
TABLE OF CONTENTS

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents
Section Publication Date

1.	Foundational Educational Principles	
1.1	Identity and Mission Statement	January 2010
1.2	Foundational Values	January 2010
1.2.1	Unity of Faith, Learning, and Life	
1.2.2	Importance of the Person	
1.2.3	Significance of Community	
1.2.4	Disciplined and Creative Living	
1.2.5	Service and Reconciliation	
1.3	College-Wide Educational Objectives	January 2010
1.3.1	Objectives	
1.3.2	Rationale	
1.4	College-Wide Educational Principles	January 2010
1.5	Principles for the Curriculum	January 2010
1.6	Principles for Academic Majors	January 2010
1.7	Principles for General Education	January 2010
1.8	Principles for Curricular Electives	January 2010
1.9	Parameters for the Curriculum	January 2010
1.10	Principles for the Cocurriculum	January 2010
1.11	Foundational Educational Documents	January 2010
1.12	Philosophy of College Ministries	January 2010
1.12.1	Introduction	
1.12.2	Ministries of Worship	
1.12.3	Ministries of Faith and Values Education	
1.12.4	Ministries of Spiritual Nurture	
1.12.5	Ministries of Pastoral Care	
1.12.6	Ministries of Witness and Service	
1.13	Statement on Inclusive Language	January 2010
1.13.1	Rationale	
1.13.2	Policy	
1.14	Foundational Educational Principals for Graduate Programs	June 2011

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents

Section Publication Date

- 1.14.1 College-Wide Graduate Educational Objectives
- 1.14.2 Principles for Graduate Program Curriculum
- 1.14.3 Size of Curriculum
- 1.14.4 Required Capstone Experience
- 1.14.5 Assessment of Graduate Programs

2 Educational Program and Administration

- 2.1 Responsibilities of Administrators** January 2010
 - 2.1.1 Provost
 - 2.1.2 Dean, School of the Arts
 - 2.1.3 Dean, School of Business, Education and Social Sciences
 - 2.1.4 Dean, School of Science, Engineering and Health
 - 2.1.5 Dean, School of the Humanities
 - 2.1.6 Vice Provost/Dean of Students
 - 2.1.7 Associate Provost/Chief Information Officer

- 2.2 Academic Departments and Department Chairs** January 2010
 - 2.2.1 Academic Departments
 - 2.2.2 Responsibilities of School Deans
 - 2.2.3 Definition of Department Chair
 - 2.2.4 Appointment of Department Chairs
 - 2.2.5 Responsibilities of Department Chairs

3 College Governance

- 3.1 Community of Educators** January 2010
 - 3.1.1 Definition and Classification of Educators
 - 3.1.2 Membership in the Community of Educators
 - 3.1.3 Governance Responsibilities
 - 3.1.4 Leadership and Organization of the Community of Educators
 - 3.1.5 Leadership and Organization of the Community of Educators Senate
 - 3.1.6 Policies Related to Senate Membership
 - 3.1.7 The Nature of Senate “Representation”
 - 3.1.8 Community of Educators Senate Steering Committee
 - 3.1.9 Petition and Review of Senate Actions
 - 3.1.10 Meeting Procedures
 - 3.1.11 Implementation of Community of Educators Governance Decisions

- 3.2 College Council** January 2010
 - 3.2.1 Governance Responsibilities
 - 3.2.2 Membership
 - 3.2.3 College Council Leadership and Organization
 - 3.2.4 Meeting Procedures

COMMUNITY OF EDUCATORS HANDBOOK

		Table of Contents
		Section Publication Date
3.2.5	Subcommittees of the College Council	
3.3	Governing Changes in the College Governance	January 2010
3.4	Employee Affairs Governance	January 2010
3.4.1	Background Definitions and Distinctions	
3.4.2	Ranked Faculty Meeting	
3.4.3	Administrative Council	
3.4.4	Staff Council	
4	Campus Committees	
4.1	College-Wide Policies for Campus Committees	January 2010
4.1.1	Assignment of Committees to a Governance Body	
4.1.2	“Regular” and “Advisory” Committees	
4.1.3	Types of Committee Responsibilities	
4.1.4	Ad Hoc Task Force	
4.1.5	Committee Minutes	
4.1.6	The President’s and Provost’s Relationship to Committees	
4.1.7	Academic Department Clusters	
4.1.8	Policies Related to Committee Membership	
4.1.9	Determining Membership on Committees	
4.2	College Council Standing Committees	January 2010
4.2.1	Administrative Technology Committee	
4.2.2	Information and Web Technology Committee	
4.2.3	Information Security and Data Standards Committee	
4.2.4	Risk Management Safety Advisory Committee	
4.2.5	Sustainability Committee	
4.3	Joint Jurisdiction of College Council and Community of Educators	January 2010
4.3.1	Diversity Committee	
4.3.2	Educational Technology Committee	
4.3.3	Gender Concerns Committee	
4.3.4	Committee on Race, Ethnicity, and Reconciliation (Micah)	
4.4	Community of Educators Standing Committees	January 2010
4.4.1	Academic Council	
4.4.2	Admissions and Financial Aid Committee	
4.4.3	Awards and Recognition Committee	
4.4.4	Boyer Center Campus Advisory Committee	
4.4.5	Cocurricular Education Council	
4.4.6	Community Involvement Advisory Committee	
4.4.7	Community Standards Committee	

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents

Section Publication Date

4.4.8	Curriculum Committee	
4.4.9	First-Year Experience Committee	
4.4.10	General Education Committee	
4.4.11	Graduate Council	
4.4.12	Institutional Animal Care and Use Committee (IACUC)	
4.4.13	Institutional Review Board	
4.4.14	International Student Advisory Committee	
4.4.15	Library Committee	
4.4.16	The Oakes Museum Committee	
4.4.17	Peace and Conflict Studies Committee	
4.4.18	Pre-Health Professions Advising Committee	
4.4.19	Provost's Cabinet	
4.4.20	Religion and Society Lectures Committee	
4.4.21	Service-Learning Committee	
4.4.22	Sophomore Experience Committee	
4.4.23	Sustainability Studies Committee	
4.4.24	Teacher Education Committee	
4.4.25	Upperclass Experience Committee	
4.5	Ranked Faculty Meeting Committees	January 2010
4.5.1	Ranked Faculty Affairs Committee	
4.5.2	Scholarship and Development Committee	
4.5.3	Term-Tenure and Promotion Committee	
5	College-Wide Policies for Elections and Committee Appointments	
5.1	College-Wide Principles for Campus Elections	January 2010
5.2	Elected Positions	January 2010
5.2.1	Community of Educators Senate	
5.2.2	College Council	
5.2.3	Ranked Faculty Affairs Committee	
5.2.4	Administrative Council	
5.2.5	Staff Council	
5.2.6	Term-Tenure and Promotion Committee	
5.2.7	Academic Council	
5.2.8	Cocurricular Education Council	
5.2.9	Curriculum Committee	
5.2.10	Scholarship and Development Committee	
5.3	Order of Elections	January 2010
5.4	Voting Eligibility	January 2010

COMMUNITY OF EDUCATORS HANDBOOK

		Table of Contents
		Section Publication Date
5.5	Eligibility for Candidacy	January 2010
5.6	College-Wide Secondary Elections Policies and Implementation of Elections Policies	January 2010
5.7	Secondary Election Policies for Educators	January 2010
5.7.1	Eligibility for Community of Educators Elected Positions	
5.7.2	Eligibility for Ranked Faculty Meeting Elected Positions	
5.7.3	The Election Process for Elected Positions	
5.7.4	Resigning from Elected Positions	
5.7.5	Filling Unexpired Terms and Temporarily Vacated Positions	
5.8	Educator Committee Appointment Policies	January 2010
5.8.1	Appointed Positions	
5.8.2	Appointment and Confirmation Process for Appointed Positions	
5.8.3	Resigning from Appointed Positions	
5.8.4	Filling Vacated Positions	
6	Personnel Policies: Ranked Faculty	
6.1	Teaching Faculty Categories Defined	January 2010
6.1.1	Designations and Basic Definitions	
6.1.2	Administrative Appointments for Ranked Faculty	
6.1.3	Faculty Appointments for Full-Time Administrators	
6.1.4	Guidelines for Creating Lecturer and Visiting Professor Positions	
6.2	Salary and Fringe Benefits for Teaching Faculty	January 2010
6.2.1	Term-Tenure Track Salary	
6.2.2	Clinical Track Salary	
6.2.3	Lecturer Salary	
6.2.4	Adjunct Faculty Pay	
6.2.5	Visiting Professor Salary	
6.2.6	Scholar/Artist-in-Residence Salary	
6.2.7	Fringe Benefits for Teaching Faculty	
6.3	Ranked Faculty Workload Policy	January 2010
6.3.1	Contracted Ranked Faculty Workload	
6.3.2	The Importance of “Load Equivalencies”	
6.3.3	Teaching Load Equivalencies	
6.3.4	Team-Taught Courses	
6.3.5	Independent Studies, Directed Studies and Practica	
6.3.6	Provost’s Seminar and New Ranked Faculty Loads	
6.3.7	Overloads and Overload Payment	
6.3.8	Load Issues Related to Summer Session	
6.3.9	Load Issues Related to May-Term Cross-Culturals	

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents

Section Publication Date

6.3.10	Reduced Teaching Load for Reduced Pay Policy	
6.4	Student Advising and Office Hours for Teaching Faculty	January 2010
6.4.1	Term-Tenure Track and Clinical Track Faculty Members	
6.4.2	Lecturers	
6.4.3	Adjunct Faculty	
6.4.4	Visiting Professors	
6.4.5	Scholars/Artists-in-Residence	
6.5	Performance Evaluation of Teaching Faculty	January 2010
6.5.1	Observing New Faculty in Their First and Second Years	
6.5.2	Term-Tenure Track Faculty Members	
6.5.3	Clinical Track Faculty Members	
6.5.4	Instructors' Review	
6.5.5	Lecturer Evaluations	
6.5.6	Adjunct Faculty	
6.5.7	Visiting Professors	
6.5.8	Scholars/Artists-in-Residence	
6.6	Governance Meetings: Attendance Privileges and Attendance Expectations	January 2010
6.7	Voting Privileges in Governance Meetings (Including Elections)	January 2010
6.8	Relationship to Academic Departments	January 2010
6.8.1	Term-Tenure Track Faculty Members	
6.8.2	Clinical Track Faculty Members	
6.8.3	Lecturers	
6.8.4	Adjunct Faculty	
6.8.5	Visiting Professors	
6.8.6	Scholars/Artists-in-Residence	
6.9	Institutional Support Services	January 2010
6.9.1	Office Space	
6.9.2	Faculty Services	
6.9.3	Department Secretaries	
6.9.4	Information Technology Services	
6.9.5	Grading Assistance	
6.9.6	Holidays and Vacation	
6.9.7	Meal Service	
6.10	Eligibility for Development Funds, Internal Grants (Teaching/Curricular and Scholarship), and Conference Participation Funds	January 2010
6.11	Eligibility for Scholarship Chairs and Sabbatical Leaves	January 2010

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents
Section Publication Date

6.12	Faith Commitment Expectations	January 2010
6.13	Reclassifying Term-Tenure Track Persons/Positions	January 2010
6.14	Terminal Degree Expectations and Eligibility Requirements for Term-Tenure Track and Clinical Track Faculty	January 2010
6.14.1	Assumptions for Faculty Rank	
6.14.2	Assumptions for Clinical Faculty Rank	
6.14.3	Typical Eligibility Requirements for Faculty Ranks	
6.14.4	Alternative Eligibility Requirements for Faculty Ranks	
6.14.5	Implementation Guidelines	
6.15	Recruitment and Appointment of Term-Tenure Track and Clinical Track Faculty	January 2010
6.15.1	Term-Tenure Track Faculty Members	
6.15.2	Clinical Track Faculty Members	
6.15.3	Recruitment of Term-Tenure Track and Clinical Track Faculty	
6.15.4	Appointment of Full-Time Term-Tenure Track and Clinical Track Faculty	
6.15.5	Appointment of Adjunct Faculty	
6.15.6	Guidelines for the Interviewing Process for Recruitment of Full-Time Term-Tenure Track and Clinical Track Faculty	
6.15.7	International Candidates	
6.16	Term Tenure and Promotion	January 2010
6.16.1	Goals for Term Tenure and Promotion	
6.16.2	Major Areas of Responsibility	
6.16.3	Expectations in Major Areas of Responsibility	
6.16.4	Performance Criteria for Term Tenure, Promotion, and Reappointment	
6.16.5	The Responsibilities of the Term-Tenure Track Faculty and the Institution with Regard to Initial Term-Tenure and Promotion Reviews	
6.16.6	The Term-Tenure Track and Clinical Track Faculty Evaluation/Development Files	
6.16.7	Major Evaluations	
6.16.8	Christian Scholarship Essay	
6.16.9	Calendar for Term-Tenure Track Faculty—Submission Deadlines	
6.17	Termination of Term-Tenure Track Faculty	January 2010
6.18	Faculty Ethics, Rights, and Responsibilities	January 2010
6.18.1	Statement of Professional Responsibilities	
6.18.2	Relation to Students	
6.18.3	Responsibilities to Colleagues	
6.18.4	Responsibilities to the Academic Profession	
6.18.5	Responsibilities to Community	

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents

Section Publication Date

6.19	Term-Tenure Track, Clinical Track Faculty and Lecturer Contracts	January 2010
6.20	Ranked Faculty Scholarship and Development	January 2010
6.20.1	Annual Faculty Self-Assessment and Planning	
6.20.2	Professional Development Fund	
6.20.3	Conference Participation Fund	
6.20.4	Grants and Sabbatical Files	
6.20.5	Ranked Faculty Grants Program	
6.20.6	Scholarship Chairs	
6.20.7	Endowed Scholarship Chairs	
6.20.8	Distinguished Professor	
6.20.9	Workload Reallocation	
6.20.10	External Grant Guidelines for Faculty	
6.21	Ranked Faculty Leaves	January 2010
6.21.1	Sabbatical Leave	
6.21.2	Terminal Degree Leave	
6.21.3	Other Leaves	
6.22	Educators' Rights, Privileges, and Services	January 2010
6.22.1	Academic Freedom	
6.23	Intellectual Property Policy	December 2009
6.23.1	Purpose/Goal Statement	
6.23.2	Applicability	
6.23.3	Definitions	
6.23.4	Ownership Rights	
6.23.5	Disclosure and Procedural Requirements	
6.23.6	Distribution of Revenues	
6.23.7	Administration on Policy	
6.23.8	Dispute Resolution	
7	Personnel Policies: Librarians	
7.1	Terminal Degree Expectations and Eligibility Requirements for Librarians	January 2010
7.1.1	Positions and Titles	
7.2	Recruitment and Appointment of Librarians	January 2010
7.3	Salary	January 2010
7.3.1	Definitions	
7.3.2	Salary Schedule	
7.3.3	Overview of Salary Schedule	

COMMUNITY OF EDUCATORS HANDBOOK

		Table of Contents
		Section Publication Date
7.3.4	Initial Placement on the Schedule	
7.3.5	Promotion	
7.3.6	Yearly Schedule Adjustment	
7.4	Expectations of Major Areas of Responsibility	January 2010
7.4.1	Assigned Job Responsibilities	
7.5	Performance Criteria and Evaluation	January 2010
7.5.1	Evaluation Purposes	
7.5.2	Performance Criteria	
7.5.3	Promotion	
7.6	Librarian Ranks	January 2010
7.6.1	Eligibility Requirements for the Three Librarian Ranks	
7.7	Performance Criteria for Librarian Promotion and Term Tenure	January 2010
7.7.1	Promotion in Librarian Rank	
7.8	Evaluation File Documentation	January 2010
8	Academic Policies	
8.1	Academic Assistance	January 2010
8.1.1	Academic Advisors	
8.1.2	Support Services for Students	
8.1.3	Math Help	
8.1.4	Study Skills Course	
8.1.5	The Writing Center	
8.1.6	The Learning Center	
8.1.7	Supplemental Instruction	
8.1.8	Disability Services	
8.1.9	Student-in-Difficulty Forms	
8.2	Academic Calendar	January 2010
8.2.1	Background	
8.2.2	Parameters	
8.3	Academic Definitions	January 2010
8.3.1	Bachelor of Arts	
8.3.2	Bachelor of Science	
8.3.3	Specialized Degrees	
8.3.4	Bachelor of Arts and Bachelor of Science for Same Discipline	
8.3.5	Major	
8.3.6	Interdisciplinary Majors	
8.3.7	Double Major	

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents

Section Publication Date

8.3.8	Dual Degree Policy	
8.3.9	Second Degree	
8.3.10	Minor	
8.3.11	Concentration	
8.3.12	Emphasis	
8.4	Academic Integrity Policy	January 2010
8.4.1	Policy	
8.4.2	Education Regarding Academic Integrity Policy	
8.4.3	Procedures for Perceived Violations of Academic Integrity	
8.4.4	Penalties for Violations of the Academic Integrity Policy	
8.4.5	Penalties for Multiple Violations of the Academic Integrity Policy	
8.4.6	Appeals Process for Violations of the Academic Integrity Policy	
8.5	Academic Petitions	January 2010
8.5.1	Academic Policies Petitions	
8.5.2	General Education Petitions	
8.6	Accelerated Bachelor-Master's Degree Collaboration	January 2010
8.6.1	Parameters	
8.6.2	Rationale	
8.6.3	Approval	
8.7	Advising	January 2010
8.7.1	General Guidelines	
8.7.2	Curricular Advising	
8.7.3	Class and Group Advisors	
8.8	Class Attendance	January 2010
8.8.1	Policy	
8.8.2	Class Absence Due to Personal Illness or Family Emergency	
8.8.3	Student Absences Due to Participation in Field Trips and Intercollegiate Athletics	
8.8.4	Make-Up Work	
8.9	Classification of Students	January 2010
8.9.1	Regular Students	
8.9.2	Unclassified Students	
8.9.3	Conditionally Admitted Students	
8.9.4	Visiting Students	
8.10	Cocurricular Eligibility	January 2010
8.10.1	Purpose of Academic Probation	
8.10.2	Cocurricular Eligibility During Academic Probation	
8.10.3	Procedures for Implementing Cocurricular Policies	

COMMUNITY OF EDUCATORS HANDBOOK

		Table of Contents
		Section Publication Date
8.11	Confidentiality of Student Information	January 2010
8.12	Copyright Request Process	January 2010
8.12.1	When Copyright Permission Is Not Required	
8.12.2	When Copyright Permission Is Required	
8.13	Course Field Trips	January 2010
8.14	Course Listing and Numbering	January 2010
8.14.1	Course Numbering System	
8.14.2	Cross-Listing of Courses	
8.15	Course Syllabi	January 2010
8.16	Courses Involving Travel Expenses	January 2010
8.17	Credit and Load	January 2010
8.17.1	Definition of Credit Hour	
8.17.2	Full-Time Status	
8.17.3	Part-Time Status	
8.17.4	Overload Policy	
8.18	Exam Policies	January 2010
8.18.1	Class Exams	
8.18.2	Final Exams	
8.19	Experiential Programs	January 2010
8.19.1	Approved Off-campus Study Programs	
8.19.2	Agapé Center for Service and Learning	
8.19.3	Internships	
8.19.4	Practica	
8.20	Faculty Absences	January 2010
8.21	Family Educational Rights and Privacy Act	January 2010
8.22	Grading Policy	January 2010
8.22.1	Grading System	
8.22.2	Performance Level of Different Letter Grades	
8.22.3	Grade Point Average (GPA)	
8.22.4	Pass/Fail Grading Option, Pass/Fail Only and Letter Grade Only Courses	January 2010
8.22.5	Incomplete Grades	
8.22.6	Auditing	
8.22.7	Change of Grade	

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents

Section Publication Date

8.22.8	Grade Appeal Procedures	
8.22.9	Transcripts	
8.23	Graduation Requirements and Commencement	January 2010
8.23.1	Degree Candidacy	
8.23.2	Verification of Academic Progress	
8.23.3	Requirements for All Degrees	
8.23.4	Attendance at Commencement	
8.23.5	Release of Diplomas	
8.23.6	Graduation Honors	
8.23.7	Late Completion of Requirements	
8.24	Intensive Terms	January 2010
8.24.1	January Term	
8.24.2	May Term	
8.24.3	Summer School	
8.25	Majors	January 2010
8.25.1	Selecting a Major	
8.25.2	Pre-Major Status	
8.25.3	Change of Major	
8.25.4	Declaring a Double Major	
8.25.5	Individualized Major	
8.26	Minors	January 2010
8.26.1	Definition	
8.26.2	Procedures for Completing a Minor	
8.27	Peace and Conflict Studies Initiative	January 2010
8.27.1	Mission	
8.27.2	General Goals	
8.27.3	Curricular Programming	
8.27.4	Cocurricular Programming	
8.27.5	Extracurricular Programming	
8.27.6	Administrative Organization	
8.28	Service-Learning Program	January 2010
8.28.1	Definitions and Perspectives	
8.28.2	Service-Learning Course Parameters and Criteria	
8.28.3	Types and Classifications of Service-Learning Courses	
8.28.4	Formalizing Service-Learning at Messiah College	
8.29	Philadelphia Campus	January 2010
8.29.1	Mission Statement	
8.29.2	Purpose Statement	

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents

Section Publication Date

8.29.3	Application Process	
8.29.4	Courses Offered at Philadelphia	
8.29.5	Basic Policies	
8.29.6	Miscellaneous Policies	
8.29.7	Temple “I” and “NR” Grades	
8.29.8	Advising for the Future Philadelphia Student	
8.29.9	Urban Semester Program	
8.30	Registration	January 2010
8.30.1	Standard Registration for Fall Semester	
8.30.2	Second Semester Registration	
8.30.3	Drop/Add (Change in Registration)	
8.31	Repeating Course Work	January 2010
8.32	Service Day	January 2010
8.32.1	Date	
8.32.2	Participation	
8.32.3	Classes	
8.32.4	Administration	
8.32.5	Project Approval	
8.32.6	Service Locations	
8.32.7	Learning	
8.32.8	Schedule	
8.32.9	Philadelphia Campus	
8.32.10	Funding	
8.32.11	Celebration	
8.33	Special Courses and Credit Programs	January 2010
8.33.1	Independent Study Guidelines	
8.33.2	Directed Study Guidelines	
8.33.3	Cocurricular Activities Guidelines	
8.33.4	Credit Earned Through Examination Programs	
8.33.5	Departmental Honors Courses	
8.34	Standards of Scholarship	January 2010
8.34.1	Minimum Grade Point Average	
8.34.2	Academic Warning	
8.34.3	Academic Probation, Suspension, and Dismissal	
8.35	Textbooks	January 2010
8.36	Transfer Credit	January 2010
8.36.1	Evaluation of Transfer Credits for Incoming Students	
8.36.2	Approval of Transfer Credits for Currently Enrolled Students	

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents
Section Publication Date

8.37	Withdrawal from the College	January 2010
8.37.1	End-of-Semester Procedure	
8.37.2	During Semester Procedure	
8.37.3	Medical Leave	
8.37.4	Refund Policy	
8.37.5	Grading Policy	
8.38	Online Course Policies	January 2010
8.38.1	Institutional Context	
8.38.2	Institutional Commitment	
8.38.3	Curriculum and Instruction	
8.38.4	Faculty Support	
8.38.5	Student Support	
8.38.6	Evaluation and Assessment	
8.39	Course Fee Policy	January 2010
8.39.1	Policy for Course Fees	
8.39.2	Procedure for Establishing a Course Fee	

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents
Section Publication Date

9	COCURRICULAR POLICIES	
9.1	Associate Dean of Students	January 2010
9.1.1	Accountability	
9.1.2	Alcohol, Illegal Drugs, and Tobacco	
9.1.3	Attire	
9.1.4	Etiquette	
9.1.5	Fines	
9.1.6	Firearms and Weapons	
9.1.7	Off-Limit Areas	
9.1.8	Property Damage	
9.1.9	Respect for the Rights of Others	
9.1.10	Student Disciplinary Procedures	
9.1.11	Student Racial/Ethnic Harassment Policy	
9.1.12	Student Search Policy	
9.1.13	Student Sexuality and Relationships Policy	
9.1.14	Theft	
9.2	College Counsel	January 2010
9.2.1	Fundraising	
9.2.2	Guidelines for Student Owned On-Campus Businesses	
9.2.3	Military/Recruiting Policies	
9.2.4	Outside Vendors	
9.2.5	Sales on Campus	
9.3	College Ministries	January 2010
9.3.1	Alternate Chapel Guidelines	
9.3.2	Chapel Attendance Petitions	
9.3.3	Chapel Probation	
9.4	Dean of Students	January 2010
9.4.1	Protocol for Student Death	
9.5	Engle Center	January 2010
9.5.1	Medical Emergencies	
9.5.2	Medical Leave Policy	
9.5.3	Student Health Insurance	
9.6	Residence Life	January 2010
9.6.1	Break Housing	
9.6.2	Off-Campus Housing	
9.6.3	Videocassette Recorders/DVD Players	
9.6.4	Visitation	

COMMUNITY OF EDUCATORS HANDBOOK

		Table of Contents
		Section Publication Date
9.7	Student Programs	January 2010
9.7.1	Dance Policy	
9.7.2	Entertainment	
9.7.3	Film	
9.7.4	Philosophy of Cocurricular Engagement of Popular Culture	
9.7.5	Policy for Recognizing Student Organizations	
9.7.6	Speakers	
9.7.7	Student Organization Fundraising Guidelines	
10	ACADEMIC POLICIES – GRADUATE PROGRAMS	
10.1	Academic Assistance	January 2010
10.1.1	Academic Advisors	
10.1.2	Support Services for Students	
10.1.3	Disability Services	
10.2	Academic Calendar	January 2010
10.2.1	Background	
10.2.2	Rationale	
10.2.3	Parameters	
10.3	Academic Definitions	January 2010
10.3.1	Master of Arts	
10.3.2	Master of Science	
10.3.3	Master of Music	
10.3.4	Master of Education	
10.3.5	Certificate of Advanced Graduate Studies	
10.3.6	Program	
10.3.7	Subsequent Degree	
10.3.8	Track	
10.3.9	Semester (<i>Reserved</i>)	
10.4	Academic Integrity Policy	January 2010
10.4.1	Personal Integrity	
10.4.2	Education Regarding Academic Integrity Policy	
10.4.3	Procedures for Perceived Violations of Academic Integrity	
10.4.4	Penalties for Violations of the Academic Integrity Policy	
10.4.5	Penalties for Multiple Violations of the Academic Integrity Policy	
10.4.6	Appeals Process for Violations of the Academic Integrity Policy	
10.5	Academic Petitions	January 2010
10.5.1	Academic Policies Petitions	
10.6	Advising	January 2010

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents
Section Publication Date

10.6.1	Academic Advising	
10.7	Admission Requirements	June 2010
10.7.1	Degree-Seeking Students	
10.7.2	Non-Degree Seeking Students	
10.7.3	Other Admission Considerations	
10.8	Class Attendance	January 2010
10.8.1	Punctual and Regular Attendance	
10.9	Classifications of Students	January 2012
10.9.1	Degree Seeking Students	
10.9.2	Provisionally Admitted Students	
10.9.3	Conditionally Admitted Students	
10.9.4	Non-Degree Seeking Students	
10.10	Information Security	January 2010
10.10.1	Chief Information Officer	
10.10.2	Risk of Operational Areas	
10.10.3	Offices with Access	
10.10.4	Responsibility	
10.10.5	The Family Educational Rights and Privacy Act	
10.11	Copyright Clearance Request Process	January 2010
10.11.1	When Copyright Permission Clearance Is <u>Not</u> Required	
10.11.2	When Copyright Permission Clearance <u>Is</u> Required	
10.12	Course Listing and Numbering	January 2010
10.12.1	Course Numbering System	
10.12.2	Cross-Listing of Courses	
10.13	Directed and Independent Studies	January 2010
10.13.1	Directed Study	
10.13.2	Independent Study	
10.14	Course Syllabi	January 2010
10.14.1	Syllabus Content	
10.14.2	Syllabus Availability	
10.14.3	Copyright Costs	
10.14.4	Syllabi for Online Courses	
10.15	Credit and Load	January 2010
10.15.1	Definition of Credit Hour	
10.15.2	Full-Time Status	
10.15.3	Half-Time Status	

COMMUNITY OF EDUCATORS HANDBOOK

Table of Contents
Section Publication Date

10.15.4	Less Than Half-Time Status	
10.16	Faculty Absences	January 2010
10.16.1	Expectations	
10.16.2	Illnesses	
10.16.3	Responsibility	
10.17	Registration	January 2010
10.17.1	First Semester Registration	
10.17.2	Second Semester Registration	
10.17.3	Third Semester Registration	
10.17.4	Drop/Add (Change in Registration)	
10.18	Repeating Course Work	January 2010
10.18.1	GPA	
10.19	Standards of Scholarship	January 2010
10.19.1	Good Academic Standing	
10.19.2	Academic Warning	
10.19.3	Re-enrollment Policy	
10.19.4	Readmission Policy	
10.19.5	Deferred Admission Policy	
10.19.6	Academic Probation, Suspension and Dismissal	
10.20	Transfer Credit	January 2010
10.20.1	Evaluation of Transfer Credits for Incoming Students	
10.21	Grading Policy	January 2010
10.21.1	Grading System	
10.21.2	Grading Matrix	
10.21.3	Grade Point Average (GPA)	
10.21.4	Incomplete Grades	
10.21.5	Auditing	
10.21.6	Change of Grade	
10.21.7	Grade Dispute Procedure	
10.22	Transcripts	January 2010
10.22.1	Transcript Description	
10.22.2	Request for Transcript	
10.23	Graduation Requirements and Commencement	January 2010
10.23.1	Degree Candidacy	
10.23.2	Requirements for All Masters' Degrees	
10.23.3	Awarding Diplomas/Certificates	
10.23.4	Attendance at Commencement	

COMMUNITY OF EDUCATORS HANDBOOK

		Table of Contents
		Section Publication Date
10.23.5	Release of Diploma	
10.24	Withdrawal from College	January 2010
10.24.1	End-of-Semester Procedure	
10.24.2	During Semester Procedure	
10.24.3	Leave of Absence Policy	
10.24.4	Refunds	
10.24.5	Grading Policy	
11	(Reserved)	
12	ADJUNCT FACULTY	March 2011
12.1	Background	March 2011
12.2	Guiding Assumptions	March 2011
12.3	An Institutional Understanding of “Adjunct Faculty”	March 2011
12.4	Academic Freedom	March 2011
12.5	Adjunct Faculty Salary Compensation	March 2011
12.6	Appointment of Adjunct Faculty	March 2011
12.7	Course Evaluations	March 2011
12.8	Faith Commitment and Lifestyle Expectations	March 2011
12.9	Fringe Benefits	March 2011
12.10	Independent Studies, Directed Studies and Practica	March 2011
12.11	Institutional Service Expectations and Responsibilities	March 2011
12.12	Load Issues Related to Summer Sessions	March 2011
12.13	Membership and Responsibilities in Academic Departments	March 2011
12.14	Membership in Community of Educators	March 2011
12.15	Membership in Ranked Faculty Meeting	March 2011
12.16	Minimal Qualifications for Initial Hire	March 2011

COMMUNITY OF EDUCATORS HANDBOOK

		Table of Contents
		Section Publication Date
12.17	Office Hours	March 2011
12.18	Office Space	March 2011
12.19	Orientation	March 2011
12.20	Recruitment of Adjunct Faculty	March 2011
12.21	Scholarship Expectations and Opportunities	March 2011
13	OTHER EDUCATIONAL PROGRAMS (<i>Reserved</i>)	
Index		January 2010
Revision Log		January 2010

Note: The “Publication Date” is the date listed at the bottom of the page and refers to the date the information was published to the College Community. “Approval or Revision Dates” may be listed within sections and refer to dates the changes were approved by governing bodies or dates minor revisions were submitted that did not require approval. For more detailed information on all changes, refer to the Revision Log.