



ACADEMIC LIFE
2006-2007

Each student is responsible to know the contents of the College Catalog, particularly the sections which relate to the student's major and general academic requirements. This section of the Student Handbook highlights learning opportunities and resources, as well as selected academic practices.

ACADEMIC REFERENCE

SCHOOL OF THE ARTS

Richard Roberson, Dean, Room 148A, Climenhaga Fine Arts Center

Cindy Streck, Assistant, Room 148, Climenhaga Fine Arts Center

Department of Visual Arts

Christine Forsythe, Chair, Room 23, Frey Hall

Department of Music

William Stowman, Chair, Room 126, Climenhaga Fine Arts Center

Timothy Dixon, Assistant Chair, Room 123, Climenhaga Fine Arts Center

Department of Theatre

Valerie Smith, Chair, Room 44, Climenhaga Fine Arts Center

SCHOOL OF EDUCATION AND SOCIAL SCIENCES

Joseph Jones, Dean, Room 104C, Boyer Hall

Therese Heckman, Assistant, Room 104, Boyer Hall

Department of Education

Kevin Zook, Chair, Room 408, Boyer Hall

Department of Human Development and Family Science

Raeann Hamon, Chair, Room 355, Boyer Hall

Department of Psychology

John Addleman, Chair, Room 381, Boyer Hall

Department of Sociology, Social Work, and Criminal Justice

Ronald Burwell, Chair, Room 360, Boyer Hall

Early Learning Center

Bev Goodling, Director, Hostetter Chapel

Harrisburg Institute for Community Research and Collaborative Partnerships

David Hietala, Director, Room 405, Boyer Hall

SCHOOL OF HEALTH and NATURAL SCIENCES

Jeffrey Moshier, Dean, Room 155, Jordan Science Center

Deb Poplaski, Assistant, Room 157, Jordan Science Center

Department of Biological Science

Gerald Hess, Chair, Room 276B, Jordan Science Center

Department of Chemistry and Biochemistry

Roseann Sachs, Chair, Room 309, Kline Hall of Science

Department of Health and Human Performance

Jack Cole, Chair, Room 162, Sollenberger Sports Center

Department of Nursing

Carolyn Kreamer, Chair, Room 121, Kline Hall of Science

Department of Nutrition and Dietetics

Kay Witt, Chair, Room 276A, Jordan Science Center

SCHOOL OF THE HUMANITIES

Joseph Huffman, Dean, Room 104A, Boyer Hall

Shirley Groff, Assistant, Room 104, Boyer Hall

Department of Biblical and Religious Studies

David Weaver-Zercher, Chair, Room 313, Boyer Hall

Department of Communication

Ed Arke, Chair, Room 213, Boyer Hall

Department of English

Peter Powers, Chair, Room 208, Boyer Hall

Department of History

Norman Wilson, Chair, Room 264, Boyer Hall

Department of Modern Languages

John Beaney, Chair, Room 151, Boyer Hall

Department of Philosophy

Caleb Miller, Chair, Room 455, Boyer Hall

Department of Politics

John Harles, Chair, Room 460, Boyer Hall

SCHOOL OF MATHEMATICS, ENGINEERING, and BUSINESS

W. Ray Norman, Dean, Room 121, Frey Hall

LaQuita Graves, Room 122, Frey Hall

Department of Engineering

Carl Erikson, Chair, Room 221, Frey Hall

Department of Management and Business

Vincent LaFrance, Chair, Room 336, Frey Hall

Department of Mathematical Sciences

J. Barry DeRoos, Chair, Room 328, Frey Hall

Please see the College Catalog for further information on academic schools.

ACADEMIC RESOURCES

AGAPÉ CENTER FOR SERVICE AND LEARNING

The Agapé Center encourages students to become involved in service activities. The Center is both a place and a program. As a place, it includes offices for College personnel working in service and provides information about service opportunities on campus and around the world. As a program, it provides opportunities for students to serve and offers resources to faculty who incorporate service into their courses.

CAREER CENTER FOR VOCATION AND DEVELOPMENT

The comprehensive services of this office are available to all students throughout your academic program to help you know yourself, explore your world, gain experience, and make good decisions. The staff provides one-on-one faith-based career and academic counseling; self-assessment inventories and follow-up; exploration of academic majors, careers, and graduate or professional schools; job and grad school preparation through workshops, fairs, electronic job postings, and resume referrals; on-campus recruitment and alumni networking. Check the website for alumni stories in “Snapshots of Vocation.” www.messiah.edu/offices/career

DISABILITY SERVICES

Students with disabilities governed by the Americans with Disabilities Act may request accommodations through the Office of Disability Services, located in Hoffman 101–102. Disability Services provides assistance to students, including self-screening tools, advice, advocacy, and referral. Commonly arranged accommodations include extended time or alternate locations for examinations, assistance with class notes and handouts, ADHD coaching support, alternate text formats, interpreter or captioning support, and clearances for medically necessary housing and parking accommodations.

EPICENTER

The Experiential Programs Information Center should be the “first stop” for students seeking information about off-campus opportunities, such as study abroad, cross-cultural courses, or programs that take place in the United States Catalogs, brochures, applications, course listings, and videos, along with information about deadlines, costs, program advisors, and requirements are available to help students explore options for study in numerous off-campus locations. The EpiCenter is located in Eisenhower Campus Center across from the Bookstore and is open weekdays from 8 a.m. – noon and 1 p.m. – 5.

INTERNSHIP CENTER

For students interested in internship experiences, the Internship Center offers personal referral and support services. Based upon the students’ goals, interests, and

abilities, the staff will refer students to local, national, and international internship opportunities via the Internet, local databases, a library of directories, and internship fairs. Orientation, weekly classes, site visits, employer evaluations, and reflective learning activities are designed to support and promote student learning and development.

LEARNING CENTER

The Learning Center hires and trains student tutors who have done well in general education as well as their chosen majors. These tutors have a desire to assist their peers with class assignments, to share study strategies, and help them apply those skills to course content.

The Center is available and helpful to students at no additional cost. Tutors are available to facilitate small-group study sessions in addition to individual tutoring. Specific E.S.L. (English as a Second Language) assistance is available for students as well. The center also offers supplemental instruction for “high risk courses.”

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.

SERVICE-LEARNING

Messiah College is committed to provide opportunities for students to integrate service with coursework through service-learning. Service-learning occurs in many courses throughout our curriculum. In addition, a specific service-learning sequence links study about service with a summer service experience. Financial assistance for summer service is available.

WRITING CENTER

Any student at any stage of the writing process—from understanding an assignment and finding a topic to composing and revising a draft—may find assistance and encouragement at the Writing Center. Trained peer tutors advise and support student clients who visit the Writing Center, helping them to become more confident and adept writers themselves.

OFF-CAMPUS LEARNING OPPORTUNITIES

The EpiCenter (Experiential Programs Information Center), located in Eisenhower Campus Center, is a place for you to explore off-campus study opportunities—

cross-cultural courses, semester-long international and domestic programs, and the Philadelphia Campus—that will enrich your college education. You can travel across the ocean to Europe, the Middle East, or Africa. You can visit our neighbors to the south in Latin America or discover educational adventures here in the United States. The EpiCenter houses catalogs, brochures, course listings, applications, videos, and travel-related literature and resources. You also can learn about costs, deadlines, and requirements, as well as obtain passport photos, passport applications, and International Student Identity Cards. For additional information, browse the EpiCenter Homepage at: www.messiah.edu/studyabroad.

The following is a list of current programs:

American Studies Program (Washington, D.C.)

The American Studies Program brings together students from various Christian colleges for one semester of study and internship experience in Washington, D.C. Students are introduced to a wide range of subjects relating to domestic and international political, economic, and social issues and are individually placed in internships suited to their academic and vocational interests.

AuSable Institute of Environmental Studies (Mancelona, MI)

AuSable attempts to foster ecological knowledge and to integrate scripture with the study of the environment to help students gain an understanding of environmental stewardship. Students study in January, May, and/or over the summer in one of four locations: India, Kenya, Michigan, or Washington.

Australia Studies Centre (Sydney, Australia)

The Sydney-based Wesley Institute provides students with an opportunity to live in this coastal city, to experience Australian culture, and to study visual, theatrical, and/or musical arts. During the semester students will travel to Blue Mountains, Jenolan Caves, and to the capital city of Canberra. Students live with Australian families.

Central American Study and Service (Guatemala City, Guatemala)

This 12-week study opportunity allows students to spend eight weeks in language and cultural study as well as four weeks in voluntary service projects which may include working in health clinics, educational programs, squatter settlements, orphanages, churches, or development organizations.

China Studies Program (Xiamen, People's Republic of China)

The China Studies Program seeks to expose students to a country whose people make up a fifth of the world's population. Students learn Chinese language, history, and culture through classroom instruction, by traveling around the country to such

places as Tiananmen Square, the Forbidden City, and the Great Wall of China, and by being conversation partners with Chinese students.

City University Athens (Athens, Greece)

Students live and study in the shadow of the ancient Acropolis while participating in BCA's program in Athens, Greece. Field trips to such places as Delphi, Corinth, Mycenae, Epidaurus, Naphleon, and Sparta provide students with an introduction to the history and culture of Greece. The program includes orientation, university classes, and travel to a number of Greek cities.

Contemporary Music Program (Martha's Vineyard, MA)

Students interested in contemporary music—as artists or in executive roles—will discover firsthand the inside workings of the music industry. Each semester students will create, produce, and market a CD. Martha's Vineyard provides a beautiful setting for students to explore what it means to be a Christian in today's music industry.

Creation Care Study Program (Belize or New Zealand/Samoa)

This semester-long program allows students to explore Biblical environmental stewardship, firsthand, in either Belize or in New Zealand / Samoa. Designed with the non-science major in mind, the program includes opportunities for study, reflection, research, and travel, and may meet a number of general education requirements.

Cross-Cultural Courses (Multiple International Sites)

Students can discover a whole new world when they step out of familiar surroundings by participating in cross-cultural study courses. The three-week courses include intensive study of the society through lectures and readings, as well as either an extended home-stay or an ethnographic fieldwork project. Courses and locations vary annually, and have included areas such as Costa Rica, Germany, Trinidad, and Zambia.

Dalian University of Foreign Languages (Dalian, China)

Mandarin Chinese language and Chinese history, literature, politics, and geography are the focus of study for this semester-long program. In addition to classroom instruction, students participate in several weekend excursions and a study tour to such places as Beijing and Chengdu.

Daystar University (Nairobi, Kenya)

Students can join over 1,800 African students from a number of African nations at Daystar. The university provides courses in a variety of majors. All instruction is in English, offered by a faculty composed primarily of African nationals.

Hokusei Gakuen University (Sapporo, Japan)

Students will experience Japanese language and culture while studying in Sapporo—Japan’s third largest city. Students are placed in language classes—based on their abilities—from beginning through advanced levels and take classes from the BCA director and at the university. To get a broader understanding of Japanese culture, students will visit cities around the country such as Kyoto, Tokyo, and Hiroshima.

International Business Institute (Multiple European Sites)

Austria, England, Czech Republic, Finland, France, Germany, Russia, Sweden, Switzerland, and The Netherlands are the classroom settings for students who participate in this 10-week adventure. Students experience European historical and cultural interests, listen to briefings by world economic leaders, and take four academic courses.

January-Term Exchange Program

The January-Term Exchange Program enables students to attend participating schools affiliated with the Coalition of Christian Colleges and take advantage of resources that may not be available in Grantham.

Jerusalem University College (Jerusalem, Israel)

The Jerusalem University College exposes students to the geography, history, culture, and languages of Israel/Palestine, preparing them for a lifetime of biblical study. The school offers a number of 300-level courses in archaeology, geography, Hebrew Bible translation, history, and Middle Eastern studies.

Latin American Studies Program (San Jose, Costa Rica)

Students study Latin American economics, culture, politics, and faith at the San Jose-based program which includes home stays, Spanish language study, travel to a number of Central American countries, and two-week service projects. Students choose from one of four concentrations: Latin American Studies, Advanced Language and Literature, International Business, and Environmental Science.

London Internship Program (London, England)

London is the classroom setting for students who spend a semester studying and interning with the London Internship Program. Students participate in part-time internships and take classes at City University while gaining practical work experience in another culture.

Los Angeles Film Studies Center (Los Angeles, CA)

This program provides an introduction to the work and workings of the mainstream Hollywood film industry. LAFSC’s curriculum is designed to allow students to think and reflect on what it means to be a Christian in the film industry. Students gain

practical experience by participating in internships which have included placement with Warner Bros. Studios, Bruckheimer Films, and Chamian Casting.

Lithuanian Christian College (Klaipeda, Lithuania)

Students witness history in the making while studying in Klaipeda, Lithuania. Part of the former Soviet Union, Lithuania is home to Lithuania Christian College which serves students from a number of Eastern European nations. Students live in dormitories and take classes with Lithuanian students. A trip to Moscow and St. Petersburg and a weekend trip to Estonia and Latvia round out this educational adventure.

Middle East Studies Program (Cairo, Egypt)

Students spend one semester in Cairo, Egypt, studying Middle Eastern culture and religion, learning Arabic language, and exploring political conflicts. The program includes an ongoing field service project, a two-week trip to Israel/Palestine, and a two-week tour of several Middle Eastern countries.

The Oregon Extension (Ashland, OR)

This fall semester program enables juniors and seniors to pursue intensive interdisciplinary study in the southern Oregon Cascade Mountains. The program provides an opportunity for students to deal seriously with ideas, Christian commitment, and life as they examine the nature of contemporary society.

Orvieto Semester (Orvieto, Italy)

Art students can spend a semester studying Italian language and culture as well as participating in a variety of studio art courses at this program sponsored by Gordon College. Students study the rich tradition of European artists, architects, and poets, live in the Italian convent of San Lodovico, and are challenged to explore the connection between faith and art.

Philadelphia Campus (Philadelphia, PA)

Messiah established the "Philly Campus" in 1968 as a response to the continuing urbanization of American society. Some students attend the Philadelphia Campus to complete requirements for a major or minor; others attend for general enrichment purposes. Students select courses offered by Messiah College faculty and through Temple University.

Philipps-Universitat (Marburg, Germany)

Messiah students can strengthen their language skills by spending a semester or a year studying at the oldest protestant university in the world. Students live with German families or may be permitted to live in Schloft castle. The program includes orientation / language study, university classes (plus special BCA classes), several weekend excursions, and a study tour to Munich, Salzburg, Berlin, or Prague.

Russian Studies Program (Nizhni Novgorod, Russia)

The goals of this program are to expose students to Russian people and culture and to allow students to observe, firsthand, the changes occurring in this post-communist society. Students study Russian language (at Nizhni State University), culture, and society and take part in two-week service projects in Russian churches, community organizations, businesses, or schools.

Scholars' Semester in Oxford (Oxford, England)

The Council for Christian Colleges and Universities presents a slice of British life and Oxford education to academically strong students who participate in one-on-one tutorials with Oxford professors. Field trips to such places as Stratford-on-Avon, Bath, the Cotswolds, Canterbury, and St. Augustine's Abbey are designed to increase student understanding of British culture and society.

Student Visitor Program

A student may apply for a semester to study at any one of 12 other members of the Christian College Consortium. This option provides a unique opportunity to benefit from the resources of another Christian College while remaining a Messiah student.

Uganda Studies Program (Kampala, Uganda)

The Uganda Studies Program allows students to explore African culture firsthand. Messiah students live in dorms and take classes with East African students as well as participate in service projects in orphanages and medical clinics. During the semester students will travel to historic sites, parks and cities within the country.

Universidad de Barcelona (Barcelona, Spain)

Living with a host family and studying along side 80,000 Spanish students allows Messiah students to become immersed in the language and culture of Spain. Students are introduced to the Spanish culture through an initial orientation that includes intensive language instruction and travel to cities throughout the country.

University of Gloucestershire (Cheltenham, England)

Located in southwestern England (near the border of Wales), the University of Gloucestershire allows students to experience British life in the quaint English town of Cheltenham where they live in dormitories with British students, take classes at the university, and travel to historical and cultural locations around the country.

Universidad de San Francisco de Quito (Quito, Ecuador)

Quito, often referred to as the "land of eternal spring," provides Messiah students with a beautiful location to work on their language skills. Students study in this South American university, live with Ecuadorian families, and interact with the host country's population. The university is located in the capital of Ecuador; students also travel to the Amazon rain forest and the Galapagos Islands.

Universite de Strasbourg (Strasbourg: France)

Located near the boarder of Germany, Strasbourg is the home to the Universite de Strasbourg where Messiah students can spend a semester or a year experiencing French language and culture. The program includes orientation / language study, university classes (plus special BCA classes), and several study tours to cities throughout France.

University of Veracruz (Xalapa, Mexico)

Students discover our neighbors to the south in this semester-long language program. The semester begins with intensive language instruction before classes commence at the University of Veracruz in the mountainous city of Xalapa. Students experience cultural immersion living with host families, taking classes with Mexican students, and participating in voluntary service opportunities.

ACADEMIC HONORS

BOYER SCHOLARS

Students who have excelled in the development of intellect, character, and faith may be recognized as Boyer Scholars during their senior year. Named for distinguished alumnus Ernest L. Boyer, Sr., Boyer Scholars participate in special activities sponsored throughout the year. Application for recognition as a Boyer Scholar is made in the spring of the student's junior year and is highly competitive.

COLLEGE HONORS PROGRAM

The College Honors Program is designed for students who demonstrate high scholarly ability early in their academic career. The program provides a series of interdisciplinary honors courses which satisfy selected general education requirements and a Senior Honors Project. In addition, various campus activities are designed each semester for honors students.

DEAN'S LIST

Students achieving a grade point average of 3.6 or higher for 12 or more graded credits are placed on the Dean's List at the end of each semester. Dean's List students are recognized at the annual College Convocation in the fall and are invited to the annual Academic Recognition dinner.

DEPARTMENT HONORS

Academic departments may provide selected honors courses for students who have exceptional academic ability. Graduation with honors in a discipline is recognized at Commencement and is noted on the student's diploma and transcript. Juniors and seniors may participate in Department Honors.

HONORS AT GRADUATION

The College awards three levels of honors to seniors at Commencement: summa cum laude (for a cumulative GPA of 3.9 or above), magna cum laude (for a GPA of at least 3.6 but less than 3.9), and cum laude (for a GPA of at least 3.3 but less than 3.6).

HONOR SOCIETIES

The College is affiliated with several national honor societies in selected academic disciplines. Students who excel in their academic major may be invited to join the respective society. Nominations are made during the junior and senior years.

SMITH SCHOLAR INTERNS

The Smith Scholar Intern Program allows highly qualified upper-class students to work in apprentice relationships with faculty members, and to participate in a significant research project. Junior and senior students may participate.

SELECTED ACADEMIC POLICIES AND PROCEDURES

ACADEMIC APPEALS OF SUSPENSION OR DISMISSAL

Appeals of academic suspension or dismissal must be submitted in writing to the Academic Appeals Subcommittee and must include an explanation of why minimum academic requirements were not met and why an exception is warranted. Appeals must be received within the time limit stated in the suspension notification.

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:

- a. **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 online 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.
- b. **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.
- c. **Fabrication:** Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.

- d. **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.
- e. **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.
- f. **Computer Offenses:** Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.
- g. **Unfair Advantage:** Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, etc.

EDUCATION REGARDING ACADEMIC INTEGRITY POLICY

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

PROCEDURES FOR PERCEIVED VIOLATIONS OF ACADEMIC INTEGRITY

- a. If a violation of the Academic Integrity Policy is suspected, the faculty member should meet with the student(s) to discuss the incident and determine, to the faculty member's satisfaction, whether or not a violation has occurred. Faculty members may choose to have a witness present at the discussion.
- b. If a student is accused of violating the Academic Integrity Policy, but subsequently the faculty member determines that the student is innocent or insufficient evidence exists to justify further action, the student should be informed of this determination in writing. No report of the accusation or of the faculty/student meeting should be filed with faculty members or the School Dean.
- c. If the faculty member determines that a violation has occurred, a report should be filed with the faculty member's School Dean, and a duplicate of the report should be provided to the student. The report should include the following and will be kept on file until a student is graduated:
 - (1) Complete description of the incident including date of meeting with the student.
 - (2) Conclusions and sanctions reached as a result of the meeting.
- d. The faculty member should keep originals of tests, papers, etc., that provide evidence of the violation.

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 office of his/her School Dean. The faculty member should communicate to the student in writing whenever a grade reduction or failure of the course occurs due to a violation of the Academic Integrity Policy. With issues related to computer offenses or misrepresentation of academic records, the case may be referred to the Associate Dean of Student's Office for processing.

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

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

APEALS PROCESS FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

The student may appeal in writing to the academic department in which the course is offered. A student's intent to appeal a faculty member's response to a violation must be communicated to the department chair in writing within one week of the receipt of the written notification from the faculty member dealing with the incident. The decision of the academic department may be appealed to the School Dean.

ACADEMIC LOAD

Students who carry 12 or more credit hours are considered full-time students. Students taking more than 18 credit hours must first obtain the approval of faculty advisors and the Registrar. The typical load is 15 or 16 credit hours per semester. Overload tuition will be charged per credit hour beginning with the 19th credit.

ACADEMIC PETITIONS

Students who find it necessary to request an exception to any academic policy should secure and complete a Policy Petition Form from the Registrar's Office. After the petition is considered, the student and the appropriate faculty advisor are notified of the decision.

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

Any full-time student who fails to maintain a cumulative grade point average as outlined in the statement of Satisfactory Academic Progress will be placed on academic probation. A student who does not maintain the minimum cumulative grade point average for two consecutive semesters will be placed on academic suspension for two semesters. Any student taking six or more credits in a semester who receives less than a 1.0 semester grade point average will be considered for academic suspension by the Academic Appeals Subcommittee.

After two semesters of suspension, the student may apply for reinstatement by providing evidence of probable success. Upon return, if a student fails to achieve the minimum cumulative grade point average in two semesters, the student will be dismissed from the College. A student who is dismissed for academic reasons may apply for readmission after two years. In addition, such a student must present 24 credits of transferable work taken after dismissal from Messiah.

ACADEMIC WARNING

When a student's semester GPA falls below 2.0 but the cumulative GPA is at or above the required minimum, the student will be given an academic warning. This warning is not part of the student's permanent academic record. However, it does alert the student to potential difficulties.

APPLICATION FOR DEGREE

Students working toward a degree must file an application for degree with the Registrar's office at the beginning of their senior year. Applications require the approval of the faculty before students are formally admitted to degree candidacy.

AUDIT OF COURSES

Students who wish to attend a course but not receive College credit or a grade for their work may audit the course. There is an auditing fee assessed per credit hour. Students who audit a course must attend classes on a regular basis but are not required to do the course work or take any tests in the course. When the course is completed, the audited course is noted on the student's transcript.

CLASS ATTENDANCE 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 are conveyed to students at the beginning of the semester and must be delineated in the course syllabus.

For class absence due to personal illness, it is the student's responsibility to notify the instructor prior to their absence. For illness, students should be seen at the Engle Center. For deaths in the family and similar emergencies, students should notify the Dean of Students Office, which will notify the Registrar's Office and individual instructors, college ministries, and residence education.

STUDENT ABSENCES DUE TO PARTICIPATION IN FIELD TRIPS AND INTERCOLLEGIATE ATHLETICS

Student absences due to participation in field trips and intercollegiate athletics are verified by notes in the Intercom. Faculty sponsoring field trips should submit the dates and times of field trips, together with the names of participating students, to the Intercom. Coaches should submit the dates and times associated with intercollegiate athletic events, together with the participating students, to the Office of the Athletic Director, which will place the notification in the Intercom.

MAKE-UP WORK

It is the prerogative of the individual instructor to decide whether students who miss a class examination are granted make-up privileges. Any arrangements are to be made between the student and the instructor.

CLASSIFICATION OF STUDENTS

Students who are pursuing a degree program are classified according to the following guidelines:

- Freshman—satisfaction of entrance requirements
- Sophomore—24 earned credit hours
- Junior—57 earned credit hours
- Senior—90 earned credit hours

COCURRICULAR AND ATHLETICS ELIGIBILITY

The purpose of placing a student on academic probation is to help the student reorder his/her priorities and time commitments in the direction of greater emphasis on academic studies so that he/she might quickly attain the College's minimum standards for satisfactory academic progress.

A student who has been placed on academic probation shall be ineligible for participation in the following cocurricular activities:

- Intercollegiate athletics and club sports
- Theater productions
- Music ensembles
- SGA officers
- Officers in any SGA-chartered organization, including team managers of Outreach Teams
- Music Ministry Teams
- WVMM radio station staff
- Residence Education staff

The only exceptions will be those cases where such participation earns academic credit in a college course and that course meets a graduation requirement for the student's major.

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

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

A student who is placed on academic probation may appeal for an exception to this policy. The appeal must be sent, in writing, to the Registrar by the end of the first week of the next semester (fall or J-term/spring), and must be accompanied by letters of recommendation from the student's academic advisor, the person in charge of the respective cocurricular activity, and the student's Residence Director (if applicable). The Academic Appeals Subcommittee shall act on the appeal, and the decision of that committee shall be final.

DROP/ADD

All changes of registered courses require the advisor's approval and the approval of respective professors beginning the second week of classes. Students must obtain a Drop/Add Request Form from the Registrar's office. During the first third of the semester, courses and course sections may be changed with the appropriate signatures.

Adding courses is limited to the first two weeks of the semester. During the middle third of the semester, a grade of WP or WF is recorded on the student's transcript when a course is dropped. During the final third of the semester, a grade of F is recorded on the transcript except when medical or emergency reasons exist for dropping a course.

After the first five class days of a semester, a fee is charged for each course change requested.

EXAM POLICIES

Course exams during the semester may be rescheduled at the discretion of the instructor. Final exams are not rescheduled except for emergencies. Travel arrangements are not sufficient reason to change a final exam schedule. Students having final examinations scheduled for more than eight credit hours on one day may request a change in their final exam schedule through the Registrar's Office. Any student having an emergency or illness during final examinations should contact his/her instructor immediately. In these situations, make-up privileges and arrangements are at the discretion of the instructor.

GRADE APPEAL PROCEDURES

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

- 1. Informal discussion between student and instructor.** If the discussion results in a grade change, a grade change request form is submitted to the Registrar's Office by the instructor. If the matter is not resolved to the student's satisfaction, the student is referred to the department chair.
- 2. Informal discussion between student and department chair.** The student should informally discuss the matter with the department chair. The department chair should discuss the concern with the instructor. If the discussions result in a grade change, a grade change request 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 informed that there is a formal appeal procedure. The first informal contact with the department chair must be before the end of the semester following the semester in which the grade was earned.
- 3. Formal discussion between student, instructor, and department chair.** The department chair should arrange a meeting to discuss the matter with the student and instructor together. If this discussion results in a grade change, a grade change request form is submitted to the Registrar's Office by the instructor. The student should be informed in writing of this decision. If the matter is not resolved to the student's satisfaction, the student should be informed in writing of this decision, along with options available to the student.
- 4. Student appeal in writing to department chair.** This written appeal must be made within ten working days of the written notification of the student

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

5. **Student appeal in writing to the School Dean.** If the decision of the department is not to the student's satisfaction, the student may appeal the decision to the School Dean. This appeal must be made in writing, within ten working days of the department chair's letter to the student. The School Dean shall investigate carefully and render a decision in writing within thirty days, which shall be final.
6. **Cases involving the department chair.** In any case where the instructor is the department chair, another member of the department will serve in the role of the chair in these proceedings.

GRADING

Letter grades (A, B, C, D, F) carry a graded credit hours value and are used in the computation of a grade point average (GPA). Letter grades and their corresponding quality point values are as follows:

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	F = 0.0
C+ = 2.3	

The cumulative GPA is the ratio of the total quality points earned to the total graded credit hours attempted. Additional information on grading is located in the College Catalog.

Certain courses are approved by the faculty to be graded on the Pass/Fail option. Students may take four courses on a P/F option during their college career within certain guidelines. The cutoff grade for passing is a "C-." Semester hours in which students receive a pass count toward graduation, but not toward the GPA. The College Catalog contains specific guidelines.

Courses may also be graded as incomplete when a student cannot complete a course on schedule for emergency reasons. An incomplete course must be complet-

ed within four weeks or before the beginning of the next term, whichever is sooner, or the grade of “I” is changed to a grade of “F”

If after final grades have been assigned and submitted, an error in a student's grade is discovered by the instructor or brought to the attention of the instructor by the student, the instructor should complete the Change of Grade form with the Registrar's office. All changes of grades must be accompanied by a rationale and be approved by the Registrar by the end of the following semester.

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

GRADUATION REQUIREMENTS

Graduation requirements are outlined in the College Catalog. Generally, students must complete a minimum of 123 semester hours of credit with a minimum GPA of 2.0. The last 30 credit hours must be earned through Messiah College.

JANUARY TERM

The January term is an integral part of the spring semester. Thus, students register for the spring term and January term simultaneously. Usually they take three or four credit hours in January and twelve or thirteen during the spring term. The credits earned during the January term and the spring term compose the total for the spring semester.

All students are expected to register for an on- or off-campus course during J-term each year. No tuition or room and board discounts are provided for students who do not enroll for a January course.

MEDICAL LEAVE

Medical leave is available for students with documented serious physical or psychological illness who need to leave the College during the semester without completing their course work or to withdraw from the College for no longer than two consecutive semesters. Students on medical leave are not regarded as having permanently withdrawn from the College and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus through the process described in the policy. A student may request a more limited medically excused status if he or she is medically unable to complete the final forty percent of a semester but intends to return to the College at the beginning of the following semester. The request is initiated in the same manner as described below. A student approved for medically excused status need not request permission to return to the College for the following semester unless conditions for returning had been stipulated by the College at the time of departure.

Initiation of request for medical leave

A student requesting medical leave must make the request in writing to the Director of Counseling and Health Services. The request may be for either one or two semesters. It is important that requests regarding medical leave be made in a timely manner. A request for medical leave for the current semester must be made prior to the last week of class in the fall or spring semester, or prior to the last day of class in January term. Students are encouraged to discuss medical leave issues with their counselor or medical provider as soon as it becomes apparent that their health is preventing them from completing their work, and to take the necessary steps as soon as it is feasible to do so.

This serves both the interests of the student and the College. The Director will notify the Registrar of the request and will direct the student to provide appropriate documentation from a physician, therapist, or other qualified caregiver.

Determination of request

A decision approving or disapproving the medical leave request will be made by the Director of Counseling and Health Services. The Director will provide a copy of the decision to the Registrar, the Assistant Dean for Academics, and Dean of Students. The Registrar will notify appropriate offices on campus of the student's status and send a copy of the decision to the student for his or her records. Copies of the decision will be maintained in the student's College files. Original documentation from the student's medical records will be maintained by the Director of Counseling and Health Services.

Effective date of medical leave status

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

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

Extension of medical leave status

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

Dean for Academics, and Vice Provost/Dean of Students. Medical leave status may continue no longer than two consecutive semesters. After this time, a student who does not return to the College will be deemed officially withdrawn.

Grades and completion of medical leave work

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

Required medical leave under extreme circumstances

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

Determination of fitness to return to campus

A student requesting to return from medical leave will be asked to sign a release allowing the Director of Counseling and Health Services to communicate with the physician, therapist, or other caregiver, as well as with other persons at Messiah College involved in determining the student’s fitness to return. The student must provide documentation from his or her physician, therapist, or other caregiver concerning current medical status by August 1 to be considered for approval to return for the fall semester, or by December 1 to be considered for approval to return for the spring semester. The student also may be required to have an interview with the Director of Counseling and Health Services and/or the Director of Disability Services. All information will be reviewed and a decision regarding fitness to return will be made by the Director of Counseling and Health Services, who will notify the Deans and the Registrar. The Registrar will notify the student and appropriate offices on campus if approval is given. The granting of medical leave by the College does not guarantee that the student will be allowed to return.

Seniority for registration and housing

A student on medical leave will retain all accrued seniority for housing and registration purposes and may register conditionally for courses if he or she intends to return for the following semester. Documentation for determination of fitness to return must be received by the deadlines listed above and approval to return granted in order for registration to be considered final.

Seniority for housing preferences cannot be guaranteed for students who do not meet these requirements.

Financial aid implications

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

Refund of tuition and fees

Refunds for students who are granted medical leave during the first five weeks of a semester are determined in accordance with the official institutional refund policy.

- Refunds and adjusted bills will be sent to the student's home address following withdrawal for medical leave.
- No refunds will be given for students who are granted medical leave during the final 10 weeks of the semester.
- This policy is maintained by the Engle Center and was last amended February 2005.

PHILOSOPHY ON ACADEMIC ADVISING

Academic advising is an important part of the learning process at Messiah College; it is perhaps best thought of as a partnership between students and faculty/members of the COE. Although students are personally responsible for planning their academic program to meet all graduation requirements, faculty advisors help students make effective academic choices compatible with their life goals.

Academic Advisors help students:

- understand general education requirements, majors curriculum, and the overlaps between the two;
- understand academic policies and procedures;
- establish academic goals compatible with the student's life goals;
- enhance academic performance and seek academic challenges;
- create long-term academic goals;
- develop course schedules which consider the student's academic goals and background;
- understand major requirements.

Academic Advisors also:

- monitor academic progress and encourage good academic work;
- direct students to appropriate resources available to help students solve individual problems;
- support student application, if appropriate, for scholarship and awards—after advisee discussion;
- evaluate the advising system, when requested, in order to strengthen the advising process.

Student Responsibilities:

- accept full ownership for all decisions; academic advisors will assist by presenting options
- prepare for advising sessions and bring appropriate resources or materials (i.e., pen, timetable of classes, catalog, completed registration form, etc.)
- contact and make an appointment with an advisor when in need of assistance
- follow through on actions identified during each advising session
- clarify personal values, abilities, interests, and goals
- become knowledgeable of and adhere to institutional policies, procedures, and requirements
- review eligibility requirements for scholarship and awards and when appropriate, discuss options with advisor in a timely manner
- evaluate the advising system, when requested, in order to strengthen the advising process

REPEATING COURSE WORK

A student may repeat any course in which a grade less than C– was received. Only the second grade and credits count toward the student's cumulative GPA, but the original grade and course will remain on the student's transcript.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress toward a degree as a full-time student is defined as completion of 24 or more credits per academic year and maintaining a cumulative grade point average of 1.8 while earning the first 23 credits, 1.9 for 24–56 credits, and 2.0 for 57 credits or more.

WITHDRAWALS AND TERMINATION OF ATTENDANCE

Students who intend to withdraw from college during the semester must do so officially through the Office of the Registrar. Students who intend not to return to Messiah College in a subsequent semester should notify the Office of the Registrar prior to the end of the last semester of enrollment.