academic file.

8.6 ACCELERATED BACHELOR-MASTER'S DEGREE COLLABORATION

[Approved 4/19/05, Community of Educators Senate]

8.6.1

Parameters. Any such program must meet all of the following:

- a. The program fits with Messiah's mission and identity.
- b. The program is financially viable and sustainable. It does not create a burden on existing programs or administrative offices. Any new costs must be covered by new income or by a reallocation of existing revenue.
- c. The approved Messiah curriculum is designed in such a way that Messiah's curricular distinctives as expressed in both the General Education requirements and the major requirements are sufficiently maintained and exhibited.
- d. The program does not detract from or weaken existing programming by significantly reducing the students enrolled in Messiah's major. In some instances, caps might be necessary to ensure the strength of existing programs.
- e. All approved programs are monitored and reviewed by the Office of the Provost to make sure that, individually and collectively, they are having a positive impact on Messiah's overall curricular and cocurricular programming.
- f. The approved Messiah curriculum is designed to guarantee that a student who chooses not to complete the M.S. degree can finish the baccalaureate degree in at least a year.
- g. Coordination must be made with the academic departments which could be impacted by the program.

8.6.2

Rationale. There are several types of legitimate rationales. It should not be assumed that each and every rationale identified below must be met for a partner program to be approved.

- a. Provides a sound and desirable educational opportunity to exceptional students.
- b. Provides an opportunity to partner with a high-quality academic institution with such partnering leading to greater visibility and positioning for Messiah.
- c. Provides the opportunity for attracting a significant number of students who would otherwise not come to Messiah, i.e., it is an enrollment management strategy.
- d. Provides a strategy for better maintaining a desirable program area currently offered at Messiah.

8.6.3

Approval. Approving a specific collaboration would *not*

- a. imply that the door is now open for the development of graduate programs at Messiah. The Messiah College and Carnegie Mellon/Heinz School Collaboration 3-2 Program (see Section 8.06.04) is not a Messiah graduate program; Messiah is providing only a B.A. degree. Any proposal for a Messiah graduate program would have to be made on its own and on different terms. The Carnegie Mellon/Heinz program in no way prejudices the outcome of any future discussion.

- b. imply that the College has a serious and strategic interest in developing or expanding this genre of programming. All such programming would have to be analyzed independently in accordance with the above parameters and potential rationales for such programs.

- 8.6.4 **Carnegie Mellon/Heinz School Collaboration 3-2 Program** [Approved 4/19/05, Community of Educators Senate]. A Messiah student in this program will complete three years of academic work at Messiah and two years of graduate work at Carnegie Mellon University's Heinz School (<http://www.heinz.cmu.edu>). At the end of the five-year program, the student will concurrently receive a Bachelor of Arts degree in Politics from Messiah and a Master of Science degree in Public Policy and Management (MSPPM) from Carnegie Mellon University (CMU).
- 8.6.4.1 Administration and Organization. All administrative, organizational, and programmatic details will be handled by an on-campus Messiah-CMU coordinator. The coordinator, appointed by the Provost in consultation with the Chair of the Department of Politics, will report to the Provost. This position should not require release time or load credit.
- 8.6.4.2 Financial Aid. All matters related to financial aid will be coordinated between Messiah's director of financial aid and the Heinz School director of financial aid.
- 8.6.4.3 Advising. The on-campus Messiah-CMU coordinator will serve as the advisor to student participants, in cooperation with the student's Department of Politics faculty advisor.
- 8.6.4.4 Admissions
- a. Messiah students applying to the Public Policy and Management program must be screened for eligibility by the Messiah-CMU coordinator before submitting an application. The screening process includes the submission of a 5- to 7-page politics-faith integration paper under the direction of the program coordinator.
 - b. Students interested in the 3-2 collaboration program need to apply directly to the Heinz MSPPM program by April 1. CMU will notify those who have been admitted no later than April 30. Upon acceptance, students must notify their faculty advisor and the Messiah-CMU coordinator.
- 8.6.4.5 Conferral of Degrees. CMU will send a copy of the student's transcript to Messiah at the end of each semester. In December before the student's final CMU semester, the student must inform his/her Messiah faculty advisor and the Messiah-CMU coordinator of his/her intent to complete all 3-2 requirements by the following May. Upon receipt of the final CMU transcript, it will be the responsibility of the Messiah-CMU coordinator, in consultation with the Chair of the Department of Politics and the Registrar, to certify that the student has met all requirements for the B.A. degree in Politics. The Messiah-CMU coordinator will subsequently notify CMU that the student has met his/her B.A. requirements. The B.A. will be conferred at Messiah's Commencement and will be so noted in the Commencement program. Concurrently, CMU will award the MSPPM degree.

8.6.4.6

Graduation with Honors

- a. Students are eligible to graduate with College-wide honors provided they meet the required grade point average by the end of their third year of study at Messiah and upon completion of the MSPPM program.
- b. Participants in the College Honors Program may graduate in the program provided they meet all program requirements by the end of their third year or make alternative arrangements that are approved by the Director of the College Honors Program. (Scholarship aid attached to participation in the College Honors Program cannot be taken with a student to CMU.)

8.6.4.7

Miscellaneous Policies

- a. Students can receive the B.A. without the MSPPM only if they drop out of the Carnegie Mellon program. The completion of the MSPPM triggers the completion of the B.A.
- b. If a student drops out of the Carnegie Mellon program, he/she will have the option of enrolling at Messiah and finishing any uncompleted requirements for the Politics major. Any relevant courses completed at Carnegie Mellon will transfer back to Messiah.
- c. Once a student matriculates into Carnegie Mellon, he/she is a Carnegie Mellon student and is no longer enrolled at Messiah College.
- d. Approval of this program entails waiving the policy that a student must complete his/her final 30 hours at Messiah.

8.7 ADVISING**8.7.1 General Guidelines**

- a. Personal student-faculty association provides the small college with unique opportunities to influence students. The concept of faculty as role models takes an added meaning in this setting.
- b. All students, new and returning, need to feel that they belong. Faculty advisors can do much to help students acquire and maintain this sense of belonging.
- c. The success of an advising program is dependent on the participation of everyone. It is a team effort.
- d. Every faculty member is in a position to help students. The potential of each faculty advisor to help students depends upon faculty accessibility and availability.
- e. An advisor cannot make decisions for an advisee, but he/she can be sympathetic, an understanding listener, and can offer various suggestions and possible solutions to the student's questions or concerns.
- f. A faculty advisor is commissioned to do an interpretive, preventative, and sometimes a corrective job.

8.7.2 Curricular Advising. In advising students regarding their academic programs, the following factors should be kept in mind:

- a. The student's satisfaction with the curriculum under which he/she is registered.
- b. The student's general progress, including semester and cumulative scholarship records.
- c. Overall graduation requirements.
- d. General Education requirements.
- e. Requirements in the major or curriculum of specialization.
- f. Desired sequence of courses.
- g. Course prerequisites, restrictions, etc.

8.7.2.1 Crucial to effective advising is the availability of a faculty member to students. Faculty are expected to be available six to eight hours per week for student conferences, activity counseling, and committee work. Office hours should be announced to classes, posted on the faculty member's office door, and filed with the School Dean's office at the beginning of each semester.

8.7.2.2 An Advising Handbook is maintained by the Academic Advising Office. It is the faculty member's responsibility to update his/her copy when replacement material is provided by the Academic Advising Office.

8.7.2.3 Advising Overloads. [Revised Ranked Faculty Meeting, 3/26/07] The normal advising assignment for each full-time Ranked Faculty member will be between 15 and 30 students, except in cases where a Ranked Faculty member is exclusively advising "undeclared students," in which case the minimum shall be ten advisees. A Ranked Faculty member advising 30 students or more (as of December 1), in a case where all Ranked Faculty from the department meet normal advising expectations, will be granted .5 overload credit. A Ranked Faculty member advising 30 students or more

(as of May 1), in a case where all Ranked Faculty from the department meet normal advising expectations, will be granted .5 overload credit.

- 8.7.2.4 Each year, every student will submit an evaluation of his/her academic advisor. The results of this advisor evaluation will be sent to the academic advisor and the Department Chair, and one copy will be placed in the academic advisor's Evaluation File. [Approved 5/2/05, Ranked Faculty Meeting]

8.7.3 **Class and Group Advisors**

- a. It is the responsibility of every group advisor to interpret the aims and objectives of the College to the group.
- b. The advisor will attempt to guide the decisions of the group along the lines of College principles and philosophy.
- c. The advisor is the channel of understanding between the advisee and the faculty or administration. Students will gain confidence if advisors act promptly on their behalf.
- d. A class or group advisor is responsible to provide a chaperon for each function. If such a function includes an overnight stay off-campus, approval must be obtained from the Vice Provost/Dean of Students.

8.8 CLASS ATTENDANCE

- 8.8.1 **Policy.** Punctual and regular attendance at classes is expected except when a student is prevented from doing so by illness, death in the family, or a similar emergency. Individual course regulations about class attendance are left to the discretion of the instructor. Attendance regulations should be conveyed to students at the beginning of the semester and must be delineated in the syllabus.
- 8.8.2 **Class Absence Due to Personal Illness or Family Emergency.** For class absence due to personal illnesses, it is the student's responsibility to notify the instructor. For deaths in the family and similar emergencies, students should notify Student Affairs, which will notify the Registrar's Office, which will notify the individual instructors.
- 8.8.3 **Student Absences Due to Participation in Field Trips and Intercollegiate Athletics.** Student absences due to participation in field trips and intercollegiate athletics are verified by notes in the *Intercom*. Faculty sponsoring field trips should submit the dates and times of field trips, together with the names of the participating students, to the *Intercom*. Coaches should submit the dates and times associated with intercollegiate athletic events, together with the participating students, to the Office of the Athletic Director, which will place the notification in the *Intercom*.
- 8.8.4 **Make-Up Work.** It is the prerogative of the individual instructor to decide whether students who miss a class examination are granted make-up privileges. Any arrangements are to be made between the student and the instructor.

8.9 CLASSIFICATION OF STUDENTS

- 8.9.1 **Regular Students.** Students who are pursuing a degree program are regular students. Regular students are classified according to the following guidelines:
- a. First-Year Student: Satisfaction of entrance requirements
 - b. Sophomore: 24 earned credits
 - c. Junior: 57 earned credits
 - d. Senior: 90 earned credits
- 8.9.2 **Unclassified Students.** Students who are not pursuing a degree program but are simply picking up courses for their own special needs are unclassified students.
- 8.9.3 **Conditionally Admitted Students.** Conditionally admitted students are those new students who have not met the regular entrance requirements but have been allowed to attend Messiah College. These students are required to register for a two-credit developmental Study Skills course and limited to 14 additional credits. Conditionally admitted students must meet the usual grade point average (GPA) levels for academic good standing, probation, and suspension.
- 8.9.4 **Visiting Students.** Visiting students are technically students who are matriculated at another institution, who have received permission from that institution to attend Messiah College. Visiting students receive their financial aid from their home institution and intend to transfer their Messiah College credits back to their home institution.

8.10 COCURRICULAR ELIGIBILITY

8.10.1 **Purpose of Academic Probation.** The purpose of placing a student on academic probation is to help the student reorder his/her priorities and time commitments in the direction of greater emphasis on academic studies, in order to help that student attain the College's minimum standards for satisfactory academic progress as soon as possible.

8.10.2 **Cocurricular Eligibility During Academic Probation**

- a. A student who has been placed on academic probation shall be ineligible for participation in the cocurricular activities noted below, with the only exceptions to be those cases where such participation earns academic credit as a college course *and* that course meets a graduation requirement for the student's academic major.
- b. Students on academic probation are ineligible for participation in the following cocurricular activities or positions. The person identified in parentheses is responsible for implementing the policy.
 1. Intercollegiate athletics and club sports (Director of Intercollegiate Athletics)
 2. Theatre productions (Chair, Department of Theatre)
 3. Music ensembles (Chair, Department of Music)
 4. Student Government Association Officers (Director of Student Leadership Programs)
 5. Officers in any Student Government Association chartered organization, including team managers of Outreach Teams (Director of Student Leadership Programs)
 6. Music Ministry Teams, whether sponsored through the Admissions Office, Outreach Group, or any other College office or organization (Head of sponsoring office or organization)
 7. WVMM Radio Station staff (Chair, Department of Communication)
 8. Resident Assistants (Associate Dean for Residence Life)

8.10.3 **Procedures for Implementing Cocurricular Policies**

8.10.3.1 The Registrar is responsible for notifying students of their being placed on (or removed from) academic probation immediately upon completion of the grading process for the period of study leading to such status.

8.10.3.2 Students placed on academic probation as a result of fall semester grades shall become ineligible for cocurricular participation on the first day of the J/spring semester. Students placed on academic probation as a result of J/spring semester or summer session grades shall become ineligible for participation on the first day of the fall semester. Students who remove themselves from academic probation as a result of fall, J/spring, or summer grades shall become eligible for cocurricular participation as soon as grades are officially recorded for that period of study.

8.10.3.3 A student who is placed on academic probation may appeal for an exception to this policy on cocurricular eligibility in the same manner that students have the option of

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appealing the results of any academic policy of the College. The letter from the Registrar notifying the student that he/she has been placed on academic probation shall refer the student to that portion of the Student Handbook dealing with academic appeals, which will indicate that an appeal of cocurricular ineligibility must be sent, in writing, to the Registrar by the end of the first week of the next semester (fall or J/spring), and must be accompanied by letters of recommendation from the student's academic advisor; the person in charge of the relevant cocurricular activity, and the student's Residence Director (if applicable). The Academic Council shall act on the appeal and the decision of the Council shall be final.

- 8.10.3.4 Prior to the involvement of any student in any of the activities or positions identified in Section 8.10.02, the person identified in Section 8.10.02b is responsible for verifying the eligibility of each student interested in participation by checking the academic probation list available in the Registrar's Office.

8.11 CONFIDENTIALITY OF STUDENT INFORMATION

- 8.11.1 The Family Educational Rights and Privacy Act (FERPA) limits disclosure of student educational records. Therefore, faculty are not to post student grades by name, College identification number, or in any format in which the list is alphabetical. If you wish to post grades, it should be done numerically by the last six digits of students' Social Security numbers or by a randomly generated number that you assign. The Grade Book Manager has the capability of generating grade lists using the last six digits of students' Social Security numbers.
- 8.11.2 Similarly, faculty are not to distribute graded papers, projects, or other graded course assignments by placing them outside an office door such that any student can see the results. If such graded materials are returned to students outside of class, this must be done in a manner that insures confidentiality for each student.
- 8.11.3 The College's policy regarding compliance with FERPA is described in *Community of Educators Handbook* Section 8.21. Any questions of interpretation should be directed to the Registrar or the College Counsel.

8.12 COPYRIGHT REQUEST PROCESS

8.12.1 **When Copyright Permission Is Not Required.** Copyright permission is not required if all of the following conditions are met.

8.12.1.1 Single Copying for Faculty Use. A single copy may be made of any of the following by faculty for scholarly research or use in teaching or preparation to teach a class:

- a. A chapter from a book.
- b. An article from a periodical or newspaper.
- c. A short story, short essay, or short poem, whether or not from a collective work.
- d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

8.12.1.2 Multiple Copies for Classroom Use. Multiple copies (not to exceed more than one copy per student per course) may be made by or for faculty for classroom use or discussion, provided that:

- a. The copying is spontaneous.
- b. The copying is used only once in a single course.
- c. The same author is represented only once, i.e., only one selection per author.
- d. No more than three selections are used from a collective work or periodical volume.
- e. No more than nine instances of multiple copying occur for one course during one term.
- f. Each copy includes notice of copyright, e.g.: © Jackson, J.K., and Jackson, J.J. (1952). *The Effects of Birth Order on Career Selection*. Green Bay, WI: Green Bay Press.

8.12.2 **When Copyright Permission Is Required.** Copyright clearance request forms as well as publishers' names and addresses may be obtained from either the Library or Faculty Services.

8.12.2.1 For Material to Be Put on Library Reserve:

- a. A completed copyright clearance request form shall be submitted to the Library.
- b. The Library will process the request and, if requested, will notify the faculty member when permission is received.
- c. The copyright charges will be the responsibility of the Library budget.

8.12.2.2 For Materials Which Are to Be Distributed in the Classroom or Through the Bookstore:

- a. A completed copyright clearance request form shall be submitted to Faculty Services.
- b. If requested, Faculty Services will notify the faculty member when approval is obtained with the required copyright charges before copying. Otherwise, they will begin copying upon receipt of approval.
- c. For classroom distribution items:
 1. Copies will be available by the requested pick-up date.
 2. The copyright charges will be billed to the department.

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- d. For material to be sold in the Bookstore:
 - 1. The copies will be delivered directly to the Bookstore.
 - 2. The copyright charges will be included in the cost of the copies.

8.13 COURSE FIELD TRIPS

- 8.13.1 All course field trips contemplated for a given semester will be registered with the Department Chair at the beginning of that semester together with supporting rationale for the trips. The Chair will release the resulting semester field trip slate to the School Dean for announcement to the faculty.
- 8.13.2 When exact dates cannot be assigned for field trips registered at the beginning of the semester, these dates are to be determined at least four weeks in advance of the trips and reported to the School Dean for announcement to the faculty.
- 8.13.3 Field trips should be planned to minimize their disruptive effects. For example, mid-semester and end-of-semester scheduling should be avoided.
- 8.13.4 Students are expected to participate in a planned field trip unless excused by the faculty member planning the event.

8.14 COURSE LISTING AND NUMBERING

8.14.1 **Course Numbering System.** Courses are listed by department; the alpha prefix in the course number indicates in which department and discipline the course is offered. The course numbering is to be interpreted by the following principles:

- a. All courses are numbered at a 100, 200, 300, or 400 level. These numbers represent a progression in academic rigor and expectation.
- b. Lower-level courses (numbered at 100 and 200) are introductory and foundational and designed for first-year and sophomore-level students.
- c. Upper-level courses (numbered at 300 and 400) are designed for junior- and senior-level students. Upper-level courses
 1. presuppose exposure to the content of a prior course or courses at the lower level, and
 2. possess an academic rigor and a level of expectation for student work and performance that is significantly greater than for lower-level courses (i.e., demonstrate an advanced level of independence, writing ability, and critical thinking skills in learning difficult content material within various academic disciplines).

8.14.2 **Cross-Listing of Courses.** Cross-listed courses have multiple department prefixes for the same course. Examples of cross-listing between departments are the courses FAM 311 Adolescent Development and PSY 311 Adolescent Development. Students register for the course under the prefix for which credit is to be given.

- 8.15** **COURSE SYLLABI.** Faculty members must file the syllabus for each course with their respective Department Chairs and the Office of the Provost as soon as possible after the beginning of each semester. It should include the following:
- a. A clear statement of course objectives. Course objectives help the student and the faculty member to think about desired learning outcomes. They can become a goal for the student to work toward.
 - b. The names of textbooks, major library reference works, and the titles of any films which will be used.
 - c. A clear statement of each course requirement. This statement should include expectations for papers, projects, etc.; the weight that each requirement has in determining the final grade; and criteria used for grading each requirement.
 - d. At least a brief content outline of the material to be covered and information about the forms or methods of evaluation that will determine to what extent course objectives are achieved.
 - e. A clear statement regarding the faculty member's policy for such items as makeup work, absence, time extensions, returning graded papers/tests, and giving feedback to the student about the quality of his/her performance.
 - f. A clear statement regarding the policy for academic dishonesty.
 - g. Information concerning the faculty member's availability to students outside of class hours.
 - h. Information about the faculty member's expectations about student responsibility regarding items like field trips, class participation, and out-of-class time.
- 8.15.1 Syllabi of 50 pages or less are handed out free in class. A syllabus should be sold in the Bookstore if it is more than 50 pages *or* the class is larger than 100 students and the syllabus is more than 25 pages. Lab manuals are exempt from these guidelines and may be sold through the Bookstore. Syllabi and lab manuals may not be sold in class.
- 8.15.2 Appropriate permission must be gained to use any copyrighted material (see Section 8.12). Costs incurred in securing such permission should be incorporated into the price of the syllabus in the Bookstore.

8.16 **OFF-CAMPUS COURSES INVOLVING TRAVEL EXPENSES** [Revised 8/5/05 by EpiCenter]

8.16.1 In off-campus classes for which students pay a course fee – such as cross-cultural study courses – students must sign an Off-Campus Study Contract (for courses delivered in the United States) or a Study Abroad Contract (for courses that take place internationally). These forms are available to faculty in the Office of External Programs, which certifies the recognition that the course involves additional expenses.

8.17 CREDIT AND LOAD

- 8.17.1 **Definition of Credit Hour.** A credit hour is a unit of academic work consisting of 50 minutes of lecture, or two or three 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.
- 8.17.2 **Full-Time Status.** Students who carry an academic load of 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.
- 8.17.3 **Part-Time Status.** Students who carry an academic load of 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.
- 8.17.4 **Overload 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.
- 8.17.4.1 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 Philadelphia Campus will be charged the overload tuition rate for each credit over 19.
- 8.17.4.2 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/her advisor and the Registrar. Additional tuition at the overload rate for each credit above 18 is charged to the student's account.
- 8.17.4.3 Since May Term is considered a part of the second semester, students will be charged additional tuition at the overload rate only for each credit above the 18 credits allowed for the second semester.
- 8.17.4.4 **Rationale.** The overload registration procedure has been instituted to ensure that an assessment of the student's ability to handle an abnormally heavy load is made prior to the student's enrollment in the courses. The Philadelphia policy is 19 credits due to the usual credit combinations of Temple and Messiah courses.

8.18 EXAM POLICIES

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

8.18.2 **Final Exams** [Approved 10/15/02, Community of Educators Senate]

8.18.2.1 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.

8.18.2.2 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/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.

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

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

8.18.2.5 Rationale

- a. Final exams are an important culminating educational experience 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.
- b. 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/she does not have the option of simply not holding class (any more than he/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.

8.19 EXPERIENTIAL PROGRAMS

8.19.1 **Approved Off-campus Study Programs.** 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. 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.

8.19.2 **Agapé Center for Service and Learning**

8.19.2.1 Program Description. The Agapé 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. Summer Missions and 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. The internship program places students in nonprofit service organizations. Dokimoi Ergatai is based in the Department of Engineering and sponsors service projects in West Africa. Financial assistance for summer placements is available.

8.19.2.2 SVC 231, 232 Foundations of Service, Mission, and Social Change. 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.

8.19.3 **Internships**

8.19.3.1 Purpose. Internships are supervised, career and/or discipline-related work experiences combined with reflective, academic study that helps students to “learn by doing.” Internship Program activities promote self-assessment, career exploration, professional development, faith-work integration, and self-directed learning.

8.19.3.2 Requirements

- a. Internships are coordinated by the Internship Office. Internships may occur during fall, spring, or summer semesters. To qualify, placement arrangements must be substantial, significant work experiences that support college-level learning objectives. Internships may range anywhere from 10 to 40 hours per week for a minimum 12-week period. Placements may be at either on- or off-campus locations.
- b. The internship curriculum combines experience with academic reflection. Academic requirements for every internship includes learning contract, employer evaluations, site visitation, reading assignments, internship seminar and portfolio.

8.19.3.3

Credits

Two credit options are available for internships as follows:

Hours per Week	INT 394 Internship and Monthly Seminar	INT 395 Internship and Weekly Seminar
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

8.19.3.4

Coordination Responsibilities

- a. Internship Coordinators are responsible for job development, intern placement, academic supervision, and student evaluation. Specific duties include employer relations, student recruitment and referral, academic requirements, site visitation, and grading.
- b. Departmental faculty (Department Chairs and academic advisors) are responsible for the review and approval of student participants and internship placement opportunities. Departmental faculty also have the option of participating in the academic supervision of interns in conjunction with internship coordinators.

8.19.3.5

Guidelines and Policies

- a. A maximum of 16 credits can be earned toward graduation requirements via experiential education options (internships, practica). These credits are general elective credits and may not apply toward major requirements unless approved in advance by the academic department. Students must submit the appropriate registration forms for these credits prior to the start of their internship.
- b. Internship placements should be substantive experiences that relate significantly to their academic program and/or career goals as determined and approved by the academic department and the Internship Program.
- c. Students who use the resources of the Internship Program Office in arranging a one-semester or summer work placement must enroll in the full internship experience, including all academic components.
- d. All academic evaluation and grading will be the responsibility of the Internship Program Coordinators.
- e. Internships are subject to the academic policies established by Messiah College as interpreted by the Office of the Registrar.
- f. Tuition is paid in accordance with the College's schedule of semester or summer session fees for any credits earned through an internship arrangement.
- g. To be eligible for internship placement, students must be a junior or senior and have a 2.5 cumulative grade point average and the approval of their academic department.
- h. The Messiah College Community Covenant applies toward behavior during any internship assignment.

- i. Permissible work absences include illness or other serious circumstances (keeping pace with course work or cocurricular activities is not legitimately excusable). Students are responsible to notify the employer and the Internship Program Coordinator in case of absence.
- j. Changes in placement status (layoff, cutback in hours, or dismissal) must be reported immediately to the Internship Program Coordinator.
- k. Students are responsible to behave in a professional manner and to hold in professional confidence any information gained regarding the employing organization.
- l. If students feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), they should contact their Internship Program Coordinator immediately.
- m. Due to the nature of an internship arrangement, students may not withdraw from a placement except in severe and justifiable circumstances as determined by the Internship Program Coordinator in consultation with the cooperating employer. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty and loss of tuition.
- n. Students who participate in the internship program are required to secure health insurance coverage to meet any and all needs for payment of medical costs (including those incurred outside the United States) while participating in the Internship Program. Students assume all risk and responsibility for medical or medication needs and the cost thereof.
- o. Students will provide Messiah College with all medical data and any other personal information necessary for a safe and healthy internship experience and state that there are no physical or mental health-related reasons or problems which preclude or restrict their participation in the Internship Program. Students assume full responsibility for any undisclosed physical, mental, or emotional problems that might impair their ability to complete the internship experience.
- p. The Messiah College Internship Program Coordinator may take any actions he/she considers to be warranted under the circumstances to protect the student's health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience.

8.19.4**Practica****8.19.4.1**

Definition. Practica are short-term contextual learning experiences co-designed by students and faculty supervisors to meet one or more specific educational objectives.

8.19.4.2

Profile. Practica are primarily designed, coordinated, and supervised by academic departments. Practica may occur during fall, January, spring, or summer terms. Placements 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.

8.19.4.3

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

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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.

8.19.4.4 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 faculty supervisor, not the individual student.

8.19.4.5 Credits. Practica may result in one to three earned academic credits. At the department's discretion, these credits may be 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:

Academic Credits	Minimum Number of Total Hours
1	40
2	80
3	120

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

8.19.4.6 Coordination Responsibilities [Revised 9/20/05, Academic Council]

- a. *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.
- b. *The Internship Center* will have sole responsibility for the implementation, supervision and assessment of learning for the Professional Development Practicum, in accordance with institutional guidelines.
- c. *The Department Chair or designated faculty member within the department* will be responsible for final review of student applications for practica offered within the department.
- d. Written verification of approval of a practicum must be on file with the *Registrar* by the designated date for the given term and prior to the start of the practicum experience in order for the student to receive credit for the practicum.

8.19.4.7 Guidelines and Policies

- a. A maximum of 16 credits can be earned toward graduation requirements via the experiential learning options of internships and practica. Student teaching and nursing clinicals are not considered part of these 16 credits.
- b. These credits are general elective credits and may not apply toward major requirements, unless approved in advance by the academic department.
- c. Student eligibility for participation in a practicum is determined by the academic department in which the practicum is taken.
- d. The student must submit the appropriate registration forms for academic credit by the designated date for the given term and prior to the start of the practicum experience.

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- e. The practicum site, supervision, and evaluation is the sole responsibility of the faculty supervisor. Students will receive either a letter grade or a grade of PASS or FAIL for the practicum experience, depending upon the grading basis for that particular course.
- f. The willingness to sponsor a practicum which is not included in the term's Schedule of Classes is the prerogative of the faculty supervisor.
- g. Students will pay tuition in accordance with Messiah College's schedule of fees for the given term.
- h. The Messiah College Community Covenant applies toward student behavior during any practicum assignment.
- i. Students are expected to honor the time commitments of any practicum assignment. Any changes in the practicum arrangement must be reported to the faculty supervisor immediately. A dishonorable dismissal will nullify the practicum experience at the risk of academic penalty and loss of tuition.
- j. Students are responsible to behave in a professional manner and to hold in professional confidence any information gained within the context of the practicum in relationship to the sponsoring organization.
- k. If a student feels victimized by a work-related incident (e.g., job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), the student should contact the faculty supervisor or Department Chair immediately.
- l. Due to the nature of a practicum arrangement, a student may not withdraw except in severe and justifiable circumstances as determined by the faculty supervisor in consultation with the cooperating organization.

- 8.20** **FACULTY ABSENCES.** [Revised 2/24/06, Ranked Faculty Meeting].
- 8.20.1 Ranked Faculty are under contract from the Monday of the week prior to the beginning of fall classes through the week after commencement.
- 8.20.2 During summer break, Ranked Faculty have no official responsibilities and are not required to be on campus.
- 8.20.3 Ranked Faculty are not required to be on campus and have no official responsibilities during student recesses: Mid-fall recess, Thanksgiving recess, Winter recess, J-Term recess, Spring Break recess, and Easter recess.
- 8.20.4 Faculty members are expected to meet all of their assigned classes.
- 8.20.4.1 Professional absences. If a faculty member must be absent from a class to attend a professional conference or fulfill another institutional/professional responsibility, he/she is responsible to plan for the work of such a class during the absence and submit such plans in writing in advance to the Department Chair. Department Chairs are responsible to report their absence in writing in advance to the School Dean.
- 8.20.4.2 Illnesses. 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 classes beginning after 8:00 a.m. If the School Dean's Assistant is not available, notify the Department of Safety. For classes beginning at 8:00 a.m., notify the Department of Safety.
- 8.20.5 Beyond the responsibility of meeting with classes, Ranked Faculty have responsibilities related to institutional service (e.g., advising, department meetings, committee meetings, search committees, etc.).
- 8.20.5.1 If a Ranked Faculty member is not teaching any courses in a given term (e.g., J-Term), he or she is expected to meet his or her other on-campus professional responsibilities unless the faculty member is on an approved leave or fulfilling an off-campus institutional/professional responsibility. A ranked faculty member who leads a May-term cross-cultural as a part of his or her normal load is exempt from professional responsibilities during J-term.
- 8.20.5.2 Since Ranked Faculty are under contract one week prior to the beginning of fall classes and through the week after commencement, they are required to be present for professional responsibilities, such as department meetings, school meetings, General Education development sessions, Community of Educators/School/Department retreats, etc. during this time-frame.

8.21 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- 8.21.1 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.
- 8.21.2 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.
- 8.21.3 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/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.
- 8.21.4 A student’s educational records will be released to his/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.
- 8.21.5 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/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.

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- 8.21.6 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.
- 8.21.7 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); a member of the Board of Trustees; or a student serving on a College committee or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill his/her professional responsibility.
- 8.21.8 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.

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8.22 GRADING POLICY

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

8.22.1.1 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 judgment, 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

8.22.2

Performance Level of Different Letter Grades [February 2000]

Letter Grade	Meaning	Quality Point Value
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

8.22.2.1

Pass/Fail Grades

- a. 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-
- b. 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.

8.22.2.2

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).

- a. 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.
- b. 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.
- c. 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.
- d. I = Incomplete. Used only when a student cannot, for emergency reasons, complete a course on schedule.
- e. 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.

8.22.3

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 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 3.9 or above
 - (b) Magna Cum Laude: 3.6 but less than 3.9 cumulative GPA
 - (c) Cum Laude: 3.3 but less than 3.6 cumulative GPA
 4. Departmental Honors Courses: 3.5 cumulative GPA
 5. Dean's List: 3.6 semester GPA higher, based on 12 or more graded hours.
 6. Academic Probation:
 - (a) First-Year Student (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

8.22.4

Pass/Fail Grading Option, Pass/Fail Only and Letter Grade Only Courses

[Revised 9/18/07, Dean of Curriculum]

8.22.4.1

Pass/Fail Grading Option

a. Introduction and rationale

The majority of colleges and universities including Messiah College recognize the value of offering flexible grading options. Guidelines are needed to regulate these options and preserve academic integrity in meeting graduation requirements. The pass/fail option allows students to enrich their academic experience by exploring interesting and regular grading system and/or the competition of majors in those courses. The normal expectation is that courses that meet major, minor, or general education requirements are taken for a grade.

b. Limits

During a college career, students may take a maximum of four courses in addition to those listed under 8.22.4.2.b.1 using the pass/fail option under the following conditions:

1. The course cannot be used by that student to meet a major, minor, or General Education requirement. The course may not be listed under 8.22.4.2.c.1. The course must be free of elective for the student.
2. The cutoff for pass shall be a C-.

c. Procedure

1. Students must declare their intention to take a course under the pass/fail option when they register or during the first five class days at the beginning of the new term. Students may also select 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. If a student decides to change their major to a discipline in which the student had previously taken a course using the pass/fail option, it is the prerogative of the department of that major to decide whether or not the course counts toward degree requirements.
3. The Registrar reviews all student requests for the pass/fail option to be sure they comply with policy.
4. Students are notified if their request is refused prior to the end of the drop/add period.
5. 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.
6. The grade of P does not affect the student's GPA.
7. The grade of F is a failing grade and is included in the computation of both the semester and cumulative GPA.

8.22.4.2

Pass/fail Only and Letter Graded Only Courses

a. Introduction and rationale

Faculty within departments can best produce whether the nature of a few specific courses requires that the grading in those courses to be exceptions to the normal letter graded with pass/fail grading option guidelines. The exception options which can be proposed are either to declare a course 1) pass/fail only or 2) letter graded only, meaning every student who takes that course will be evaluated with the same grading option. There is no option for a student to take a letter graded only course pass/fail. Conversely, there is no option for a student to take a pass/fail only course for a letter grade. Department faculty should only propose a relative few courses as exceptions to the normal guidelines.

b. Approved Pass/Fail only courses

1. Certain courses are approved to be graded on the pass/fail option only. Currently, these are the courses so approved:
 - a) BUSA 102 Opportunities in Business
 - b) HDFS 099 Opportunities in Human Development and Family Science
 - c) PSYC 099 Opportunities in Psychology
 - d) GEST 101 Career Planning & Decision-Making
 - e) COMM 207 Production Practicum
 - f) COMM 30\91 Communication Practicum
 - g) ECE 221 Early Childhood Education Field Experience I
 - h) ECE 465 Lab School Student Teaching
 - i) EDUC 393 Practicum in Educaiton
 - j) EDUC 120 The Teaching Profession (with Field Experience)
 - k) EDUC 431, 432, 434, 435, 436, 437, 438 – Student Teaching
 - l) ENGL 391 English-Journalism Practicum

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- m) ENGL 392 Student Publications Practicum
 - n) MUEN 111-142 Ensemble Credits
 - o) HPED 433 Student Teaching Seminar
 - p) GEST 140 Adaptation to American Education
 - q) MUSI 001 Concert Attendance
 - r) Any PHED or ADED (114, 137, 181, 182) General Physical Education activity courses
 - s) TREC 485 Recreation Internship
2. Procedure
- a) Faculty members submit a P or F grade for all students registered for a pass/fail only course.
 - b) The faculty member of the course determines the criteria for passing and failing that is appropriate for that course.
 - c) The grade of P does not affect the student's GPA.
 - d) The grade of F is a failing grade and is included in the computation of both the semester and cumulative GPA.
 - e) In consultation with their school dean, departments should send any requests for pass/fail only exceptions for a course in written form to the Dean of Curriculum for action by the Curriculum Committee. Requests should include a rationale for why the course is best offered with the pass/fail only option.
 - f) Pass/fail only courses must be designated as such in the college catalog so when students register for the class they know the operative grading option.
- c. Approved Letter Grade Only Courses
- 1. Certain courses are approved to be graded with the letter grade option only. Currently, these are the courses so approved:
 - a) INTE 394 Internship and Monthly Class
 - b) INTE 395 Internship and Weekly Class
 - c) IBI 331, 339, 350, 390
 - d) BIS 230, 333, 411, and 412 (approved 5/3/2007, College Council)
 - e) MRKT 357 (approved 5/3/2007, College Council)
 - 2. Procedure
 - a) Faculty member submit a letter grade for all students registered for a letter grade only course.
 - b) In consultation with their school dean, departments should send any requests for letter grade only exceptions for a course in written form to the Dean of Curriculum for action by the Curriculum Committee. Requests should include a rationale for why the course is best offered with the letter grade only option.
 - c) Letter graded courses must be designated as such in the college catalog so when students register for the course they know the operative grading option.

- 8.22.5 **Incomplete Grades**
- 8.22.5.1 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 weeks of the close of the term.
- 8.22.5.2 Procedure
- a. When the student presents a legitimate emergency request to his/her instructor and the instructor agrees to record an I grade, the instructor will enter a grade of “I” in self-serve Banner. He/she will then be prompted for an explanation. Banner automatically sends an e-mail message of confirmation to the instructor and the Registrar’s Office for review.
 - b. When a student completes the course work, the instructor must contact the Registrar’s Office with the student’s correct final grade.
 - c. 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.
 1. Fall Semester: before the opening of Spring Term.
 2. All other terms: by the end of the fourth week following the close of the term.
- 8.22.5.3 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 semesters’ work at the same time. It also discourages procrastination.
- 8.22.6 **Auditing**
- 8.22.6.1 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/she decides not to attend the course since the course 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.)
- 8.22.6.2 Procedure
- a. Declaration of the audit is done at the time of registration through the Registrar’s Office.
 - b. Students may change from credit to audit and vice versa during the drop/add period.
 - c. The Business Office bills audit credits at the published tuition rate for audits.
 - d. 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.
 - e. If the student decides not to attend the course, he/she must drop the course so it will not appear on his/her record.

- 8.22.6.3 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.
- 8.22.7 **Change of Grade**
- a. If, after final grades have been assigned and submitted, 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 go to the Registrar's Office and complete the Change of Grade form. 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.
- 8.22.8 **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.
- 8.22.8.1 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.
- 8.22.8.2 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.
- 8.22.8.3 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.
- 8.22.8.4 Student Appeal in Writing to Department Chair. This written appeal must be made within ten working days of the written notification of the student by the Department Chair of the outcome of the formal discussions. Within ten 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 working days to provide a written explanation of the student's grade. The Department Chair has ten 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

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submit a grade change request to the Registrar with a copy of his/her response to the student attached.

8.22.8.5

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 School Dean. This appeal must be made in writing, within ten working days of the Department Chair's letter to the student. The School Dean shall investigate carefully and render a decision in writing within 30 days, which shall be final.

8.22.8.6

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.

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Section 8: Academic Policies

- 8.22.9 **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 GPA.
- 8.22.9.1 Request for Transcript
- 8.22.9.1.1 *Policy:* Academic transcripts are issued by the Registrar's Office upon a student's written request and must be accompanied by payment (contact Registrar's Office for fees or see www.messiah.edu/offices/registrar/transcript.html). The student's financial account with the College must be cleared before any transcripts are issued. Official transcripts are sent for the student; only unofficial copies may be released to the student.
- 8.22.9.1.2 *Procedure*
- a. The student requests a transcript from the Registrar's Office, using the form provided, accompanied by the appropriate fees.
 - b. The Registrar verifies that the student's business account has been cleared, mails the transcript, and records the date the transcript was issued.
 - c. The student is notified of the date the transcript was sent. The student is also notified if we are not sending the transcript due to an outstanding balance on the financial account.
- 8.22.9.1.3 *Rationale.* Transcripts are issued only by the Registrar for reasons of confidentiality and security. The Business Office hold is necessary to provide the College a means of collecting overdue bills.

8.23 GRADUATION REQUIREMENTS AND COMMENCEMENT**8.23.1 Degree Candidacy**

8.23.1.1 Policy. Students working toward a degree must file an on-line Application for 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.

8.23.1.2 Procedure

- a. By the beginning of the fall semester, the students who have completed 90 credits are notified which General Education requirements they have yet to complete.
- b. During September, the students who have accumulated enough credits to be able to graduate the following May are sent an informational memo. Those who actually plan to graduate that year complete the on-line Application for Degree and submit it to the Academic Records Specialist in the Registrar's Office.
- c. During the student's last semester, a degree audit is sent to the student's advisor. The student's advisor and the major and minor Department Chairs are asked to certify that all requirements for the major(s) and minor(s) have been met.
- d. The Registrar prepares a list of certified degree candidates and presents it to the Academic Council and Community of Educators for their approval.

8.23.1.3 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.

8.23.2 Verification of Academic Progress

8.23.2.1 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 requirements, satisfactory academic progress, and sufficient hours completed in order to graduate on schedule.

8.23.2.2 Procedure. The Academic Records Specialist checks each student's record in the summer prior to the senior year. Special attention is paid to completion of General Education requirements. Students are notified concerning the results of the degree audit.

8.23.2.3 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.

8.23.3 Requirements for All Degrees [Revised 4/19/05, Community of Educators Senate]

- a. A minimum of 123 hours of credit
- b. A minimum scholarship quotient (GPA) of 2.0 for all work taken at Messiah College
- c. A minimum scholarship quotient (GPA) of 2.0 for all work listed as specific requirements for the major

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- d. The last 30 credits preceding the conferring of the degree earned at Messiah College with a minimum of 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

8.23.4 **Attendance at Commencement.** Graduating seniors are expected to participate in the Commencement exercises unless excused in writing by the Provost at least two weeks prior to Commencement. The Registrar's Office must be notified in writing if the student will not be attending Commencement.

8.23.5 **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.

8.23.6 **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 GPA.
- b. A minimum of 60 graded credit hours must be taken at Messiah College.
- c. Honors published in the graduation Commencement bulletin will be based on the student's cumulative GPA 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.

8.23.7 **Late Completion of Requirements**

8.23.7.1 **Policy.** Students who are within six 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-hour penalty course will be added to their graduation requirements.

8.23.7.2 **Procedures**

- a. Students wishing to graduate but not having all work complete must complete an Application for Late Completion of Degree Requirements form available from the Registrar's Office.
- b. The Registrar rules on these applications prior to Commencement.
- c. Approved students may march with their class at Commencement.

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- d. After completion of all requirements and payment of all bills to the College, the student requests the diploma from the Registrar's Office where all the withheld diplomas are kept.

8.24 INTENSIVE TERMS

8.24.1 January Term

8.24.1.1 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.

8.24.1.2 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.

8.24.2 May Term [Approved 2/4/03, Community of Educators Senate; Revised 10/5/04]

8.24.2.1 Second semester includes a 12-week Spring Term preceded by a three-week January Term (J-Term) and followed by a three-week May Term.

8.24.2.2 May Term involves only approved cross-cultural courses. A modest summer school program runs on campus at the same time as May Term. Summer School is *not* a part of second semester, and as such, it should not be confused with May Term.

8.24.2.3 Registration for May cross-cultural courses occurs during the regular November registration period for second semester classes. Whether there is sufficient enrollment to run the May Term course will be determined after registration.

8.24.2.4 The drop date for May Term courses coincides with the drop date for J-Term courses.

8.24.2.5 May Term begins the second Monday after Commencement. Faculty may choose to begin their May Term courses earlier; however, no May Term course may begin until after Commencement. The length of each course must be within established cross-cultural course parameters. Grades for May Term are due to the Registrar no later than two weeks after the completion of the course. Faculty members who plan to miss May Development Week should be sure to inform their Department Chair and School Dean that they will be gone during that week.

8.24.2.6 Graduating seniors who require a May Term course to meet graduation requirements are allowed to participate in Commencement but will not receive their diploma until May Term has been successfully completed.

8.24.2.7 Second semester tuition covers 12-18 hours. Students who enroll in J-Term, Spring Term, and May Term will be charged any overload hours over 18.

8.24.2.8 For full-time students who enroll in May Term but choose *not* to enroll in J-Term,

- a. Second semester financial aid will apply to May Term.
- b. The normal room and board rebate will apply (unless they live on campus during J-Term).

8.24.2.9 For full-time students who choose to enroll in *both* J-Term *and* May Term,

- a. The normal overload rate will be charged for any hours above 18 for the semester.

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- b. Second semester financial aid will apply to May Term.
 - c. There will be no room and board rebate for May Term.
- 8.24.2.10 If the May Term course is a part of the faculty member's normal load (24 load units), the course should have at least 12 students per faculty member. If the faculty member is teaching the course as an overload, the course should have an enrollment of at least nine students.
- 8.24.2.11 Only one cross-cultural course can be built into a faculty member's 24-hour load. If a faculty member teaches a course (cross-cultural or other) during J-Term, the May Term cross-cultural must be taught as an overload. Overload pay will be prorated if enrollment is less than the nine students per faculty member. Overload pay for May Term will not begin on June 15.
- 8.24.3 **Summer School**
- 8.24.3.1 Summer school is designed to meet specific needs of Messiah College students. Several courses which satisfy Messiah College General Education requirements are offered each year, including a cross-cultural course in Philadelphia. Course titles, dates, and meeting times for each course are announced in the fall semester in order for students and their families to plan ahead for the following summer.
- 8.24.3.2 In addition to the General Education courses, a wide variety of independent studies is available to Messiah students during the summer months. Internships offer students an opportunity to combine full-time employment with academic components to receive credit. Students who register for SVC 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.
- 8.24.3.3 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 complete the "Approval for Transfer Credit" form available in the Registrar's Office.
- 8.24.3.4 Since summer school is not considered a part of the spring semester, fees for summer school courses are charged independent of fees for the regular academic year.

8.25**MAJORS**

- 8.25.1 **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.
- 8.25.2 **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:
- Students initially declaring an intent in the program will be designated by a “pre-major” status (e.g., pre-engineering, pre-elementary education).
 - Internal admission requirements to the program must be clearly delineated and publicized (e.g., in the catalog description of the program).
 - 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.
- 8.25.3 **Change of Major**
- 8.25.3.1 **Policy.** After having declared a major, students who wish to register for another course of study must obtain the signature of the Department Chair who will assign an advisor in the major field to which they wish acceptance. Changing a major must be done through the Office of the Registrar.
- 8.25.3.2 **Procedure**
- The student obtains the Change of Major Request card from the Office of the Registrar, obtains the signature of the Department Chair in which the new major is housed, and returns it to the Office of the Registrar.
 - The Office of the Registrar makes the change and asks the former advisor to send the student’s advisor file to the new advisor.
- 8.25.3.3 **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.
- 8.25.4 **Declaring a Double Major**
- 8.25.4.1 **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.
- 8.25.4.2 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.

- 8.25.5 **Individualized Major** [Revised 11/12/07, Community of Educators Senate]
- 8.25.5.1 Individualized majors are designed for students who have special interests that are not accommodated by any combination of existing majors or minors 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). Each proposal must stand on its own as a unique, individual initiative of the proposing student. Students completing an individualized major will graduate with a B.A. degree. The following guidelines apply to all individualized majors.
- 8.25.5.2 Parameters for the Individualized Major
- a. The individualized major must be between 36 and 72 credit hours chosen from at least two different disciplines offered at Messiah.
 - b. 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.
 - c. At least 18 credit hours must be chosen from courses numbered 300 or higher.
 - d. 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.
 - e. Each individualized major must include an existing writing intensive course from the primary disciplines from which the individualized major draws upon.
 - f. No more than two courses can be taken as an independent or directed study..
 - g. 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 Associate Dean of General Education and Common Learning and cannot exceed 12 credits.
 - g. In order to propose an individualized major, the student must have a cumulative GPA of 3.0.
 - h. 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.
- 8.25.5.3 Development of the Proposal. The student will develop a proposal for the major in conjunction with two faculty advisors from the two primary disciplinary areas, with one of these two faculty advisors to serve as the student's primary faculty advisor. The proposal must include the following elements:
- a. 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.
 - b. 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.
 - c. Curriculum sheets (similar to those found in the Advising Handbook for existing majors) describing which specific courses will meet the major requirement and which will meet the College's general education requirements.

- d. A semester by semester plan for completing the required courses. Note that any planned independent or directed study courses must be pre-approved.
- e. The proposed courses must fit together logically and demonstrate the coherence, breadth, and depth which is characteristic of a college major. Proposals that simply piece together existing majors and minors are not acceptable.
- f. A statement that clearly explains how each required course satisfies the College's learning objectives for all majors (i.e., CWEO #4) and contributes to achievement of the goals and learning objectives of the proposed major (as articulated in point b).

8.25.5.4

Approval Process. The primary faculty advisor will convene and chair an ad hoc committee composed of the two faculty advisors, the Registrar, and the Associate Dean of General Education and Common Learning to review the proposal. If approved by this committee, the individualized major proposal will be forwarded to the Department Chairs of the two primary disciplines represented in the proposal for review and approval. Following the approval of the Chairs, the proposal will be reviewed by 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. In order to assure prompt processing of a completed proposal, the approval process should take no longer than two months during the academic year from the time it is submitted. In the event that a sponsoring faculty advisor's employment ends, the department chair of the respective department will either supervise the completion of the major or appoint another faculty member capable of supervising it to completion.

8.26 MINORS

8.26.1 **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.

8.26.2 **Procedures for Completing a Minor**

- a. Information about available minors and minor curricular requirements can be found in the College catalog, on IRISLink, 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, he/she 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/she completes the requirements for the minor within one calendar year of the graduation ceremony at which his/her most recent Messiah degree has been awarded.

8.27 PEACE AND CONFLICT STUDIES INITIATIVE

8.27.1 **Mission.** The Peace and Conflict Studies Initiative connects to Messiah College's theological identity ("rooted in the Anabaptist, Pietist, and Wesleyan traditions of the Christian Church") and educational mission ("to educate men and women toward maturity of intellect, character, and Christian faith in preparation for lives of service, leadership, and reconciliation in church and society"). This means, at the very least, it will aim toward providing opportunities for students (1) to understand and appreciate the Christian foundations for peacemaking/reconciliation; (2) to understand the nature of conflict and approaches to resolving conflict; (3) to understand the relationship of justice to peacemaking, and (4) to become actively involved in peacemaking, conflict resolution, violence reduction, etc.

8.27.2 General Goals

- a. Build on and support the peacemaking resources within the Brethren in Christ/Anabaptist tradition. At the same time, given Messiah's "embracing" theological character, this initiative will draw on and expose students to a variety of theological and ethical understandings of and approaches to peacemaking within the Christian community and in other religious traditions.
- b. Develop and support programs that are sensitive to the theological and cultural diversity among students and among faculty on issues related to peace and conflict studies.
- c. Develop and support curricular (credit bearing) and cocurricular (non-credit bearing) educational programs related to peacemaking. This initiative may also include extracurricular programming—programming that includes external constituencies as an audience.
- d. Develop and support programs that intentionally implement the College-Wide Educational Objectives. This should include but is not limited to the following College-Wide Educational Objectives:
 1. Gaining knowledge of the Bible's content and themes, including the biblical witness on service, leadership, and reconciliation;
 2. Learning about historic Christian beliefs, practices, and ecclesiastical expressions and the particular emphases of the Anabaptist, Pietist, and Wesleyan traditions;
 3. Understanding the nature and causes of violence in the world and the means for promoting peace;
 4. Recognizing the implications of living in an increasingly interdependent world;
 5. Evaluating institutional policies and social/cultural practices on the basis of whether they promote peace, justice, and reconciliation; and
 6. Developing the courage to act responsibly and receptively in a complex world.
- e. Develop and support programs that are sensitive to Guiding Educational Assumptions. This includes, but is not limited to, the following:
 1. Common learning—Some programming should strive to impact all students.
 2. Experiential (contextual) learning—Students should be given the opportunity to express their knowledge and commitments in real-life settings.

3. Holistic learning—Programming should involve coordination and partnering between curricular and cocurricular programs and between campus and community partners.
- f. Develop and support programs that serves as resources for General Education and major curricula.

8.27.3 Curricular Programming

8.27.3.1 Whatever programs are developed need to have a good chance of success. In other words, there must be sufficient student interest, faculty interest, institutional support, and the resources to sustain them. The initial and primary curricular focus of this initiative will be to support an interdisciplinary minor.

8.27.3.2 Curricular programming should include a “core” that includes foundational theological, historical, and ethical explorations and incorporates Messiah College’s theological distinctive.

8.27.3.3 Curricular programming should be interdisciplinary in nature:

- a. Courses relevant to peace and conflict studies can and should come from a variety of disciplines, including both the liberal and applied arts; ideally each School will be represented in the curriculum.
- b. All courses must meet established peace and conflict studies curricular parameters.

8.27.3.4 Curricular programming should provide opportunities for experiential learning.

8.27.3.5 Curricular programming should, as much as possible, be developmental in nature, beginning with foundational issues and building toward a more specialized application of one’s learning that requires integrative thinking.

8.27.4 Cocurricular Programming

8.27.4.1 Cocurricular programming should provide learning opportunities for students who are not involved in the curricular component of the Peace and Conflict Studies Initiative; at the same time, it should complement the curricular program, giving students/faculty involved in the curricular program added opportunities for learning.

8.27.4.2 Some cocurricular programming should be open to the larger community; i.e., our educational endeavor should foster conversations that extend beyond students and educators on our campuses.

8.27.4.3 Some cocurricular programming will provide experiential opportunities for student learning.

8.27.4.4 There should be administrative clarity, good communication, and adequate coordination between various peacemaking cocurricular programs across campus.

8.27.5 Extracurricular Programming

8.27.5.1 Study might be given to the possibility of Messiah College-sponsored external programs orientated toward the community, such as conflict resolution, restorative justice, peace and justice education, etc.

8.27.5.2 Partnering with Messiah College programs (e.g., Harrisburg Initiative, Agapé Center, and Boyer Center) that have interests in peace and conflict studies.

8.27.6 Administrative Organization

8.27.6.1 Since the Peace and Conflict Studies Initiative transcends the curricular and the cocurricular and has an interdisciplinary focus, it is best not to “house” this initiative in any one academic department or perhaps in any given School.

- 8.27.6.2 The most reasonable option is to house the initiative in the Sider Institute. Part of the mission of the Sider Institute is to promote and articulate Anabaptist concerns—one of its most central being peacemaking. There is no other organizational structure on campus which has peacemaking as firmly embedded in its mission and identity as does the Sider Institute. Situating the Peace and Conflict Studies Initiative in the Sider Institute will raise the profile of the Institute both on and off campus. This is important for the growth of the Institute, which is in the College’s best interests. By situating this initiative in the Sider Institute, not only will students be introduced to the Institute, but they will also become involved with it. This connection between the Institute and the students is critical. Moreover, by locating the Peace and Conflict Studies Initiative in the Sider Institute, off-campus constituents who are deeply committed to issues of Peace and Conflict Studies will have a focused place to direct their energy and their resources.
- 8.27.6.3 As the home of the Peace and Conflict Studies Initiative, the Sider Institute will:
- a. Provide administrative oversight to the Peace and Conflict Studies Minor.
 - b. Provide leadership to the Peace and Conflict Studies Committee
 - c. Sponsor an annual Peace and Conflict Studies lecture.
 - d. Sponsor/Co-Sponsor chapels, “events,” and conferences on campus.
 - e. Partner with other organizations and initiatives on campus concerned about peacemaking.
 - f. Coordinate student efforts on Peace and Conflict Studies across campus.
 - g. Serve as a clearing house for information about cocurricular and extracurricular activities related to Peace and Conflict Studies.
 - h. Improve communication among various groups on campus who are concerned about Peace and Conflict Studies.
- 8.27.6.4 Since the Peace and Conflict Studies Initiative, in general, or the Minor, in particular, are not housed in any academic department or School, a Peace and Conflict Studies Committee will be formed. This will be a standing committee of the Community of Educators, and its primary responsibilities will be to oversee the Minor and advise and aid the Director of the Sider Institute in relation to the broader Peace and Conflict Studies initiative.

8.28 SERVICE-LEARNING PROGRAM [Approved 4/2/2007, Community of Educators Senate]

8.28.1 **Definitions and Perspectives**

8.28.1.1 **Service-Learning.** A pedagogical model which intentionally integrates academic learning with community service in a credit-bearing academic course. Students participate in an authentic service activity which meets needs identified by the community (designed within the framework of a mutually beneficial relationship) and critically reflect on that activity. Thus, students gain a deep understanding of course content, a commitment to socially responsible citizenship, and develop skills and understanding needed to contribute to civic well-being.

8.28.1.2 **Learning-Guided Community Service.** While this proposal concerns itself with credit bearing Service-Learning, Learning-Guided Community Service is a non-credit bearing activity where students, educators and staff volunteer in a service which meets community needs. Although the primary emphasis is on service, Learning-Guided Community Service differs from “community service” in that it recognizes that much learning can occur for those serving when proper training and reflection is completed. Intentionality in purpose, placement, effective service outcomes, and applied holistic learning outcomes in relationship with the community partner remain a priority.

8.28.2 **Service-Learning Course Parameters and Criteria**

Approved Service-Learning courses will incorporate the following general parameters and components. The Service-Learning Committee will use these criteria to approve curricula and evaluate service activities.

8.28.2.1 **General Service-Learning Parameters.** Incorporates nationally established and recognized best practices in each Service-Learning course.

Criteria:

1. Awards academic credit.
2. Requires educator orientation and training in the pedagogies and best practices of Service-Learning.
3. Incorporates research and theory from experiential/contextual learning and Service-Learning in course design and delivery.
4. Provides evaluation and feedback for students.

8.28.2.2 **Components.** Approved Service-Learning courses incorporate the following components:

1. *Content Component.* Service readings and activities will relate service to the course objectives.

Criteria:

- a. Introduces students to research problems and community partnerships that address a significant need in our community, region, country, or the world.
 - b. Prepares students for service by studying theories and gaining academic knowledge relevant to the problem.
 - c. Prepares students for service by orienting them to the problem and the context in which they will work.
 - d. Uses readings and discussions to connect learning to College-Wide Educational Objectives.
2. *Service Component.* Service assignment addresses a significant need in context. Students will satisfy the service requirement by choosing from a variety of

activities approved by the Director of the Agapé Center for Service and Learning and by the faculty member teaching the course.

Criteria:

- a. Provides opportunities for students to express value commitments and disciplinary knowledge in an authentic, real-life setting.
 - b. Enables students to personally connect with people involved with the issue to which the service is directed. Ideally, this will include a relationship with persons directly affected.
 - c. Relates to programs with long-term commitments to the communities and issues they address.
 - d. Includes sufficient contact time and duration to allow students to build relationships with people facing the issue and to develop deep understanding.
3. Reflection Component. Incorporates structured reflection activities that relate the student's major and service experience to Christian discipleship and vocation.

Criteria:

- a. Includes students, faculty and community partners.
- b. Requires written and oral reflection activities.
- c. Critically analyzes the theories, structures and assumptions of students' academic disciplines in the context of the service experience.
- d. Helps students to link their values and academic learning to other parts of the curriculum and cocurriculum.
- e. Encourages students to evaluate their personal values and commitments, and to grow in discipleship and toward a mature Christian faith.
- f. Helps students develop a theological understanding of vocation that enables them to contextualize their faith.

8.28.3

Types and Classifications of Service-Learning Courses

Any course approved as a Service-Learning course by the Service-Learning Committee will be given a "service-learning" attribute and will be identified as such in the course schedule under the comments section for each semester. (Example: ACC 247 Basic Income Tax, "Comments": Service-Learning.) In some instances, Service-Learning will be an essential aspect of the course and hence will be approved and permanently catalogued as a Service-Learning course. In other instances (analogous to writing courses with a designated "W" attribute), the course will be given a Service-Learning attribute for given semesters.

The deadline for securing signatures from the Department Chair, School Dean, and Service-Learning Committee are October 1 for Spring courses and March 1 for Fall courses. The Agapé Center will forward the list of approved courses each semester to the Registrar.

There are three types of Service-Learning courses that would receive a Service-Learning attribute:

8.28.3.1

Discipline-Based Courses. Courses that are limited by and housed in respective academic departments. There are two types of discipline-based Service-Learning courses:

1. Those permanently designated within the discipline.

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2. Those selectively designated for a given semester. These courses or sections are developed by faculty and are approved by the Department Chair and the Service-Learning Committee for a given semester.
- 8.28.3.2 Free-Standing IDS Courses: Courses initiated by the General Education Committee and housed either in the department or in General Education. There are two types of IDS Service-Learning courses:
1. Those permanently designated within General Education.
 2. Those selectively designated for a given semester. These courses are developed by faculty and are approved by the General Education Committee and the Service-Learning Committee for a given semester.
- 8.28.3.3 Free-Standing Service-Learning (“SERV”) Courses. Courses initiated by the Director of the Agapé Center for Service and Learning, approved by the Service-Learning and Curriculum Committees, and housed in the Agapé Center for Service and Learning.
1. The content of these courses is focused more specifically on themes of service, social justice, development and mission. A required service activity meets community-identified needs.
 2. Example: SERV 231/232: Foundation of Service, Mission and Social Change (approved in 1989).
- 8.28.4 **Formalizing Service-Learning at Messiah College**
- 8.28.4.1 Service-Learning Committee
- Service-Learning programming will be administered by a Community of Educators Service-Learning Standing Committee housed in the Agapé Center. The purpose of this committee will be to work with the Director of the Agapé Center to give leadership to campus-wide Service-Learning. (See Section 4.4.22, Service-Learning Committee, for information about the membership, recommending functions, and action functions of this committee.)

8.29 PHILADELPHIA CAMPUS

- 8.29.1 **Mission Statement.** The Philadelphia Campus, a multifaceted educational center, situates Messiah College in a major urban center with its ethnic, cultural, and academic diversity. The mission of the Philadelphia Campus is to provide access to and enrich Christian higher education in the urban context, engage the wider academy, and address the challenge and potential of the urban world.
- 8.29.2 **Purpose Statement.** The Mission Statement for the Philadelphia Campus is facilitated through programs and activities designed to address the following objectives:
- 8.29.2.1 To provide students from Christian colleges, primarily Messiah College, the benefits of a major secular university concurrently with the context of an intimate, Christian, academic environment.
- Students may complete majors not available at their primary campus.
 - Students may take courses at Temple University for enrichment of their primary campus curriculum.
 - Students attending the Philadelphia Campus will have opportunity to continue study in a Christian academic setting through courses taught by Messiah faculty.
 - Students will engage, from a Christian perspective, the disparate worldviews encountered in these academic contexts.
 - The residential setting provides a unique experience for promoting the students' social development in the midst of a major urban and academic context.
- 8.29.2.2 To provide students from Christian colleges, primarily Messiah College, the opportunity to live alongside, learn from, and serve among people in one of America's major urban centers.
- Students may experience and participate in cultural and ecclesiastical opportunities not available in suburban and rural environments.
 - Through this experience students may observe at close range the social, political, and religious challenges facing a large city and may be encouraged to become involved in seeking appropriate responses to these opportunities.
 - Through experiences in the urban context, and influenced by campus programs, students will be encouraged to become aware of, reflect on, and respond to contemporary issues of justice (whether economic, ethnic, racial, or religious).
 - Within the urban context, Messiah College will offer curricular and cocurricular programs which will intentionally equip students for vocations in an urban society.
- 8.29.2.3 To provide an entree to Messiah College for ethnically diverse students from greater Philadelphia, through diverse means. This may possibly include:
- College-preparatory programs for urban high school students;
 - An urban transitional entry program for early college students.
- 8.29.2.4 To provide opportunities for students and faculty from Temple University to engage in academic and faith affirming activities with their peers at Messiah College in Philadelphia.
- Temple University students may register for classes at the Messiah College campus in Philadelphia.
 - Structures, facilities, and programs will be developed which support both formal and informal dialogue between members of the Temple and Messiah communities.

- 8.29.2.5 To provide an academic setting wherein dialogue is fostered concerning important contemporary issues of faith, learning, and living. This may possibly include:
- Programs designed to foster geographical (urban, suburban, rural) and racial reconciliation;
 - Efforts to promote inter-faith conversation, cooperation, and mutual understanding;
 - Faculty development opportunities, with attention to bringing together conscientious scholarship, effective pedagogy, and careful theological reflection in the Christian college classroom;
 - Conversation between the Church and the Christian academy for mutual support of the convergence of the spiritual and the intellectual.
- 8.29.3 **Application Process.** Any sophomore, junior, or senior Messiah student desiring to spend one or more semesters at the Philadelphia Campus must formally apply. There is a cumulative GPA requirement of 2.25. Students must also be in “good standing” with the College. Three areas are reviewed to determine standing: academic, chapel, and discipline standing.
- 8.29.3.1 Procedures
- Students apply to the Philadelphia Campus on-line at <http://www.messiah.edu/philly/admissions> early in the semester *prior to* the semester they wish to attend. While the Enrollment Office accepts applications as long as housing is available, it is in a student’s best interest to apply as early as possible.
 - Once a student applies on-line, an e-mail is sent to the student’s advisor for approval of the student’s application.
 - After an advisor approves a student’s application, the student receives notification confirming an advisor’s approval.
 - The Enrollment Office sets up an interview/informational session with the student.
 - After receiving a final approval letter confirming the student’s admission to the campus, the student should pick up registration materials in the EpiCenter. Registration commences 3-4 weeks prior to Messiah’s registration period, so advisors should prepare to advise their students going to the Philadelphia Campus or currently at the Philadelphia Campus earlier than their other advisee students.
 - Upon the affirmative decision to accept, the applicant is formally admitted to the Philadelphia Campus, and all offices with a need to know are informed of the pending change in student status. Resident students have their room released at Grantham, and other administrative changes are initiated.
- 8.29.3.2 Rationale for the Application Process
- To assure that all important steps in the application/registration procedure for Temple University are properly executed.
 - To assure that the student has a clear understanding of the relationship between the campuses and Temple University and the implications of such relationship for the student.
 - To assure that adequate academic counseling has been obtained by the student regarding curriculum and graduation requirements, particularly as they are modified by the Philadelphia experience.

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Section 8: Academic Policies

- d. To identify failure-prone students for whom attendance at the Philadelphia Campus may not be in their best academic interest.

- 8.29.4 **Courses Offered at Philadelphia.** Each semester, Messiah College students are required to take at least one course from Messiah College faculty taught at the Messiah College Center. Courses are designed to fit into the General Education sequence. With proper planning, students in Philadelphia Majors can postpone the following General Education requirements and take them at Philadelphia, thus meeting two requirements simultaneously: World Views, Ethics, Bible 200, and Christian Beliefs.
- 8.29.5 **Basic Policies.** The following policies are designed to establish a structure and atmosphere in which the student's relationship with Messiah College is enhanced while living and learning at Messiah College's Philadelphia Campus.
- 8.29.5.1 **Room and Board.** Students attending the Philadelphia Campus are required to live on-campus and participate in the Philadelphia meal plan option. Exceptions are made for married students.
- 8.29.5.2 **Guided Discovery Program (GDP).** In lieu of chapel, Philadelphia Campus students participate in an integrated cocurricular initiative engaging them in community contexts such as local churches, service agencies, universities, museums, and civic organizations.
- 8.29.5.3 **Messiah College Courses.** The Philadelphia Campus courses are an integral component of the curricular and cocurricular educational experience at the Philadelphia Campus and provide a directive and reflective framework for students' experiences with Temple University, the neighborhood in which they live, and the city. Each Messiah student is required to take a minimum of one 3-hour course per semester from Messiah College faculty teaching at the Philadelphia Campus even if it does not meet any other requirement.
- 8.29.6 **Miscellaneous Policies**
- a. A maximum of two semesters may be spent at the Philadelphia Campus unless the student's major requires or their department allows more.
 - b. Second-semester Philadelphia students are not permitted to participate in January Term due to calendar overlap.
 - c. Physical Education requirement is a minimum of 3 credits *and* 3 courses; thus a single 3-credit Temple course does not fulfill this General Education requirement. Temple University's course Fitness for Life is approved to meet the Life Fitness requirement.
- 8.29.7 **Temple "I" and "NR" Grades.** Messiah College policy states that incomplete grades at the end of a semester must be completed within four weeks of the close of the term in order to receive credit for the course. However, Temple University allows a full year for completion of "incomplete" and "not reported" grades. The following procedure will help the Philadelphia Campus student to handle "I" and "NR" grades he/she may receive on his/her Temple transcript.
- a. Temple grades of "I" and "NR" will be changed to "F" on the Messiah College transcript when the four-week limit has passed unless a specific exception has been granted by the Director of Enrollment. Any student who anticipates receiving one of these grades or who discovers such a grade on his/her copy of the transcript should immediately contact the Director of Enrollment. The

Director shall determine whether an exception is warranted. Exceptions are not granted where the student is responsible for delaying the completion of course work. If the problem is a result of bureaucratic difficulties at Temple, an exception will be made and the grade will remain "I" on the Messiah College transcript until the final grade is posted

- b. Messiah students are responsible for seeing that "I" and "NR" grades are removed as soon as possible. Delay in dealing with the problem may result in permanent loss of contact with the instructor or other officials whose cooperation and knowledge are essential to resolving the problem.
- c. When Messiah converts an "I" to an "F," regular Messiah policy shall apply in determining grade point average (GPA) and any other factors determined by GPA (semester hours, graduation honors, probation, etc.).
- d. If and when a letter grade is assigned by Temple University, Messiah College will correct the "F" on the Messiah transcript to correspond with the Temple grade. When a student believes such a correction has been made, he/she must inform the Director of Enrollment at the Philadelphia Campus so a Temple transcript can be obtained to change the grade on the Messiah College transcript.

8.29.8 **Advising for the Future Philadelphia Student.** In addition to the information described above, the potential Philadelphia student and his/her advisor should consult the Philadelphia Campus publication entitled *Meeting General Education Requirements at Philadelphia* which is available from the Director of Enrollment. An advisor can also check course descriptions for different majors on Temple University's web site at www.temple.edu/tucourses. Philadelphia staff are available for consultation and research on this subject.

8.29.9 **Urban Semester Program**

8.29.9.1 Overview. The Urban Semester Program provides a semester-long credit-granting curriculum which focuses on the contemporary urban context. Students enrolled in the program will be required to be in residence at the Philadelphia Campus. The program is designed primarily for sophomore and junior students, although seniors may also enroll. The curriculum is intentionally structured to allow Messiah College students to satisfy selected General Education [and possibly academic major or minor] requirements. The curriculum is also designed to allow for flexible transfer credit for students from other colleges and universities.

8.29.9.2 Student Enrollment

8.29.9.2.1 Students from Grantham will be encouraged to enroll in this program as a way of enriching their traditional curricula with a semester-long program of study, in Philadelphia, which focuses specifically on the contemporary urban context.

8.29.9.2.2 All courses in the Urban Semester Program will be available to each student enrolled in the Philadelphia Campus. Consequently, a student attending the Philadelphia Campus, for purposes other than completing the Urban Semester curriculum, can benefit from this curriculum to whatever extent is permitted by the student's other curricular requirements or the student's level of interest.

8.29.9.3 Curriculum. The Urban Semester Program requires all students to complete (1) a three-credit-hour core course, Urban 310 Field Experience offered by Messiah College, (2) one three-credit Temple University course with an urban focus, (3) at least two additional three-credit urban courses offered by Messiah College, selected

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- 8.29.9.4 from approved options, (4) one additional three-credit course with an urban focus from either Temple University or Messiah College.
- Cross-cultural Studies Waiver: The General Education three-credit requirement for cross-cultural studies will be *waived* for students who complete the 15 semester hour Urban Semester curriculum. All Philadelphia majors (at least four semesters at Philadelphia Campus) receive a cross-cultural *waiver*.

8.30 REGISTRATION**8.30.1 Standard Registration for Fall Semester**

8.30.1.1 Policy. Students admitted to the College formally register for classes through the academic advisement 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.

8.30.1.2 Procedure

- a. Registration materials, including the Schedule of Classes, are distributed to current students around March 30.
- b. 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.
- c. At the conclusion of the advisement meeting, the advisor issues the student's personal identification number (PIN). The PIN is required to log on to the on-line registration system and is therefore tightly controlled, disseminated only by the advisor or the Registrar's Office.

8.30.1.3 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/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.

8.30.2 **Second Semester Registration.** Registration procedures for the second semester are similar to the fall registration procedures. Students will register for both the January Term and the Spring Term. Registration materials are distributed to current students around October 30.

8.30.3 Drop/Add (Change in Registration)

8.30.3.1 After the 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 Request form. The requests are submitted to the Registrar's Office in accordance with the published deadlines.

8.30.3.2 Procedure

- a. Students contact their advisor prior to changing courses on their schedule.
- b. Subsequent to the contact with their advisor, students log on to the on-line registration system (through the end of the first week of classes) to make schedule adjustments.
- c. Beginning with the second week of classes, all changes to the student's schedule will be processed through the Registrar's Office using the Drop/Add Request form. The signatures of the instructor(s) and advisor are required.

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1. During the first third of the semester/term, courses may be dropped with the required signatures.
2. 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.
3. 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.
- d. After the first week of the fall semester or the spring term, a fee of \$10.00 per processed Drop/Add Request is charged to the student's account. There is no charge for any Drop/Add Request made during the January Term.
- e. 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.

8.30.3.3

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

8.31 REPEATING COURSE WORK

- 8.31.1 A student may 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 2/27/98, Curriculum Committee]
- a. It is the responsibility of the student and advisor to monitor the registration for repeated courses. The student should complete a Repeat Course form at the time of registration to notify the Registrar's Office that a course is being repeated.
 - 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 has 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.

8.32 SERVICE DAY

8.32.1 **Date.** Service Day will coincide with Special Olympics and will be planned to complement Special Olympics activities. Service Day generally falls on the third Thursday in April.

8.32.2 **Participation.** The entire Messiah College community will be eligible to participate in Service Day. This will encourage interaction among staff, faculty, administrators, and students.

8.32.2.1 Students

- a. While participation is not mandatory, all students who do not have off-campus academic work (internships, student teaching, etc.) are expected to participate.
- b. Classes will be cancelled and many academic support areas will be closed.
- c. Students in work-study positions who are scheduled to work during Service Day will determine with their supervisor if they can make up hours at a different time. Students who want to serve and can be freed from their work-study responsibilities, but cannot make up the hours at a different time, will be compensated if they worked during Service Day. For some work-study students, participation will not be possible due to their essential role.

8.32.2.2 Community of Educators

- a. While participation is not mandatory, all members of the Community of Educators are expected to participate.
- b. Classes will be cancelled; many campus-wide offices will be closed.
- c. Department and committee meetings should be rescheduled.

8.32.2.3 Staff/Administration

- a. While participation is not mandatory, staff are welcome to participate depending on their work assignment and in consultation with their supervisor.
- b. For some staff, participation will not be possible due to their essential role at the College. For others, work schedules will be adjusted and services reduced to make participation possible. Specific details will need to be worked out between staff and their supervisors.
- c. Staff who participate in service activities during regular work hours will be compensated as if they were doing regular work.

8.32.3 **Classes**

8.32.3.1 Classes that fall between 8:00 a.m. and 5:00 p.m. will be cancelled on Service Day. Evening classes will not be cancelled.

8.32.3.2 If Special Olympics are postponed due to rain, classes will operate as scheduled, and Service Day will be held on the rain date. All employees and students will be asked to arrange their class and work schedules accordingly.

8.32.4 **Administration.** Service Day will be administered by the Agapé Center and coordinated by the Director of Local Community Services. The Service Day Student Committee will provide general direction and coordination with various segments of campus.

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- 8.32.5 **Project Approval.** Efforts will be made to work with current groups and organizations on campus to facilitate recruitment and to implement service activities. If groups do not already include staff, faculty, students, and administrators, they will be asked to include representatives from all groups to encourage a mix of participants. Groups organizing a service activity for Service Day must communicate their intent and receive approval from the Agapé Center.
- 8.32.6 **Service Locations.** Other than Special Olympics, most service activities will occur off-campus and will relate to local agencies and programs. Locations will include programs that are church related as well as secular, governmental and private, rural and urban. The following criteria will be used to select service sites:
- The activity will provide both a needed service for the agency and a meaningful experience for participants.
 - The mission and approach of the agency is consistent with the philosophy of Messiah College.
 - The assignments provide opportunity for participants to interact with local people.
 - The agency has an ongoing relationship with Messiah College or a College employee.
 - The organization can provide strong local coordination and supervision.
- 8.32.7 **Learning.** Where possible, a learning component will be included. This might include an introduction to the purpose and program of the agency, and introduction to the need the agency serves, an introduction to the community, or other educational components.
- 8.32.8 **Schedule.** Activities will be organized to begin after 8:00 a.m. and end around 4:00 p.m. Efforts will be made to plan activities to fit this schedule. Transportation will be coordinated by the College and will include College vehicles, contracted buses or vans, and private cars. Arrangements will be made to provide meals for students on meal plans.
- 8.32.9 **Philadelphia Campus.** The Philadelphia Campus will participate in Service Day in a way that fits their situation. Because Temple classes will not be cancelled, the Philadelphia Campus will plan activities in the spirit of Service Day, but most likely these activities will occur on a different day.
- 8.32.10 **Funding.** The Local Community Services program budget will cover some of the expense. Other financial support will be provided through existing programs, special contributions, and from corporate sponsorship. Messiah College will respect and not intrude upon the funding relationships currently used by Special Olympics.
- 8.32.11 **Celebration.** Service Day will include an evening of celebration in collaboration with Koinonia Week.

8.33 SPECIAL COURSES AND CREDIT PROGRAMS**8.33.1 Independent Study Guidelines**

8.33.1.1 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.

8.33.1.2 Procedure

- a. 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.
- b. The student submits the signed application and a copy of the proposal to the Registrar's Office.
- c. The Registrar reviews the application, and if approved, the student is registered for the course. One copy of the application and proposal 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.
- d. Grades are submitted by the faculty member to the Registrar along with other grades at the end of the semester.

8.33.2 Directed Study Guidelines

8.33.2.1 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.

8.33.2.2 Procedure

- a. 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.
- b. The Registrar reviews the application. If approved, the student is registered for the course. One copy of the application is returned to the student, and one is sent to the sponsoring faculty member.
- c. Grades are submitted by the faculty member to the Registrar along with other grades at the end of the semester.

8.33.2.3 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.

- 8.33.3 **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 .5 credits during the semester of participation. This registration can be for credit or as an audit. 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, *Clarion*, may register for the course ENG 204 Student Publications Practicum (1). Permission of the advisor is required before enrollment. The course may be repeated for a total of four credits.
- 8.33.4 **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 2/8/97, Dean's Council]
- 8.33.4.1 **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 Admissions Office for evaluation.
- 8.33.4.2 **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 Admissions Office for evaluation..
- 8.33.4.3 **Credit by Examination**
- 8.33.4.3.1 **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. The Registrar's Office will maintain a list of courses which may be challenged.
- 8.33.4.3.2 **Procedure**
- a. Prior to taking the exam, the student must obtain an application form from the Registrar's Office.
 - b. The student pays the credit by examination fee at the Business Office, obtaining the approval signature showing that payment was made.
 - c. The student presents the form to the appropriate Department Chair who will make arrangements for the challenge exam or designate the examining professor.
 - d. 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.
 - e. The Registrar records credit on the student's transcript (pass/fail only) 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.

8.33.4.4

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.

8.33.5

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 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.

8.34 STANDARDS OF SCHOLARSHIP

- 8.34.1 **Minimum Grade Point Average.** Students must maintain a cumulative GPA of 1.8 (0-23 credits), 1.9 (24-56 credits), or 2.0 (57 or more credits) to be considered in good academic standing.
- 8.34.2 **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.
- 8.34.3 **Academic Probation, Suspension, and Dismissal**
- 8.34.3.1 Academic Probation. Any full-time student who fails to maintain a cumulative GPA as outlined above will be placed on academic probation. A student will be removed from academic probation when his/her 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.
- 8.34.3.2 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 GPA for the semester will be suspended, whether or not the cumulative GPA would have warranted it.
- 8.34.3.3 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 be continued on probation for a specified number of terms, usually two, to allow the student to achieve good academic standing. If good academic standing is not achieved within the specified period, the student will be suspended.
- 8.34.3.4 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.
- 8.34.3.5 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 transferable work taken after the dismissal from Messiah. Requests for readmission will be considered by the Academic Appeals Subcommittee. Readmission is not

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automatic and is contingent upon the evidence presented and the likelihood of the student succeeding at Messiah.

8.35 TEXTBOOKS

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

8.35.2 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.

8.36 TRANSFER CREDIT**8.36.1 Evaluation of Transfer Credits for Incoming Students**

8.36.1.1 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.

8.36.1.2 Procedure

- a. When a student applies, he/she requests the former college to send an official transcript of work to the Registrar's Office.
- b. The Registrar evaluates the transcript on a course-by-course basis. Only those courses in which a grade of C (2.0) 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.
- c. The Registrar is available to discuss or clarify the evaluation of credits for the student.

8.36.1.3 Rationale. This policy has been instituted to ensure 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.

8.36.2 Approval of Transfer Credits for Currently Enrolled Students

8.36.2.1 Policy. A student who is currently enrolled at Messiah but planning to take summer courses at another institution must complete a Transfer Credit Approval form prior to enrolling. A student should first obtain the approval of his/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 with 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 GPA.

8.36.2.2 Procedure

- a. Pick up the form for Transfer Credit Approval from the Registrar's Office.
- b. Complete the form, and obtain the signatures of advisor and any necessary department heads.
- c. Submit the completed form, and course descriptions of requested courses, to the Registrar's Office.
- d. Upon approval, the Registrar will return one copy to the student, one to the advisor, and retain one for the Registrar's Office records.
- e. At the close of the session taken at the other institution, the student must request that institution to forward an official transcript to Messiah College, Office of the Registrar.

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

8.37 WITHDRAWAL FROM THE COLLEGE

8.37.1 **End-of-Semester Procedure.** The withdrawing student completes a Termination of Attendance Notice form at the Registrar's Office. The Registrar's Office keeps a list and count of students not returning and circulates this information to other offices after the close of the semester.

8.37.2 **During Semester Procedure**

8.37.2.1 Policy. Students wishing to withdraw from the College before the end of a semester must notify the Registrar's Office of their intention and arrange for payment of all bills in order to secure honorable dismissal.

8.37.2.2 Procedure

- a. The student wishing to withdraw contacts the Registrar's Office to complete the proper form.
- b. The Registrar's Office informs the Student Affairs Office, Business Office, and Financial Aid Office of the withdrawal.
- c. The Registrar informs other administrative offices and the student's professors and withdraws the student from classes.
- d. The Business Office in conjunction with Financial Aid determines the student's bill according to the procedures listed in Section 8.35.04 and sends the student a statement of balance due or refund.

8.37.2.3 Rationale. To facilitate campus communications about a student's withdrawal.

8.37.3 **Medical Leave**

8.37.3.1 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 course work 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.

8.37.3.2 A student may request a more limited medically excused status if he/she is medically unable to complete the final 40 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.

8.37.3.3 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.

8.37.3.4 Determination of Request

8.37.3.4.1 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 appropriate School Dean, and the Vice Provost/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/her records.

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- 8.37.3.4.2 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.
- 8.37.3.5 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.
- 8.37.3.6 Effective Date of Medical Leave Status
- 8.37.3.6.1 A student whose request for medical leave is approved during the first 60 percent of the semester will be deemed to have medical leave status as of the date on which his/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.
- 8.37.3.6.2 A student whose request for medical leave is approved during the final 40 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.
- 8.37.3.7 Extension of Medical Leave Status
- 8.37.3.7.1 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 appropriate School Dean, and the Vice Provost/Dean of Students.
- 8.37.3.7.2 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.
- 8.37.3.8 Grades and Completion of Academic Work
- 8.37.3.8.1 A student whose request for medical leave is approved during the first 60 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 in Section 8.35.04.
- 8.37.3.8.2 A student whose request for medical leave is approved during the final 40 percent of the semester may be deemed 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."
- 8.37.3.9 Required Medical Leave Under Extreme Circumstances. Under extreme circumstances, a student experiencing emotional or psychological illness to the extent that he/she is deemed to be a danger to himself/herself or others may be required to withdraw from the College and will be given medical leave status.

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- 8.37.3.10 Determination of Fitness for Return to Campus
- 8.37.3.10.1 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.
- 8.37.3.10.2 The student must provide documentation from his/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.
- 8.37.3.10.3 The granting of medical leave by the College does not guarantee that the student will be allowed to return.
- 8.37.3.11 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/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.
- 8.37.3.12 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/her financial aid.
- 8.37.3.13 Refunds of Tuition and Fees
- 8.37.3.13.1 Refunds for students who are granted medical leave during the first 60 percent of a semester are determined as follows:
- Refunds on all charges, including tuition, room, board, and special fees will be prorated on a per diem basis based on the boarding calendar.
 - Refunds and adjusted bills will be sent to the student's home address following withdrawal for medical leave.
- 8.37.3.13.2 No refunds will be given for students who are granted medical leave during the final 40 percent of the semester.
- 8.37.4 **Refund Policy**
- 8.37.4.1 Policy
- Students withdrawing before the last day to add classes for a given term will receive a 100 percent refund of tuition, room and board, course fees, and the student activity fee.
 - Students withdrawing after the last day to add classes, but before the 60 percent point of the semester, will receive a per diem prorated refund based on the boarding calendar for tuition, room and board, course fees, and the student activity fee.
 - Students withdrawing after the 60 percent point of the semester will receive no refund.

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- d. For the purposes of billing and calculating refunds, the January Term and May Term are considered part of the spring semester. Students who withdraw after the January Term, but before the Spring Term add date, will be treated as part-time students for refund purposes.
- e. Refunds and adjusted bills will be sent to the student's home address following withdrawal.

8.37.4.2

Procedures

- a. Students contemplating withdrawal from the college should report to the Student Affairs Office. This date will be used as the date for calculating the refund or balance due on the student's Business Office account.
- b. During a waiting period, not to exceed three days, the student will evaluate his/her situation in consultation with counseling personnel. The Student Affairs Office will check with the Business Office, Financial Aid Office, Library, and College Bookstore and inform the student of any financial obligations.
- c. If the student and counselor agree that withdrawal is advisable, the student will complete the withdrawal form in accordance with the procedure indicated above.

8.37.4.3

Rationale

- a. To provide a fair and equitable policy for determining refunds for withdrawing students.
- b. To establish an official withdrawal date.
- c. To provide for student counseling regarding withdrawal implications and provide a waiting period at no expense to the student.

8.37.5

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.