



**MESSIAH
COLLEGE.**

**GRADUATE STUDENT
HANDBOOK
2011-2012**

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Identity and History

Founded in 1909 by the Brethren in Christ Church in Harrisburg, Pennsylvania, to “educate men and women for home and foreign mission or evangelistic work,” Messiah Bible School and Missionary Training Home originally had 7 faculty and staff members and 12 students. By the end of the first school year, enrollment had risen to 37 students, and construction was under way for Old Main, the first building on the College’s current Grantham Campus.

In 1924, the school’s name was changed to Messiah Bible College. This change accurately reflected the institution’s broadening curriculum and the junior college status it achieved in 1922. By 1951, the College was approved to confer baccalaureate degrees and was renamed Messiah College. Accreditation from the Middle States Association of Colleges and Secondary Schools was achieved in 1963. Until 1972, Messiah College was owned and operated by the Brethren in Christ Church. Today, the College and Church share in a covenantal relationship, through which each of these two communities works to further the ministry of the other. Legal control is assumed by a self-perpetuating Board of Trustees.

During the past three decades, the College significantly increased the number of majors offered in the liberal arts and introduced degree programs in several applied areas. Messiah College now offers more than 50 undergraduate academic majors. While Messiah’s educational emphasis has and will continue to concentrate on undergraduate programming, graduate programming at Messiah has been developed in ways that are consistent with Messiah’s identity as a “Christian College of the liberal and applied arts and sciences” and its mission of “educating men and women for lives of service, leadership, and reconciliation.” Graduate programming is an extension of the mission, and allows the College to expand its distinct Christian and values-based educational objectives in innovative ways in new contexts.

Graduate programs focus on applied programs designed to meet the needs of practitioners in for-profit and not-for-profit sectors. Programs are designed to help students advance in their careers and are offered in formats that are user-friendly to individuals who are faced with the challenges of balancing finances, family, and career.

Messiah has a very robust culture of scholarship given the fact that it has been and remains a predominantly “teaching institution.” Messiah encourages and supports scholarship with a robust internal scholarship program that includes released time from teaching opportunities. This culture of scholarship positioned Messiah well for graduate programming.

Following the lead of alumnus Ernest E. Boyer, Messiah has a broad understanding of scholarship that moves beyond the scholarship of discovery and incorporates and values the scholarship of integration and application. The types of graduate programs Messiah offers have an applied focus that lends itself well to Messiah’s involvement in the scholarship of application and integration. In particular, the good and extensive work Messiah has put into conceptualizing and implementing the scholarship of application in the form of community-based research with an emphasis on service learning is very relevant to the types of scholarship we expect from graduate faculty and students. In addition, Messiah acknowledges that creative activity as exemplified in the visual arts, theatre, and music is a form of scholarship.

Mission and Educational Objectives

Mission of the Graduate Program

The graduate programs at Messiah College are an extension of the College's identity as a Christian college of the liberal and applied arts and sciences with a commitment to an embracing evangelical spirit rooted in the Anabaptist, Pietist and Wesleyan traditions of the Christian Church and a 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 is accomplished through a variety of graduate level programs designed to prepare students to enter professions, advance within their profession, or enhance their knowledge or skills.

College-Wide Graduate Educational Objectives

Messiah College is dedicated to helping students blend faith with learning in service to the world. Messiah College advocates a bold and disciplined exploration of the world and expects its students to both embrace and participate in that endeavor. At the same time, Messiah seeks to instill in its students a sense of intellectual humility, recognizing that even the most learned persons have limited insight and therefore need the insights of others.

The paradigm under which Messiah College's educational programs are designed is that of liberal education. By raising the right questions, exposing students to multiple perspectives, and encouraging critical thinking, Messiah College seeks to enable its students to respond with maturity to the world's complexities. In addition to nurturing these intellectual skills, the College encourages its students to apply their knowledge to the needs of the world – as servants, as leaders, as agents of reconciliation.

Messiah College has a historic relationship with the Brethren in Christ Church. Now expressed in a covenant agreement, this heritage informs the College's programs and activities. The distinctives of this heritage, which is rooted in the Anabaptist, Pietist, and Wesleyan traditions of the Christian faith, include emphases on justice-seeking, peacemaking, reconciliation, evangelism, and service. Accordingly, the College encourages and prepares students to act as servants who extend the gifts of grace and peace to a broken world.

While we realize that learning is a lifelong endeavor, Messiah College expects students completing graduate degrees have made progress toward the fulfillment of the following educational objectives.

1. Understanding the foundational content and philosophical assumptions of one's specialized area of graduate study;
2. Engaging in scholarship in one's specialized area of graduate study;
 - a. Students demonstrate knowledge of and competence in basic methods, data analysis, research design commonly used in the field, or creative production or performance;
 - b. Students demonstrate competence in the critical review and evaluation of research literature or creative activities;

- c. Students demonstrate the ability to conduct an independent research project or to prepare an exhibition;
 - d. Students demonstrate practical experience in presenting creative work, research findings, and other scholarship in contexts such as exhibitions, performances, professional conferences, peer-reviewed journals, and other scholarly outlets.
3. Developing proficiency in one's specialized area of study sufficient to prepare students to enter professions, advance within one's profession, or to continue study for a terminal degree;
- a. To facilitate students' professional identity development and foster strong commitment to ethical practice;
 - b. To encourage students' commitment to lifelong learning and ongoing personal and professional development;
 - c. To encourage students' development of skills to engage in continuing scholarly inquiry, knowledge building, and the dissemination of knowledge across the course of their professional careers.
4. Articulating how Christian faith connects to each specialized area of study and to potential career or service options in that area of study
- a. To encourage students to explore the relevance of Christian convictions to contemporary issues and concerns;
 - b. To encourage students to apply the insights of Christian theology and ethics to complex social and personal issues;
 - c. To encourage students to develop a sense of civic responsibility and commitment to work with others for the common good;
 - d. To encourage students to make decisions that reflect an ethic of service, a concern for justice, and a desire for reconciliation.
5. Each graduate program will develop program-specific learning outcomes beyond those required of all graduate programs.

Principles for the Graduate Program Curriculum

Guiding Educational Assumptions and the Graduate Programming. Graduate programs are not simply a product of the College-Wide Graduate Educational Objectives. There are a number of ways in which the educational content, stipulated by the College-Wide Graduate Educational Objectives, can be configured and delivered. “Guiding Educational Assumptions” – assumptions related to learning and pedagogical theory – determine the form or shape of educational programming. Graduate programming will be formed and delivered within the following four assumptions.

1. The Importance of Experiential/Contextual Learning
 - a. Graduate programs provide opportunity for direct contact or encounters with the phenomena or subject matter being studied, through facilitated and sequenced experiences, occurring in authentic, real-life settings, and requiring the participant to respond with a balance of action, reflection, and application.

- b. Each program is encouraged to
 - i. Integrate service-learning within the curriculum;
 - ii. Augment theoretical reflection with professional experience through practica, Internships, and/or collaborative research.

- 2. *The Importance of Understanding Multicultural Diversity and Racial Reconciliation*
Graduate programs are designed in a way to help students engage in issues related to racism, racial reconciliation, and multicultural diversity for the purpose of nurturing persons and shaping social structures that embody a spirit of hospitality, justice, and reconciliation. Within the graduate curriculum, both thematic content and pedagogical strategies (e.g. reading, assignments, field trips, guest speakers, etc.) introduce students to a variety of diverse racial, ethnic, cultural, and global perspectives.

- 3. *The Importance of Developing Connections between Christian Faith and Learning*
Graduate programs are designed in a way that helps students connect the Christian faith to their discipline of study and professional practice.

- 4. *The Importance of Active Student Involvement in the Learning Process*
Graduate programs require students to assume some intellectual responsibility for their own learning. Programming is directive enough to shape and give form to the educational experience of students, but students are given opportunities to shape their education within the curricular and under the direction of qualified advisors/mentors. Within each program, students have the opportunity to make curricular choices.

Academic Programs

Master of Arts in Counseling (51-60 credits)

- Clinical Mental Health Counseling (60)
- School Counseling (51)
- Marriage, Couple & Family Counseling (60)

Master of Music in Conducting (30 credits)

- Tracks in: Wind (30); Orchestral (30); Choral (30)
- Accredited Member of National Association of Schools of Music (NASM)

Master of Arts in Art Education (36 credits)

- Tracks in: Studio (36); Research (36)
- Accredited Member of NASAD (National Association of Schools of Art and Design)

Master of Arts in Youth & Young Adult Ministries (36 credits)

- Certificate in Youth and Young Adult Ministries (12)

Master of Education (30-39 credits)

- Special Education: PA Teaching Certification N-8 (39 credits)
- Special Education (30 credits)
- Teaching English to Speakers of Other Languages (TESOL) with letter of eligibility (33 credits)
- Teaching English to Speakers of Other Languages (TESOL) without letter of eligibility (30 credits)

Master of Arts in Higher Education (36 credits)

- College Athletics Management
- Institutional Advancement
- Student Affairs
- Individualized Track

Certificate of Advanced Graduate Studies (CAGS) in Counseling (12 credits)

Academic Definitions

Master of Arts

The M.A. degree is conferred for successful completion of a program generally requiring one or two years of full-time college-level study beyond the bachelor's degree. It is awarded in the liberal arts and sciences for advanced scholarship in a subject field or discipline and demonstrated ability to perform scholarly research.

Master of Education

The M.Ed. degree is conferred for successful completion of a program in education generally requiring one or two years of full-time college-level study beyond the bachelor's degree. It is awarded for advanced scholarship in education and demonstrated ability to perform scholarly research.

Master of Music

The M.M. degree is conferred for successful completion of a program generally requiring one or two years of full-time college-level study beyond the bachelor's degree. It is awarded in the liberal arts and sciences for advanced scholarship in a subject field or discipline and demonstrated ability to perform scholarly research.

Master of Science

The M.S. degree is conferred for successful completion of a program generally requiring one or two years of full-time college-level study beyond the bachelor's degree. It is awarded in the liberal arts and sciences for advanced scholarship in a subject field or discipline and demonstrated ability to perform scholarly research.

Certificate of Advanced Graduate Studies

This certificate is designed for students who already have a master's degree but would like to earn additional credits for a specialty area or certification and/or licensure requirements. The specific course work is tailored to meet the needs of the certificate student, but the course work must include a minimum of 12 credits.

Track

A prescribed set of courses in a sub discipline of a program or closely related discipline consisting of a minimum of 9 credits and a maximum of 45 credits. Students may complete the requirements for more than one track. The requirements for tracks will be delineated in the catalog. Tracks will be included in official counts or lists of Messiah College graduate programs.

Directed Study

Directed study is available to graduate students who need to complete a catalogued course at a time other than when it is offered. Each study must be done under the supervision of a qualified faculty member who will communicate regularly with the student during the study. Directed studies will only be approved for situations that present extenuating circumstances. Students are expected to make every effort to enroll in required courses at their regularly-scheduled times.

Independent Study

Independent study is available to graduate students who wish to explore a particular area of study outside of the graduate curriculum. Projects must be carefully designed and directed toward a specific goal under the direction of a qualified faculty member who communicates regularly with the student during the study.

Credit Hour A credit hour is a unit of academic work consisting of a minimum of 14 contact hours of classroom instruction, or its equivalent, over the period of the learning session. In addition to the hours of classroom instruction (or its equivalent), the student is expected to invest two to three hours for each contact hour of instruction. A studio credit hour will consist of a minimum of 24 contact hours of classroom instruction, or its equivalent, over the period of the learning session.

Admissions and Enrollment

Admission to Graduate Programs

To be considered for admission to a graduate program at Messiah College, applicants must complete the Admission application and meet all of the stated requirements for the general application as well as the specific requirements for the chosen program. Admission decisions are processed on a rolling or continuous basis. No applicant will be considered until his/her application file is complete.

Admission Requirements

1. **Degree-Seeking Students.** The minimum requirements for all students seeking admission into graduate programs for the purpose of earning a degree include the following:
 - a. Bachelor's degree from an accredited institution
 - b. Completed application and the application fee (The application fee is waived for students who have graduated from Messiah College.)
 - c. Official transcripts from all colleges or universities attended (Graduate Programs will secure Messiah College transcripts for all Messiah College graduates who sign the release included in the application. Applicants are responsible for securing all other transcripts.)
 - d. Cumulative GPA of 3.00 or above
 - e. General admission essay (included in the application)
 - f. Two recommendations
 - g. Résumé or curriculum vita

2. **Non-Degree Seeking Students.** The minimum requirements for all students seeking admission to take graduate courses for the purpose of a Certificate of Advanced Graduate Studies (CAGS), Personal Enrichment, Act 48 credit, or other purposes not leading to a degree include the following:
 - a. Bachelor's or Master's (for CAGS) degree from an accredited institution
 - b. Completed application and the application fee (The application fee is waived

- for students who have graduated from Messiah College.)
- c. Official transcripts from all colleges or universities attended (The Graduate Program will secure Messiah College transcripts for all Messiah College graduates who sign the release included in the application. Applicants are responsible for securing all other transcripts.)
 - d. A minimum 3.00 GPA is not required for non-degree seeking students.
 - e. Any student changing from non-degree seeking to degree seeking must fulfill the admission requirements for degree seeking students.

3. Other Admissions Considerations

- a. No GRE or MAT scores are required for admission to Messiah College graduate programs.
- b. Messiah College is not certified as an F-1 school at the graduate level. Therefore, only applications submitted by U.S. citizens can be considered.
- c. Additional admission requirements may be required by each individual program.

Degree Seeking Admitted Students

Graduate students applicants who have fulfilled all of the entry admissions requirements and are moving toward candidacy for a master's degree with full graduate status as described in the official letter of acceptance.

Provisionally Admitted Students

Applicants who have submitted all graduate program application materials except official transcripts or letter(s) of reference may be provisionally admitted to Messiah College. Those with provisional status have one semester to submit all of the required admissions materials. The student will not be eligible to register for a second semester until the provisional designation is removed. Any request for an exception to this registration block must be submitted to the Director/Program Coordinator.

Conditionally Admitted Students

Applicants whose application does not meet the criteria for degree-seeking or non-degree seeking status, but who appear to have the capability to successfully complete graduate courses may be admitted to Messiah College on a conditional admittance status. A conditionally admitted applicant must satisfy the conditions of his/her admittance in order to be reviewed for degree-seeking status. The specific conditions and length of time permitted to meet the stated conditions shall be detailed in a letter from the Director/Program Coordinator or Admissions Committee of the student's chosen program.

Non-Degree Seeking Admitted Students

Applicants who meet all of the requirements for admission to a specific graduate program, but who do not intend to pursue an advanced degree at Messiah College. This classification includes students who may be taking graduate courses for transfer credits, personal enrichment, for professional development credits, Act 48, continuing education or licensing requirements, etc. Students may take up to 15 credits as a non-degree seeking student. Subsequent to that, the student must apply to become a degree seeking student.

Re-Enrollment Policy

Students who have withdrawn from the College (not enrolled in at least one course at Messiah College during the past two semesters (fall, spring, summer) must file an Application for Re-Enrollment with the Graduate Enrollment and Student Services Office at least twenty (20) days prior to the beginning of the semester for which re-enrollment is being sought. Students applying for re-enrollment who have earned graduate credits at another institution since their most recent enrollment at Messiah College and who want those courses to be considered as transfer credits and/or for enrollment decisions must submit transcripts from each institution attended before a re-enrollment decision can be made. To be eligible for re-enrollment, applicants must be in good standing with the College and the academic program must have the capacity to accept additional students. Additional conditions of re-enrollment may be imposed by the specific graduate program for which the applicant seeks re-enrollment.

Readmission Policy

Students who have not been enrolled in courses at Messiah College for two years or more must re-apply for admission to the graduate program by completing the full application required of the requested program.

Deferred Admission Policy

Application for admission to graduate programs at Messiah College should be made no more than one year in advance of the applicant's anticipated start date. A student may defer his/her enrollment in a specific program for up to one year from the date of the initial acceptance.

Full-Time Status

Effective July 1, 2011, graduate students who carry an academic load of 6 or more credit hours in a semester are considered full-time students and may be eligible for financial aid as full-time students.

Half-Time Status

Effective July 1, 2011, graduate students who carry an academic load of at least 3 credit hours but less than 6 credit hours in a semester are considered half-time students and may be eligible for any financial aid open to half-time students.

Less Than Half-Time Status

Effective January 1, 2012, graduate students who carry an academic load of 1-2 credit hours in a semester are considered less than half-time students and may be eligible for financial aid that is open to less than half-time students.

Transfer Credit Policy

This policy has been instituted to ensure that transfer students have done satisfactory graduate level work appropriate for transfer credit. It also provides students with a clear understanding of how much work is needed to complete degree requirements.

1. Up to 20% credits may be accepted for transfer credit provided
 - a. The credits were taken at a regionally accredited college or university
 - b. The credits are graduate level.
 - c. A minimum grade of B was earned in each course.
 - d. The credits were taken within the last seven years (see individual programs for exceptions).
 - e. The credits are not among those that must be taken at Messiah College (see individual programs for restrictions).
2. The procedure for evaluating potential graduate transfer credits is as follows:
 - a. When a student applies, he/she requests the former college to send an official transcript of work to the Graduate Programs Office.
 - b. The Graduate Programs Office will provide copies of the transcripts to the Program Coordinator / Director.
 - c. The Program Coordinator / Director will notify the student and Registrar how the credits will transfer. The registrar will update the student's record accordingly.
3. Students currently enrolled who wish to take credits elsewhere must have the written approval of the Program Coordinator / Director.

Academic Advising and Registration

Academic Advising

Academic Advising is an essential process in the college setting. Upon entering Messiah College, every matriculated student is assigned a faculty academic advisor who, through experience, professional background, and example, is qualified to assist the student in planning the coursework for the program of study, in developing strategies for academic success, and in providing guidance and information in preparation for the student's career and life goals.

Academic advisors are available during their regularly scheduled office hours or virtual office hours or by appointment at other times. In addition, a student may communicate with his or her advisor any time by email. A reasonable response time is 2-3 business days.

While academic advising assists students in their academic planning, it is ultimately the student's responsibility to meet the academic requirements for graduation. Each student is expected to meet regularly with his or her advisor to discuss the development and implementation of a plan of short and long-term academic goals. The final responsibility in meeting graduation requirements, however, rests with the student.

Registration

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.

Procedure

1. Registration materials, including the Schedule of Classes, are distributed to current students in March (fall term), October (spring term) and January (summer term).
2. Students will discuss recommended course selections for the upcoming registration with their academic advisor. The student and advisor should keep a copy or record of the courses approved for registration.
3. Subsequent to the advisement meeting, the advisor releases the advisor hold on registration via self-serve Banner and the student should register for the courses at the appropriate time.

Uniformity of procedure is required to handle the large volume of students and ensure fairness to all students. Advisor's approval is required to ensure the student is taking courses appropriate to his/her program, interests, and abilities. Proof of payment is required to ensure that students do not build up large balances which they are unable to pay.

Drop/Add (Change in Registration)

Once the term has begun permission of the instructor and advisor is required to add a course. Approvals will result in a late registration fee. A "drop" occurs prior to the start of the term in which a student is registered for a class. A withdrawal occurs once the term begins. Withdrawal from a course results in the assessment of a fee.

Auditing

Students who audit a course are required to meet the requirements set by the instructor. Those who do not meet the requirements will be graded W. (Note: Students should be alerted to the fact that courses taken as audit *cannot* be included for financial aid purposes. Faculty members should encourage those students to contact the Financial Aid Office.)

The procedure for auditing a course is as follows:

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

This policy accommodates degree program students who want to broaden their horizons in 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 graduate credit.

Class Attendance

Messiah College expects all students to attend scheduled classes regularly in order to maximize opportunities to profit from a professor's expertise and from interchange with their peers, as well as to contribute to the quality of intellectual interchange in the classroom, whether traditional or virtual.

Regular attendance in an online course is expected throughout the duration of the term. A student's presence is evidenced by active and meaningful participation in virtual chats, discussion board assignments, synchronous and asynchronous class meetings, and any other threaded discussions/ assignments required by the professor. Lack of participation may result in a student being marked absent for that class session. Having a substitute participate in the registered student's place is a violation of the College's academic 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.

Grading Policy

Grading System

The grading system can be roughly divided into two major categories: letter grades and auxiliary symbols.

1. Letter Grades. Letter grades carry a quality point value and are used in the computation of semester and cumulative grade point averages (GPA).
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. *W = Withdrawal*. Given to any student who withdraws from a class on or after the first day of class and before the final third of the term.
 - b. *I = Incomplete*. Used only when a student cannot, for valid reasons, complete a course by the end of the session of enrollment.
 - c. *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.

Grading Matrix Chart

Grade	Description of the Standard	Quality Point Value
A	This grade is given in recognition of outstanding achievement.	4.0
A-	This grade is given in recognition of excellent achievement.	3.7
B+	This grade is given in recognition of achievement above that expected at the graduate level.	3.3
B	This grade indicates achievement expected of graduate students.	3.0
B-	This grade indicates achievement somewhat less than expected of most graduate students.	2.7
C+	This grade indicates less than expected achievement but somewhat more than minimal meeting of course requirements.	2.3
C	This grade indicates below average achievement and a minimally satisfactory meeting of requirements. This is the lowest grade for which credit can be earned toward a graduate degree.	2.0
I	An "I" signifying "incomplete" is a temporary grade given when a student is unable to complete the work for a course on time because of extraordinary circumstances, such as illness, emergency, or other reasonable cause. This temporary grade does not influence the student's grade point average. To be considered for an incomplete, the student must be passing the course and have completed at least two-thirds of the coursework. An incomplete should not be given merely because a student fails to complete all the course requirements on time. The instructor giving the incomplete will establish an appropriate completion date with the student. This date may extend to the end of the semester following the one in which the course was taken. If the work is not completed by the designated date, the incomplete will be changed to an "F" and will be calculated as such in the student's grade point average.	0.0
F	This grade reveals accomplishment that is inferior in quality and is unsatisfactory from the standpoint of course requirements.	0.0

Grade Point Average (GPA)

1. Semester GPA: The GPA for each semester is calculated from the graded courses attempted during that semester
2. Cumulative GPA: This is the grade point average for all graduate courses taken at Messiah College.

Incomplete Grades

A grade of incomplete may be assigned if a student is unable to complete the course work (for valid reasons), has completed at least two-thirds of the course, has a passing grade average and a well-defined plan to complete the remaining course work.

Requests for an Incomplete must be emailed to the course instructor before the last day of class.

The terms of agreement for completing the course must be forwarded to the Registrar's Office no later than the published deadline for grade submission.

An incomplete grade must be resolved by the agreed upon date with the instructor but no later than the last day of classes in the following semester.

The procedure to apply for an incomplete grade is as follows:

1. The student presents a valid reason and requests his/her instructor to extend the time to complete the course. If the instructor agrees to assign the grade of incomplete, the instructor will forward the terms of the agreement for completing the course via email to the Registrar's Office, copying the student and the student's advisor.
2. 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.
3. When a student completes the course work, the instructor must contact the Registrar's Office with the student's correct final grade.
4. 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 have the approval of the instructor and the Registrar.

This policy keeps grade records up to date, provides for student emergencies, and establishes a reasonable deadline to help students avoid doing two semesters' work at the same time. It also discourages procrastination.

Change of Grade

If, after final grades have been submitted to the Registrar's Office, it is determined that an error in the computation or recording of the grade has occurred, the instructor should submit a corrected grade via the online request form. All changes of grades must include supporting rationale and must be received no later than the end of the semester following that in which the original grade was recorded.

A student's final grade may not be raised by doing additional assignments after the course has concluded or by revising previously submitted assignments.

All grade changes require the approval of the Registrar.

Grade Dispute Procedures

If a student disputes 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 dispute process. The initiation of a grade dispute must occur within two weeks from the date on which the final grade was reported to the Registrar's Office.

The procedure to appeal a grade is as follows:

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 Program Coordinator / Director.
2. Informal Discussion Between Student and Program Coordinator / Director. The student should informally discuss the matter with the Program Coordinator / Director within 10 days of the student's referral to the Program Coordinator / Director. The Program Coordinator / Director should discuss the concern with the instructor within 10 days of the student's discussion with the Program Coordinator / Director. 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.
3. Formal Discussion Between Student, Instructor, and Program Coordinator / Director. At the student's written request to do so, the Program Coordinator / Director should arrange a meeting to discuss the matter with the student and instructor together. The request for this formal meeting must occur within 10 days of the notification to the student of the formal appeal notice. 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.
4. Student Appeal in Writing to the School Dean. If the decision of the Program Coordinator / Director 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 Program Coordinator / Director's letter to the student. The School Dean shall investigate carefully and render a decision in writing within 30 days, which shall be final.
5. Cases Involving the Program Coordinator / Director. In any case where the instructor is the Program Coordinator / Director, another member of the department will serve in the role of the Program Coordinator / Director in these proceedings.
6. Time line. A final decision must be rendered no later than 70 days after the date which the student initiates the dispute with the faculty member who assigned the grade.

Transcripts

The student's permanent record of courses taken and grades achieved comprise the academic transcript. Credits taken at all other colleges and universities are entered as transfer credits and are not computed in the student's GPA.

Request for Transcript

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.

The procedure to request transcripts is as follows:

1. The student requests a transcript from the Registrar's Office, using the form provided, accompanied by the appropriate fees.
2. The Registrar verifies that the student's business account has been cleared, mails the transcript, and records the date the transcript was issued.
3. The student is notified if we are not sending the transcript due to an outstanding balance on the financial account.

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.

Academic Warning, Probation, Suspension and Dismissal

Good Academic Standing Once the student has earned 9 credits, a minimum cumulative GPA of 3.00 will be required to remain in good academic standing.

Academic Warning When a student's semester GPA falls below 3.00 but the cumulative GPA is at or above the required minimum of 3.00, the student will be issued an academic warning. This warning is not part of the student's permanent academic record. Rather, it serves as an academic alert to the student and his or her advisor.

Academic Probation At the end of a semester, students who fail to maintain the minimum cumulative GPA for good academic standing will be placed on academic probation. Students on academic probation will have two semesters to be reinstated to good academic standing.

Academic Suspension

Students, who fail to comply with good academic standing requirements after two semesters will be placed on academic suspension.

Appealing Suspension

A suspension may be appealed within the time limit stated in the suspension notification. The student must file a written petition with the Registrar stating the reason for the appeal. Appeals are reviewed by the Graduate Council whose decision is final. If the

suspension appeal is granted, the student will be eligible to continue for no more than two semesters on probation. If good academic standing is not achieved within the specified period, the student will be dismissed.

Readmission After Academic Suspension

Students, who are suspended for academic reasons, may not apply for readmission to Messiah College for at least one academic year from the date of the suspension. During the one-year suspension, students may not take courses in any graduate level program at Messiah College as a non-matriculated student. In addition, students may not apply for admission to a different graduate level program at Messiah College during the course of the year. When petitioning for readmission, the student must evidence fundamental change that will demonstrate a strong likelihood that he/she possesses the motivation and capacity to successfully complete the requirements of the chosen masters-level program. Readmission is neither automatic nor guaranteed. The Program Coordinator / Director will notify the student in writing about the school's decision for readmission. Students who are readmitted must comply with all of the terms set forth in the reinstatement letter. The reinstatement letter will be filed in the Registrar's Office and become part of the student's academic file.

Academic Dismissal

A student who is academically suspended for a second time is academically dismissed and reenrollment is based upon an appeal to the Graduate Council.

Repeating Course Work

When a course is repeated and a letter grade is issued, only the most recent occurrence will be used in the calculation of the grade point average.

When a student repeats a course that has not been taken at Messiah, the repeat policy does not apply. Therefore, the student's GPA is not impacted by a course taken elsewhere.

All occurrences of repeated courses will be marked on the transcript.

The credits earned for the first grade remain in the term and cumulative calculations until the completion of the repeated course. At the end of the part of 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.

Students need to be advised of possible financial aid consequences of repeating courses for which credits have been earned.

Graduation Requirements and Commencement

Degree Candidacy

Students working toward a graduate degree must file an on-line Application for Degree with the Registrar's Office at the beginning of their last full year in the Program. Applications require the approval of the Graduate Council and the Community of Educators before students are formally admitted to degree candidacy. These procedures are needed to identify the potential graduates and keep the Registrar's Office in contact with them prior to graduation.

Requirements for all Masters' Degrees

1. A minimum of 30 hours of credit
2. A minimum scholarship quotient (GPA) of 3.0 for all work listed as specific requirements for the major
3. The last 80% of the credits preceding the conferring of the degree earned at Messiah College.
4. Completion of a major with requirements as specified under the department of instruction in which that program falls.

Awarding Diplomas/Certificates

Masters diplomas and Certificates will be awarded to graduate students in May, August and December.

Attendance at Commencement

Participation in the commencement ceremony each May is encouraged, but optional, for all eligible masters-level students. All students must notify the Program Coordinator / Director of his/her intention relative to attendance at graduation no later than May 1. Those earning Certificates will not be a part of the ceremony.

Release of Diplomas/Certificates

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

1. All course work, including approved transfer credit, must be completed and recorded on the student's Messiah College transcript.
2. Students must satisfy all outstanding balances with Messiah College.
3. The Registrar's Office will mail the diploma or certificate and a copy of the final transcript approximately 30 days after commencement provided all other criteria has been met.

Withdrawal from the College

End-of-Semester Procedure

Students who are not planning on continuing their graduate studies at Messiah College should communicate their desire to withdraw from the College by completing the Notification of Leave of Absence/Withdraw. If a student does not complete this form and does not register for coursework for two consecutive semesters (fall, spring, summer), he/she will be withdrawn by the College at the end of the second semester unless the student is enrolled in the next semester.

During Semester Procedure

Students wishing to withdraw from the College before the end of a semester (fall, spring, and summer) must notify the Registrar's Office of their intention and arrange for payment of all monies owed the college.

The procedure for withdrawing during the semester is as follows:

1. The student wishing to withdraw contacts the Registrar's Office to complete the proper form.
2. The Registrar's Office informs the Business Office and Financial Aid Office of the withdrawal.
3. The Registrar informs other administrative offices, the Program Coordinator / Director, the student's advisor, and the student's professors and withdraws the student from classes.
4. The Business Office in conjunction with Financial Aid determines the student's bill and sends the student a statement of balance due or refund.

Leave of Absence Policy

A student who does not register for a course during a semester (fall, spring or summer) but plans to take a course in the subsequent semester, will be considered on a leave of absence. Students should communicate their plans to the College by completing the Notification of Leave of Absence/Withdraw Form. Students are responsible for understanding the implications of a leave of absence on their financial aid. In addition, they must work directly with their academic advisor to register for the appropriate course work in subsequent semesters. If a student is on a leave of absence for two consecutive semesters (fall, spring, summer), he/she will be withdrawn from the College at the end of the second semester.

Refunds

Refunds for students who withdraw voluntarily or involuntarily are determined, with one exception*, according to the percentage of the semester/part of term completed when a student withdraws from a course. The following chart details the percentages of

completion used to calculate the percentage of refunds and offers examples of the most common graduate course delivery models. If the delivery model of a graduate course is not listed below, the refund for such a course will be calculated using the percentage of the semester/part of term that is completed when a student notifies the Registrar's Office of the withdrawal.

*If a student withdraws from an intensive course by noon on the second day of the class, the student will be entitled to a 100% refund (provided the student's other financial obligations to Messiah College have been met in full). If a student withdraws from an intensive course at any time after noon on the second day of class, the student will not be entitled to receive a refund.

Refund Examples

Percent Refund	Percentage of Semester/Part of Term Completed	8 Week Course (Calendar Day)	12 Week Course (Calendar Day)	Semester Long Course (16-wk example) Calendar Day
100%	6.7%	Day 1-4	Day 1-6	Day 1-8
75%	13.4%	Day 5-8	Day 7-12	Day 9-15
60%	20.0%	Day 9-11	Day 13-17	Day 16-22
50%	26.7%	Day 12-15	Day 18-22	Day 23-30
25%	33.3%	Day 16-19	Day 23-28	Day 31-37
0%	After 33.3%	After Day 19	After Day 28	After Day 37

Procedure

1. A “drop” occurs prior to the start of the term in which a student is registered for the class. A “withdrawal” occurs once the term begins. All requests for drops or withdrawals must be emailed to the Registrar's Office. The date of the email determines the refund date and amount. Notifying an instructor does not constitute an official request to drop or withdraw from a course.
2. In addition to the percentage of tuition refund, a withdrawal from class results in the assessment of a fee. This fee will be added to the student's account. Any approved exception to the withdrawal date may result in a late fee.
3. Courses dropped on or after the first day of class and through the completion of

two-thirds of the class will be indicated with a W (withdraw) on the student's transcript. This withdrawal grade will not be calculated in the grade point average. After two-thirds of the course is completed, students are not permitted to withdraw from their course except in cases documented by his/her physician or employer.

4. For any course that is one week in length or less the student has until the end of the first day to drop the course with a full refund. After the first day, the tuition is non-refundable except for the reasons of 1) illness documented by a physician or 2) employment reasons as documented by an employer, or 3) death of an immediate family member.
5. Lab, music, private music lesson, art studio and all other course-related fees, as applicable, will not be refunded after completion of 6.7% of the semester.
6. Dining Services fee refunds are pro-rated throughout the semester/term based on the length of the semester.
7. Refunds and adjusted bills will be sent to the student's home address following withdrawal.
8. In accordance with federal regulations, when federal financial aid refunds are involved, the amounts are allocated in the following order: Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grants, other Title IV aid programs.
9. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1956 (as amended) and includes the following programs: unsubsidized FFEL loans, subsidized FFEL loans, unsubsidized Federal Direct Stafford Loans, subsidized Federal Direct Stafford Loans, Federal Perkins loans, FFEL PLUS loans, Federal Direct PLUS loans, Federal Pell Grants, Federal SEOG.
10. Institutional and student responsibilities in regard to the return of the Title IV funds:
 - a. Messiah College's responsibilities
 - i. Providing each student with the information given in the policy
 - ii. Identifying students who are affected by the policy and completing the Return of Title IV Funds calculation for those student
 - iii. Returning any Title IV funds that are due the Title IV programs
 - b. Student's responsibilities
 - i. Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of the Title IV Funds calculation
11. Other financial aid will be refunded in proportion to and along the same schedule as tuition.

This policy has been instituted to establish an official withdraw date, provide a fair and equitable policy for determining refunds for withdrawing students, provide student counseling regarding withdraw implications, and provide a waiting period at no expense to the student.

Grading Policy for Students who withdraw

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

Academic Integrity Policies

Academic Integrity 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:

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.
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, having someone else take the exam for you, using any kind of electronic mobile or storage devices (such as cell phones, PDAs, Blackberry, iPods, iPhones, Flashdrives, DVDs, CDs), communicating via email, IM, or text messaging during an exam, using the internet, sniffers, spyware or other software to retrieve information or other students’ answers, purposely disconnecting from the internet to cause a lock on an online exam, etc.
3. **Fabrication.** Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.
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 on paper or via electronic means.
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.
6. **Computer Offenses.** Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.
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, having someone else participate in your place, etc.

Education Regarding Academic Integrity Policy

Messiah College is responsible to clearly articulate the Academic Integrity Policy to students by publishing it in the graduate student handbook. Faculty should reference the policy in their course syllabi. However, primary responsibility for knowledge of and compliance with this policy rests with the student.

Procedures for Perceived Violations of Academic Integrity

1. If a violation of the Academic Integrity Policy is suspected, the faculty member should contact the student(s) to discuss the incident and determine to the faculty member's satisfaction whether or not a violation has occurred. Either party may choose to have a witness present during the discussion so long as the other is informed of that person's presence.
2. 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 overseeing the faculty member's Program.
3. If the faculty member determines that a violation has occurred, a report should be filed with the Dean overseeing the Program, 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:
 - a. Complete description of the incident including date of contact with the student
 - b. Conclusions and sanctions reached as a result of the meeting
4. The faculty member should keep originals of tests, papers, and other documentation that provide evidence of the violation.

Penalties for Violations of the Academic Integrity Policy

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 Program Coordinator/Director of the Program and the office of the Dean overseeing the Program. 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 Dean who oversees the Program for processing.

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

Penalties for Multiple Violations of the Academic Integrity Policy

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.

Consequently, the following procedure will be followed: If a *second* violation of the Academic Integrity Policy occurs, the student will be required to meet with the School Dean. Suspension of the student or other appropriate sanctions may occur as a result of 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.

Appeals Process for Violations of the Academic Integrity Policy

The student may appeal a faculty member's response to a violation of the Academic Integrity Policy provided that the appeal is communicated in writing to the Program Coordinator / Director of the Program in which the course is offered within one week of the receipt of the written notification from the faculty member dealing with the incident. The decision of the Program Coordinator / Director may be appealed to the Chair of the Department (the School Dean when the Program Coordinator reports to the Dean) in which the course is offered.

Cases Involving the Program Coordinator / Director

In any case where the instructor is the Program Coordinator / Director, another member of the department will serve in the role of the Program Coordinator / Director in these proceedings.

Academic Petitions

When a student finds it necessary to request an exception to any academic policy, the following procedure shall be followed:

1. Secure an Academic Policies Petition form from the Office of the Registrar or designated channel on MCSquare.
2. Complete the form and obtain the signatures of the student's Program Coordinator / Program Director and academic advisor and return the petition to the Office of the Registrar as specified.
3. The petition is then reviewed and acted upon by the Registrar.
4. 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.
5. If the petition is related to a particular course policy, then the student should also include the signature of the course instructor on the petition.

Student Services

Textbooks

Specialty Books is the official online bookstore partner for all of Messiah College's graduate school textbook needs. All required textbooks and other required classroom materials for each course are listed on Specialty's site as well as in the syllabus. Some programs also list this information on their website. Students can order their books from the convenience of their home and have them delivered right to their doorstep. **The Textbook Express at Messiah College does not stock any graduate school texts or classroom materials.**

Disability Services

Students with disabilities requiring accommodation in classes, programs, or services can arrange for accommodations through the Office of Disability Services. This office can be reached via email at: DisabilityServices@messiah.edu or via phone at (717) 796-5382.

Students are required to self-identify, present current documentation of eligibility (generally no older than 3-4 years) and specify any needed accommodations. Following verification of eligibility, an accommodation profile is developed with the student.

Students are then provided with a document verifying their eligibility and the accommodations for which they qualify. For campus-based courses, students may submit a copy of their accommodation letter to any instructors from whom they wish to request accommodations. They must discuss with their instructor how the accommodations will be provided. That dialogue should continue periodically throughout the course, especially if further adjustments are necessary. Failure to verify need for eligibility early in the semester may limit the student's options for completing course requirements because accommodations cannot be provided retroactively.

The college reserves the right to deny an accommodation if that accommodation fundamentally changes the nature of the course, or if it results in lowered course standards. Furthermore, the ADA allows the college to offer an alternative, less-expensive accommodation when that alternative is as effective as the requested accommodation. The college is committed to helping students and instructors find workable solutions that meet student needs while preserving course integrity.

For on-line courses, the nature of the instructional process may require a different set of accommodations than those required for traditional courses. When a student with a disability needs to request an accommodation, the student should contact the Office of Disability Services to verify eligibility, and to describe the perceived barrier. The student is expected to work cooperatively with the instructor and ODS to develop appropriate accommodations when possible. The College will actively work to assure that all course materials are available in a form that assures students full, equal access to content and instruction.

Students who think they may have a disability but who have not been evaluated are encouraged to meet or speak with the Director of Disability to arrange an off site assessment to determine

whether their learning difficulties meet the definition of a disability under the Americans with Disabilities Act and its revisions. This can be a lengthy process. Office of Disability Services can in some situations offer temporary accommodations during the time when a student is actively pursuing evaluation for eligibility under the ADA. Temporary accommodations are available for a maximum of one semester.

Email Account

Every student is provided with an email account at Messiah College. Because official campus communication may be sent via email, all students are expected to check their email on a regular basis that is within a reasonable time period from the date of receipt. Under normal circumstances a “reasonable time period” is defined as 2-3 business days. For courses that are eight weeks long, checking email daily is highly recommended. Students are responsible for the information contained in their Messiah College email account.

Emergency Text Alert System

All students are strongly encouraged to sign up for the Emergency Text Alert System. The only cost incurred will be the cost of the text message (this cost is determined by your service provider). This System will alert students if there are any emergencies on campus. This System will provide information that will also be available on the Messiah homepage, e-mail, and announcements. The Text Alert is the fastest way to retrieve emergency messages.

To sign up, go to MC Square Home page. On the upper left hand corner there is a title box “Need to Know”, click on Text Alert System. Type in your cell phone number (here you can add, modify, or delete your number). Also, pick your cell phone provider from the drop down list. Then click on Submit. You will now be registered to receive emergency text messages.

Falcon Dollars

The “Falcon Dollars” plan is a declining balance program that works like a debit card. Money deposited into a “Falcon Dollars” account may be used to make cash-free purchases at various campus locations. All purchases are transacted by a card reader. At the time of purchase, the account balance will be displayed as the transaction is completed. A computer record of the balance in “Falcon Dollars” accounts is maintained by the Falcon Card Services Office. Deposits to an account may be made throughout the semester at the Business Office counter, the VTS machines located across campus, or online using CASHNET’s e-billing site.

Financial Aid

The administration of financial aid programs is coordinated by the Office of Financial Aid. All inquiries or applications should be directed to the Office of Financial Aid.

Information Security

The Chief Information Officer provides oversight for the College’s information security. This plan complies with the Family Education Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act (GLB Act). The intent is to guard against the unauthorized access to, or use of such information that could result in substantial harm or inconvenience to any student. The details of the College’s Data Security Policies are available through MCSquare (the College’s portal).

Information Technology Services

The Department of Information Technology Services provides support for graduate students as specified in the college's Online Policies.

Medical Emergencies

Any medical emergencies that arise while the graduate student is on campus should be immediately reported to the Dispatch Office.

Murray Library

A key facility in the College's educational program is the Murray Library. It contains quiet places for individual and group study; more than 250,000 books, periodicals, and other media, as well as access to myriad Web-based electronic resources; the Brethren in Christ and College archives; Media Services; a computer lab; and the Athenaeum. Membership in various consortia expedites the loan of resources from other libraries.

Reference services are available from Librarians; hours and contact information are listed on the library website. Online course students have access via the Internet to online databases (including full-text articles) and the library catalog. Students can access the library through the Messiah website or via MCSquare or Sakai with their Messiah login. Journal articles not available online can be requested through Interlibrary Loan and will be forwarded electronically to students. Books owned by the library will be mailed to a student's home address. Students may also present their Messiah ID card at various Pennsylvania libraries to check out books from a local library. Students outside of Pennsylvania may visit their local college to see if they offer borrowing privileges. If in the area, students in online courses are always welcome to visit Messiah's Murray Library to do research, check out materials, or place ILL requests.

Parking Permits

Graduate students may obtain a commuter student parking permit free of charge. In order to obtain the permit, students need to register their vehicles at the Department of Safety Office, open between 7:30 am-4:00 pm. Students should be sure to inform the Department of Safety staff that they are graduate students. Once the paperwork is complete, they will be issued a commuter parking permit and be able to park in the Starry Field Parking Lot. After 5:00pm, students with commuter permits may park in the lot around Murray Library, but must remove their vehicles from this area by the time the library closes in the evening. Commuter parking permits are valid from July 1 - June 30.

Graduate students attending the one-week intensive summer course are permitted to park on campus without obtaining a parking sticker/hang tag. Students should not park in designated employee parking areas or in areas specifically marked for service vehicles. Students may park behind Boyer Hall, in the spaces running parallel to the railroad tracks, or in the Starry Field Parking Lot. These areas are designated in yellow on the summer campus parking map. Graduate students attending one-week intensive courses in January are required to obtain a parking permit.

Students who are on campus for the day may pick up a day pass from the Dispatch Office located in the Eisenhower Campus Center.

Any questions concerning Parking can be directed to the Parking Officer, Steve Smith at slsmith@messiah.edu or 717-691-6005 ext.6753

Student ID Card

The Falcon Card is your official means of identification while at Messiah College. It is used for identification purposes and for access to numerous facilities and services on campus. Graduate students should plan on getting his/her ID card while attending an on-campus course.

All ID cards are issued by the Falcon Card Services Office. All ID cards are the property of Messiah College. No one is allowed to borrow or use another student's ID card for any purpose. Lost cards should be reported to the Card Services Office during the business hours of 8:00 am to 4:00 pm EST weekdays. If the Card Services Office is closed, a temporary card may be obtained at the Dispatch Office. Lost ID cards may be replaced at a cost of \$15. Temporary cards must be returned to Card Services or Dispatch Office within 72 hours or a charge of \$15 will be assessed to the student's tuition account and a replacement card will then be issued. Lost temporary cards are also charged a replacement fee of \$15.00. Damaged cards may be replaced at a cost of \$5.00. All fees are non-refundable.

Summer Housing

On-campus accommodations are available for graduate students attending most of the week-long summer intensive course. Arrangements can be made in accordance with the policy outlined on the website.

Summer Meal Plans

Graduate students attending a week-long summer intensive course may opt to purchase a week-long meal plan charged at the published rate. As an on-campus alternative, students may purchase meals on their own at the dining hall or snack shop using cash or Falcon Dollars. Cooking is not permitted in the residential dorms.

Standards of Conduct and Student Expectations

Messiah College is a Christian college of the liberal and applied arts and sciences. The College is committed to an embracing evangelical spirit rooted in the Anabaptist, Pietist and Wesleyan traditions of the Christian Church. Our mission is 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.

Although Messiah College does not require a personal profession of faith for graduate program admittance, our courses are taught by faculty who affirm the Christian faith and we expect students to be honest in the preparation and completion of assignments, examinations and field experiences, to be willing to participate in meaningful and constructive dialog with instructors and classmates on matters of faith, and to respect the rights and opinions of others who may hold differing views.

Messiah College has developed standards of conduct and student expectations in order to maintain an atmosphere conducive to learning and academic excellence. As responsible members of our community, graduate students voluntarily agree to abide by the following standards of conduct and expectations in exchange for the benefits of being a part of the Messiah College community.

1. Sensitivity to the rights, needs, and concerns of others should be evident in all public areas on campus as well as during on-line coursework. Out of respect for the rights of others, the following are prohibited: harassment, including physical or verbal attack upon or interference with a person that prevents that person from conducting his or her customary affairs, puts that person in fear for his or her safety, or causes actual physical injury, or conduct less than a physical attack which does the same any such discriminatory, derogatory, harassing, or inappropriate comments made online are subject to the same disciplinary action as those that occur in the face to face classroom; hazing; racial or ethnic harassment or intimidation; sexual assault, harassment, or any uninvited behavior of a sexually explicit nature; a willful interruption or disturbance of the day-to-day conduct of the business of the College; failure to comply with directives of College officials carrying out their assigned duties; possession of hazardous or dangerous weapons or materials; false reports of fire or other dangerous conditions; creation of a fire hazard or other dangerous condition; altering or damaging computers or computer programs, including pirating software, introducing viruses into a system, duplicating copyrighted materials, hacking into a system; or other activities which interfere with campus safety, civility, environmental health, or technological function.
2. Students are expected to act with integrity and avoid acts of dishonesty, misrepresentation, fraud and forgery. Cheating, plagiarism, lying, and misrepresenting information, having someone else participate in your place, as well as other forms of academic dishonesty will not be tolerated.
3. Theft or attempted theft of property (including academic work and intellectual property) and/or possession of stolen property is prohibited.
4. Vandalism and/or destruction of College property of any kind are prohibited.
5. Messiah College is a drug-, tobacco-, and alcohol-free environment. These items are prohibited on-campus. When participating in Messiah College-related academic activities students are expected to refrain from the use of such substances.

Violations

Violations of these standards of conduct and student expectations impede the ability of the College to provide an atmosphere that is conducive to learning. When standards are violated, appropriate intervention takes place to address those behaviors. Violations are addressed by the appropriate individuals and/or governance group and follow the procedures outlined by the respective policy (for example, academic integrity, harassment, computing access, etc.)

Disciplinary procedures and outcomes are designed to educate students, ensure community responsibility, promote restoration and treat students justly.

Grievance Procedure

Messiah College does not discriminate on the basis of race, color, national and ethnic origin, gender, age, or disability in its admission or other programs, in accordance with the requirements of Title VI Civil Rights Act, Title IX 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or other federal or state statutes. A student having a grievance regarding the Americans with Disabilities Act should contact the Director of Disability Services. A student having a grievance regarding sexual harassment or assault, racial harassment/discrimination, or an unresolved conflict with another student or employee of Messiah College should notify the Director of Graduate Enrollment and Student Services and/or Director of Human Resources. The grievance will be processed in accordance with the applicable procedure. Students with an academic grievance should pursue a solution in accordance with the published academic policies.

The Family Educational Rights and Privacy Act of 1974 (FERPA) afford students the right to: review their education records within 45 days of the University's receipt of the request; request an amendment of the education records that are believed to be inaccurate; and consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA (the law) authorizes disclosure without consent. A student may file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements by writing to Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605. (*The details of the College's Computing Access and Data Security policies are available through McSquare, Registrar's Channel.*)

Learning Management and Technology Requirements

Learning Management System

Messiah College has adopted and fully implemented Sakai as the Learning Management System (LMS) that will support the online education. Sakai is an open-source LMS that has been developed by the Sakai Foundation, a non-profit corporation.

This LMS provides learning spaces for each course that allows faculty and students to collaborate asynchronously through forums, blogs, email, and wiki tools. It also provides the ability for faculty and students to communicate synchronously through a chat tool. In some cases, however a course will use a different LMS when it is pedagogically necessary to use a different system. For example, some courses in Modern Languages are taught through a web-based system hosted off-site by a publisher tailored for this disciplinary focus. The use of a system other than Sakai must be approved by the Assistant Provost/Dean of Curriculum. In addition to the LMS, some courses may use a synchronous component allowing for real time audio, video, shared whiteboard, and desktop sharing.

Technology Requirements

Students in the online program must possess basic computer skills and have regular access to a computer with the minimum system requirements that follow:

Internet Connection – High speed or broadband cable required; Satellite Broadband not recommended due to conflicts with synchronous software; **Air cards may not be used**

Browser

- Mozilla Firefox 3.0 or higher

Operating System Version

- Windows® XP (recommended)
- Windows® Vista
- Windows® 7
- MAC OS 10.4 or higher

Processor: 2.0 – 4.0 GHz

Memory (RAM):

- Windows® XP: 512 MB or more
- Windows® Vista: 1024 MB or more
- Windows® 7: 1024 MB or more
- MAC: 1024 MB or more

Hard Disk Space: 40 GB or more of free space

CD-ROM CD-RW drive (DVD or combo drive helpful)

Any Office Suite; Examples include Microsoft Office 2007 or newer, OpenOffice 3.1, or Google Docs

Some courses will require additional software and/or hardware as it pertains to the instruction of the course. These additional requirements will be clearly spelled out in the admissions materials and in course syllabi.

Technical Support for Students

Messiah's online course website offers links to tutorials on Sakai providing valuable information to students so that they may assess whether online courses are suited to their needs. LMS provides a help tool that is accessible on every page. In addition, within the LMS, students are instructed to join a *HELP (for students)* site that offers tutorials, documentation, and links to supporting resources, which are intended to make using the LMS seamless.

Person-to-person support is available between the hours of 8:00 a.m. and 11:00 p.m. (seven days a week). This support is available via instant messaging, phone, and email. Instructions on accessing this help are provided on the *HELP (for students)* site. Links to this information are also included on the course home page as well as each program's technology page on the website.

Online Policies

This policy is written to assure that these standards for quality online programming are met. It addresses a variety of issues related directly to the development, teaching, and the completion of online courses at Messiah College. Students are responsible for the knowing and abiding by the regulations and standards set out in the online policy, which can be found on the graduate programs website.

Messiah College Computing Access Policy

This policy applies to anyone who uses the college's computers and networks and articulates the standards of behavior that are expected of all users. The college retains its legal ownership and right to use information residing or transmitted on college owned systems. With this policy, the college does not restrict in any way its legal right to monitor and control computing activity occurring on college owned systems and networks. The Chief Information Officer (CIO) is responsible to carry out this policy, and to make referrals to appropriate administrative offices when necessary. Any exception to this policy must be approved by the CIO. This policy is referenced in the Messiah College IT Security Plan. Students are responsible for the knowing and abiding by the regulations and standards set out in the online policy, which can be found on the graduate programs website.

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