

SECTION TEN

ACADEMIC POLICIES GRADUATE PROGRAMS

10 ACADEMIC POLICIES – GRADUATE PROGRAMS

[Approved 5/4/2009, Community of Educators Senate]

10.1 ACADEMIC ASSISTANCE**10.1.1 Academic Advisors**

Each student is assigned to an academic advisor based upon the student's program.

10.1.2 Support Services for Students

Student services are available to all online graduate students when attending courses on campus. Those services currently include: Office of Disability Services, Information and Technology Services, the College Bookstore, and the Murray Library.

10.1.3 Disability Services. Students with disabilities requiring accommodation in classes, programs, or services can arrange for accommodations through the Office of Disability Services. 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. ODS 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.

10.2 ACADEMIC CALENDAR

10.2.1 Background. The Graduate Council is given primary responsibility annually for the Academic Calendar. After consulting with the College Council, the Graduate Council will make a recommendation to the Community of Educators Senate who will make the final recommendation to the Provost.

10.2.2 Parameters. [Approved by Community of Educators Senate, 9/27/10] Given PA State regulations, classes will meet for 14 contact hours of classroom instruction, or its equivalent, for every credit offered. Using this formula, a typical three-credit course would be comprised of 42 contact hours of rigorous college classroom instruction (or its equivalent). (See Messiah College’s online policies for detailed information about the PDE Policy for Curricular Credit: Ensuring Quality and Transferability).

Some graduate programs can be classified as hybrid in format, given that some of the courses are offered on-campus, others are offered on-line, and field experiences take place off-campus.

Each graduate program offers courses which follow a specified period of time within a Fall, Spring or Summer semester. These periods of time are referred to as “part(s) of term.” Parts of term will vary in length depending on the requirements of a specific program. Each semester may have one or more parts of term associated with it.

10.3 ACADEMIC DEFINITIONS

- 10.3.1 **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.
- 10.3.2 **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.
- 10.3.3 **Master of Music.** The M.M. degree is conferred for successful completion of a program in music generally requiring one or two years of full-time college-level study beyond the bachelor's degree. It is awarded for advanced scholarship in music and demonstrated ability to perform scholarly research.
- 10.3.4 **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.
- 10.3.5 **Program.** A prescribed set of courses and other requirements recommended by the Graduate Council and approved by the Community of Educators and College Council as a valid representation of the area of study. Generally these courses focus on a specific academic discipline. Satisfactory completion of this prescribed set of courses leads to a graduate degree in that area of study.
- 10.3.6 **Subsequent Degree.** A student with a graduate degree from Messiah can return to the College and graduate with a different second graduate degree. Credits earned in one degree cannot be used for a second degree.
- 10.3.7 **Track.** A prescribed set of courses in a sub discipline of a program or closely related discipline consisting of a minimum of 9 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.
- 10.3.8 **Semester.** [Reserve for future.]

10.4 ACADEMIC INTEGRITY POLICY

- 10.4.1 **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:
- 10.4.1.1 **Plagiarism.** Submitting as one’s own work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including on-line sources, without the proper acknowledgment of that source. Examples: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another’s work as your own, etc.
- 10.4.1.2 **Cheating.** Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work. Examples: using a cheat sheet, altering a graded exam, looking at a peer’s exam, 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, Flash drives, DVDs, CDs) for unapproved purposes, 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, etc.
- 10.4.1.3 **Fabrication.** Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.
- 10.4.1.4 **Misrepresentation of Academic Records.** Tampering with any portion of a student’s record. Example: forging a signature on a registration form or change of grade form on paper or via electronic means.
- 10.4.1.5 **Facilitating Academic Dishonesty.** Helping another individual violate this policy. Examples: working together on an assignment where collaboration is not allowed, doing work for another student, allowing one’s own work to be copied.
- 10.4.1.6 **Computer Offenses.** Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, purposely disconnecting from the internet to cause a lock on an online exam, using the learning management system for purposes for which it was not intended, etc.
- 10.4.1.7 **Unfair Advantage.** Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, etc.
- 10.4.2 **Education Regarding Academic Integrity Policy.** Messiah College is responsible to clearly articulate the Academic Integrity Policy to students by publishing it in the 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.

10.4.3

Procedures for Perceived Violations of Academic Integrity

- a. 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.
- b. If a student is accused of violating the Academic Integrity Policy, but subsequently the faculty member determines that the student is innocent or insufficient evidence exists to justify further action, the student should be informed of this determination in writing. No report of the accusation or of the faculty/student meeting should be filed with the School Dean overseeing the faculty member's Program.
- c. If the faculty member determines that a violation has occurred, a report should be filed with the School 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:
 - 1) Complete description of the incident including date of contact with the student
 - 2) Conclusions and sanctions reached as a result of the meeting
- d. The faculty member should keep originals of tests, papers, and other documentation that provide evidence of the violation.

10.4.4

Penalties for Violations of the Academic Integrity Policy

10.4.4.1

A faculty member may exercise broad discretion when responding to violations of the Academic Integrity Policy. The range of responses may include failure of the course to a grade reduction of the given assignment. The typical consequence for violations will be failure of the assignment. Some examples of serious offenses which might necessitate the penalty of the failure of the course include cheating on an examination, plagiarism of a complete assignment, etc. Additionally, the faculty member should notify the Program Coordinator/Director of the Program and the office of the School 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 School Dean who oversees the Program for processing.

10.4.4.2

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.

10.4.5

Penalties for Multiple Violations of the Academic Integrity Policy

10.4.5.1

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

10.4.5.2

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.

10.4.6 **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.

10.4.6.1 *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.

10.5 **ACADEMIC PETITIONS**

10.5.1 **Academic Policies Petitions.** When a student finds it necessary to request an exception to any academic policy, the following procedure shall be followed:

- a. Secure an Academic Policies Petition form from the Office of the Registrar or designated channel on MCSquare.
- b. 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.
- c. The petition is then reviewed and acted upon by the Registrar.
- d. The decision of the Registrar will be indicated on the bottom half of the form and copies will be distributed to the student's file, the student, and the student's advisor.
- e. 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.

10.6 ADVISING

10.6.1 **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.

10.6.1.1 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 two to three business days.

10.6.1.2 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.

10.7 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.

Regular attendance in an on-line 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.

Individual professors will establish and clearly communicate all regulations governing class attendance, including policies related to excused and unexcused absences.

10.7.1 Punctual and regular **attendance at classes** is expected 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.

10.8 CLASSIFICATION OF STUDENTS

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

10.8.2 **Conditionally Matriculated.** Students whose application does not meet the criteria for full matriculation, but who appear to have the capability to successfully complete graduate courses. A conditionally admitted applicant must satisfy the conditions of his/her acceptance in order to be reviewed for matriculated 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. No degree will be certified while a student is in conditional status.

10.8.3 **Non-matriculated Students.** A non-matriculated student is one who meets all of the requirements for admission to a specific graduate program, but who does 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 such as Act 48, continuing education or licensing requirements, etc. Students may take up to 15 credits as a non-matriculated student. Subsequent to that, the student must apply to become a matriculated student.

10.9 INFORMATION SECURITY

10.9.1 **The Chief Information Officer** provides oversight for the College's information security. This plan complies with the Family Educational 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 Computing Access and Data Security policies are available through McSquare, Information Services Channel.*)

10.9.2 **Risk of operational areas.** The following have been identified as operational areas considered when assessing the risks to the confidentiality and security of student information:

- Employee training and management
- Information systems, including network and software design, as well as information processing, storage, transmission and disposal
- Detection, prevention and response to attacks, intrusions, or other information system failures

10.9.3 **Offices with access** to confidential student information include:

COMMUNITY OF EDUCATORS HANDBOOK

Section 10: Academic Policies – Graduate Programs

Academic Computing	Faculty
Academic Deans	Financial Aid
Administrative Computing	Human Resources
Admissions	Institutional Research
Alumni	Payroll
Athletics	Registrar
Business Office	Safety and Security
Disability Services Office	Student Affairs
EpiCenter	
Engle Center for Counseling and Health Services	

10.9.4 **Responsibility.** Each relevant area is responsible to secure student information in accordance with all privacy guidelines. Messiah College will select appropriate service providers that are given access to customer information in the normal course of business and will contact with them to provide adequate safeguards.

10.9.4.1 Faculty are prohibited from sharing individual student records in any public setting that could compromise the student's privacy rights. Examples include:

- a. Posting a list of grades on an office door where a student's grade is personally identifiable by use of student name, any portion of the student's social security number, or any portion of the student's College issued identification number.
- b. Leaving a stack of graded assignments outside an office for pick up by the students.
- c. Posting any personally identifiable educational record information (e.g. grades; semester schedule; academic advisor, etc) in a public online setting (e.g. online forum; web page, etc).

10.9.5 **The Family Educational Rights and Privacy Act** 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.)*

10.10 COPYRIGHT CLEARANCE REQUEST PROCESS

10.10.1 **When Copyright Permission Clearance Is Not Required.** Copyright clearance is not required if all of the following conditions are met.

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

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

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

- a. The copying is spontaneous.
- b. The copying is used only once in a single course. If the material has been used in the course before, copyright clearance must be obtained.
- c. The same author is represented only once, i.e., only one selection per author.
- d. No more than three selections are used from a collective work or periodical volume.
- e. No more than nine instances of multiple copying occur for one course during one term.
- f. Each copy includes notice of copyright, e.g.: Modern Physics and Ancient Faith by Stephen M. Barr. © 2003 by University of Notre Dame. Notre Dame, Indiana 46556. Used by permission of the publisher.

10.10.1.3 **Materials placed on Library Reserve.**

- a. A single photocopied article can be placed on reserve without copyright clearance provided the article is limited to no more than one chapter from a book, one entire article, or one poem. To place more than a single copy on reserve, copyright clearance is required.
- b. The copy must be made directly from the original source and cannot be a second generation copy (a copy of a copy).
- c. Any articles used for more than one semester must have copyright clearance obtained.
- d. Copyright clearance is not required to place an entire book or journal on reserve.

10.10.2 **When Copyright Permission Clearance Is Required.** Copyright Clearance Request Forms may be obtained in the Faculty Services office, on the Faculty Services Website, or on the Faculty Services Channel in MC Square (portal).

10.10.2.1 ***Coursepacks Sold in the Textbook Express.***

- a. A completed Copyright Clearance Request Form or a typed bibliography of the materials to be included in the coursepack must be submitted to Faculty Services. The bibliography must include all the information included on the Copyright Clearance Request Form.
- b. Faculty Services will request copyright clearance to use the material via the

Copyright Clearance Center website or by correspondence directly with the publisher.

- c. Faculty Services will request approval of the copyright fees from the faculty member. Once approved, the permission is secured. If fees are not approved, the request is cancelled.
- d. The faculty member delivers the coursepack materials to Faculty Services along with a completed Coursepack Work Requisition form.
- e. The materials are scanned, edited and stored electronically for future use.
- f. Copyright charges are incorporated into the purchase price of the coursepack.
- g. If a copy/copies of the coursepack are held for the faculty member, copyright fees for the copy/copies will be charged to the faculty member's department.
- h. A coursepack sold in the Textbook Express must always have copyright clearance obtained.

10.10.2.2 For Materials Which are to be Distributed in the Classroom.

- a. The first time fair use analysis will be completed on the material by Faculty Services.
- b. A completed Copyright Clearance Request Form must be submitted to Faculty Services.
- c. Faculty Services will request copyright clearance to use the material via the Copyright Clearance Center website or by correspondence directly with the publisher.
- d. Faculty Services will request approval of the copyright fees from the faculty member. Once approved, the permission is secured. If fees are not approved, the request is cancelled.
- e. The faculty member delivers the classroom handout materials to Faculty Services.
- f. The materials will be copied and returned to the faculty member by the date requested.
- g. The copyright fees will be charged to the faculty member's department.

10.10.2.3 For Materials to be Placed on Library Reserve.

- a. A completed Copyright Clearance Request Form must be submitted to Faculty Services.
- b. Faculty Services will request copyright clearance to use the material via the Copyright Clearance Center website or by correspondence directly with the publisher.
- c. Faculty Services will request approval of the copyright fees from the faculty member. Once approved, the permission is secured. If fees are not approved, the request is cancelled.
- d. Documentation of granted permissions must accompany all materials submitted at the library circulation desk. Faculty Services will provide the faculty member with the appropriate copyright clearance documentation.
- e. The copyright fees will be the responsibility of the faculty member's department.

10.10.2.4 Use of Copyrighted Work in Learning Management Systems/Online Courses.

- a. Online transmission of course content that includes display and performance of copyrighted works is governed by the federal Technology, Education and Copyright Harmonization Act (TEACH).

- b. The TEACH Act allows an accredited, non-profit educational institution to transmit performances and displays of copyrighted works as part of a course without prior permission from copyright holders if certain conditions are met.
 - 1) The TEACH Act allows the use in online course content the following works without prior permission:
 - a) performance of an entire non-dramatic literary or musical work
 - b) performance of a reasonable and limited amount of any other work (e.g., scene from a feature dramatic film or musical comedy)
 - c) display any other work in an amount comparable to that displayed in a live class (e.g., photos of sculpture or paintings).
 - 2) It is important to remember that in order to transmit an entire dramatic, literary, or musical work (e.g., feature film, opera, musical comedy) which is not in the public domain, the instructor must have prior permission from the copyright holder or public performance rights (PPR) for the work.
- c. Faculty members should contact Media Services to help them ascertain whether the College holds PPR for a copyrighted work in the College's collection and determine the format(s) available. Permission must be granted if a conversion of the format is necessary for streaming.
- d. Assistance in requesting permission from a copyright holder through the copyright clearance process is available from Faculty Services.
- e. Faculty members are responsible to assure that the copyrighted work being displayed is:
 - 1) Used at the direction of or under the supervision of the course instructor
 - 2) An integral part of a class session
 - 3) Part of systematic, mediated instructional activity
 - 4) Directly related to the teaching of the course
 - 5) Not a copy which the faculty member knows or should reasonably know was made or acquired illegally
 - 6) Not produced by someone else primarily for performance or display as part of instructional activities transmitted via digital networks.
- f. The TEACH Act requires that we provide notice to students that materials used in connection with the course may be subject to copyright protection.
 - 1) Any document placed in Sakai (LMS) Resources has the option to clarify copyright status of the document.
 - 2) The faculty member also has the option to set a copyright alert that will indicate the criteria on how the material is to be utilized. The students must agree to the criteria in order to view the material.
 - 3) In addition, the following wording can be used on the Course Home Page (Site Info): *The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.*
- g. The TEACH Act also requires technical safeguards be in place before copyright works can legally be transmitted as part of online courses. To satisfy the law, we are obliged to use reasonable measures to prevent students from saving, copying, or sharing the material. Possible safeguards are:
 - 1) password protection of copyrighted material so that only students enrolled in

- the on-line course have access
- 2) limitation of the time that the material is posted to a site
 - 3) streaming of the video
 - 4) use of HTML coding to prevent downloading and copying
- h. When a course requires that students view an entire work, it may be advisable to require that students obtain and watch the work on their own. Many DVD's are available online with closed captioning at <http://www.amazon.com/> or <http://www.netflix.com/Register>. Instructors should post in the course syllabus and on the web that acquisition and viewing of the work by the student is a requirement of the course.
- i. Copyright clearance must be obtained to post copyrighted documents in learning management systems/on-line courses.
- 1) A completed Copyright Clearance Request Form must be submitted to Faculty Services.
 - 2) Faculty Services will notify the faculty member of the copyright fees.
 - 3) The faculty member approves/disapproves the copyright fees and then permission is secured for the material(s).
 - 4) The duration of the posting is required when requesting permission from Faculty Services. The duration of posting the document can also be set in your LMS course.
 - 5) Faculty Services can make a .pdf file of the material to be posted.
 - 6) The faculty member's department is responsible for copyright charges.
 - 7) Note: Links to articles on the Internet can be placed in a learning management system environment with no copyright clearance required.

10.11 COURSE LISTING AND NUMBERING

10.11.1 **Course Numbering System.** Courses are listed by department; the alpha prefix in the course number indicates in which department and discipline the course is offered. The course numbering is to be interpreted by the following principle: All courses numbered at a 500 or 600 level. These numbers represent a progression in academic rigor and expectation.

10.11.2 **Cross-Listing of Courses.** Cross-listed courses have multiple department prefixes for the same course. Students register for the course under the prefix for which credit is to be given.

10.12 DIRECTED AND INDEPENDENT STUDIES

10.12.1 **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.

- a. The student obtains an Application for Directed Study form for each course, obtains the required signatures, and returns the application to the Director/Program Coordinator of his/her program.
- b. The Director/Program Coordinator reviews the application. If approved, the student is registered for the course. A copy of the application is returned to the student, the sponsoring faculty member, the Registrar and the Dean overseeing the program.
- c. Grades are submitted by the faculty member to the Registrar along with the other grades at the end of the semester.

10.12.2 **Independent Study.** Independent study is available to graduate students who wish to explore a particulate 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.

- a. The student obtains an Application for Independent Study form for each project undertaken, obtains the required approval signatures, and writes a proposal according to the guidelines given on the application.
- b. The student submits the signed application and a copy of the proposal to the Director/Program Coordinator of his/her program.
- c. The Director/Program Coordinator reviews the application, and if approved, the student is registered for the course. A copy of the application and proposal is sent to the faculty member supervising the experience, the Registrar's Office, the Dean overseeing the program, and the student.
- d. Grades are submitted by the faculty member to the Registrar along with other grades at the end of the semester.

10.13 COURSE SYLLABI FOR CLASSROOM BASED COURSES

- 10.13.1 **Syllabus content.** Faculty members must file the syllabus for each course with their respective Program Coordinators/Directors and the Office of the Provost as soon as possible after the beginning of each semester. It should include the following:
- a. A clear statement of course objectives. Course objectives help the student and the faculty member to think about desired learning outcomes. They can become a goal for the student to work toward.
 - b. The names of textbooks, major library reference works, and the titles of any films which will be used.
 - c. A clear statement of each course requirement. This statement should include expectations for papers, projects, etc.; the weight that each requirement has in determining the final grade; and criteria used for grading each requirement.
 - d. At least a brief content outline of the material to be covered and information about the forms or methods of evaluation that will determine to what extent course objectives are achieved.
 - e. A clear statement regarding the faculty member's policy for such items as makeup work, absence, time extensions, returning graded papers/tests, and giving feedback to the student about the quality of his/her performance.
 - f. A clear statement regarding the policy for academic dishonesty.
 - g. Information concerning the faculty member's availability to students outside of class hours.
 - h. Information about the faculty member's expectations about student responsibility regarding items like class participation, and out-of-class time.
 - i. ADA Statement: Include the following statement as well as be familiar with the suggestions for all classes available on the Office of Disability Services website at http://www.messiah.edu/offices/disability/faculty_handbook/suggestions.html

AMERICANS WITH DISABILITIES ACT: Any student whose disability falls within ADA guidelines should inform the instructor at the beginning of the semester of any special accommodations or equipment needs necessary to complete the requirements for this course. Students must register documentation with the Office of Disability Services. This office can be reached via email at: DisabilityServices@messiah.edu or via phone at (717) 796-5382.

- 10.13.2 **Syllabus availability.** Syllabi of 50 pages or less are handed out free in class. A syllabus should be sold in the Bookstore if it more than 50 pages *or* the class is larger than 100 students and the syllabus is more than 25 pages. Lab manuals are exempt from these guidelines and may be sold through the Bookstore. Syllabi and lab manuals may not be sold in class.

- 10.13.3 **Copyright costs.** Appropriate permission must be gained to use any copyrighted material (see Section 10.10). Costs incurred in securing such permission should be incorporated into the price of the syllabus in the Bookstore.

10.14 COURSE SYLLABI FOR ONLINE COURSES

10.14.1 **Syllabus content.** Syllabi are required for online courses and must meet the content requirements which apply to syllabi for all on campus courses. In addition, syllabi for online courses must specify minimum hardware and software requirements, minimum computer skills requirements, and a course start and completion date. Faculty members must file the syllabus for each course with their respective Program Coordinators/ Directors and the Office of the Provost and must be made available for posting to the website as soon as possible before the course begins.

- a. Medium appropriateness: Adapt the syllabus to reflect the technologically mediated environment of online learning. Include appropriate links to the learning management system.
- b. Breadth and Scope: Make sure the breadth and scope are comparable to the course as it would be delivered in a traditional classroom-based format.
- c. Course Objectives: List objectives of the course. Objectives help the student and faculty member to focus on the desired learning outcomes. They become goals for the students to work toward
- d. Course Resources: List textbooks, major library reference works, and the titles of any films which will be used.
- e. Course Requirements: List expectations for papers, projects, assignments, activities, etc. along with the criteria for submission and grading of each in addition to the weight assigned to each in determining the final grade.
- f. Course Outline: List the content and methods of evaluation (with due dates) as they relate to achieving course objectives. Online courses must include “instructional time” as it relates to the PDE policy on Instructional Time in online courses.
- g. Course Policies: Clearly define policies related to makeup work, time extensions, feedback on graded assignments and student performance.
- h. Academic Integrity: Include a copy of or reference to the Messiah College Academic Integrity Policy. Students have the obligation to comply with the Messiah College Academic Integrity Policy, available in the Student Handbook and http://www.messiah.edu/academics/advising_handbook/academic_policies/integrity.pdf
- i. Faculty Contact Information and Availability: Students must be provided reasonable opportunity for private contact and communication with the course instructor. Contact information should include virtual office hours, telephone number, email address, fax number (if available), and mailing address.
- j. Faculty Expectations: Clearly define expected student responsibility regarding items like field trips, class participation, and out of class time. Each online course must provide for student interaction between and among the following: Content, Students, Faculty Member. Expectations regarding the quality and quantity of interaction in online discussion forums, synchronous components of the course, etc. must be clearly defined. These expectations are essential for successful completion of a course.
- k. Course Dates: Include Beginning and Ending Dates

COMMUNITY OF EDUCATORS HANDBOOK

Section 10: Academic Policies – Graduate Programs

- l. **Minimum Hardware and Software Requirements:** List requirements as specified in the Online Course Policies document in addition to other requirements specific to course.
- m. **Minimum Computer Skills:** List requirements specific to course.
- n. **Statement on Confidentiality:** Each course must include the following statement: *“Students in online courses will be asked to post written work and to engage in written dialogue with other class members. The student should be aware that although confidentiality within the course environment is encouraged, it is possible that users in and outside the course may have access to course content.”*
- o. **Statement of Copyright Protection:** Include the following statement – *“The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.”*
- p. **ADA Statement:** Include the following statement as well as be familiar with the suggestions for all classes available on the Office of Disability Services website at http://www.messiah.edu/offices/disability/faculty_handbook/suggestions.html

AMERICANS WITH DISABILITIES ACT: Any student whose disability falls within ADA guidelines should inform the instructor at the beginning of the semester of any special accommodations or equipment needs necessary to complete the requirements for this course. Students must register documentation with the Office of Disability Services. This office can be reached via email at: DisabilityServices@messiah.edu or via phone at (717) 796-5382.

10.15 CREDIT AND LOAD

10.15.1 **Definition of 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.

10.15.1.1 **Definition of a contact hour.** A contact hour consists of 50 minutes of instruction. The contact may take place in a classroom or laboratory setting; online where the learners and faculty member are engaged in the instructional process; or within the context of experiential settings, e.g., practicum, internship, clinical and student teaching.

10.15.2 **Full-Time Status.** Graduate students who carry an academic load of 9 or more credit hours in a semester are considered full-time students and may be eligible for financial aid as full-time students.

10.15.3 **Part-Time Status.** Graduate students who carry an academic load of less than 9 credit hours in a semester are considered part-time students and may be eligible for any financial aid open to part-time students.

10.15.4 **Half-Time Status.** Graduate students who carry an academic load of at least 4.5 credit hours but less than 9 credit hours in a semester are considered half-time students and may be eligible for any financial aid open to half-time or part-time students.

10.15.5 **Overload** Graduate students who are in good academic standing and who wish to enroll for 10 to 12 credits in a semester may do so with the permission of the Program Coordinator/Director.

10.16 FACULTY ABSENCES

10.16.1 **Expectations.** Faculty members are expected to provide all instruction in their contracted courses.

10.16.2 **Illnesses.** When illness or some emergency unexpectedly prevents a faculty member from meeting a class, the Program Coordinator/Director and/or that individual's Assistant should be notified as promptly as possible.

10.16.3 **Responsibility.** Beyond the responsibility of providing instruction, Ranked Faculty in the graduate program have the same responsibilities as Ranked Faculty in the undergraduate program as specified in the *Community of Educators Handbook*.

10.17 REGISTRATION**10.17.1 First Semester Registration**

10.17.1.1 Students admitted to the College formally register for classes through the academic advisement process. Prior to registration, students must ensure their accounts are up to date with the Business Office and their health records file is current with the Engle Center for Counseling and Health Services. Any student not in compliance with these requirements will be blocked from registration.

10.17.1.2 Procedure.

- a. Registration materials, including the Schedule of Classes, are distributed to current students around April 1.
- b. Students meet with their academic advisor to discuss course selections for the upcoming registration. Desired courses are listed on the Registration Request form. This form is signed by the student and his/her advisor. A copy remains with the advisor, and the student retains a copy.
- c. Subsequent to the advisement meeting, the advisor releases the hold on registration via self-serve Banner.

10.17.1.3 Uniformity of procedure is required to handle the large volume of students and ensure fairness to all students. Advisor's signature is required to ensure the student is taking courses appropriate to his/her major, interests, and abilities. Proof of payment is required to ensure that students do not build up large balances which they are unable to pay. Clearance from the Engle Center for Counseling and Health Services is required to ensure that all health records are complete and accurate for each student in case of emergency.

10.17.2 **Second Semester Registration.** Registration procedures for the second semester are similar to the fall registration procedures. Registration materials are distributed to current students around November 1.

10.17.3 **Third Semester Registration.** Registration procedures for the third semester are similar to the fall registration procedures. Registration materials are distributed to current students around April 1.

10.17.4 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.

10.18 REPEATING COURSE WORK

- 10.18.1 **GPA.** [Approved by Community of Educators Senate, 9/27/10]
- /a. 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.
 - b. When a student repeats a course that has not been take at Messiah, the repeat policy does not apply. Therefore, the student’s GPA is not impacted by a course that is taken elsewhere.
 - c. All occurrences of repeated courses will be marked on the transcript.
 - d. The credits earned for the first grade remain in the term and cumulative calculations until completion of the repeated course. At the end of the 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.
 - e. Students need to be advised of possible financial aid consequences of repeating courses for which credits have been earned.

10.19 STANDARDS OF SCHOLARSHIP

- 10.19.1 **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.
- 10.19.2 **Academic Warning.** [Approved by Community of Educators Senate, 9/27/10] 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.
- 10.19.3 **Re-Enrollment Policy.** Students who have not been enrolled in courses at Messiah College for six months or more must file an application for re-enrollment with the graduate Admissions 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 attended other colleges and/or universities since their most recent enrollment at Messiah College must submit an official transcript from each college or university attended to the graduate Admissions Office before a re-enrollment decision can be made. To be eligible for re-enrollment, applicants must be in good academic standing, be approved by the appropriate offices across the campus (Business Office, Registrar, etc.), and the program must have the capacity to accept additional students. Conditions of re-enrollment may be imposed by the admissions committee for the specific graduate program for which the applicant seeks re-enrollment. Applications for re-enrollment are available at www.messiah.edu/gradprograms “Apply Now.”

COMMUNITY OF EDUCATORS HANDBOOK

Section 10: Academic Policies – Graduate Programs

- 10.19.4 **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. Applications for admission are available at www.messiah.edu/gradprograms “Apply Now.”
- 10.19.5 **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.
- 10.19.6 **Academic Probation, Suspension, and Dismissal** [Approved by Community of Educators Senate, 9/27/10]
- 10.19.6.1 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.
- 10.19.6.2 Academic Suspension. Students who fail to comply with good academic standing requirements after two semesters will be placed on academic suspension.
- 10.19.6.3 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.
- 10.19.6.4 Readmission. 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.
- 10.19.6.5 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.

10.20 TRANSFER CREDIT**10.20.1 Evaluation of Transfer Credits for Incoming Students**

10.20.1.1 Policy for Transfer Students. 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).

10.20.1.2 Procedure

- a. When a student applies, he/she requests the former college to send an official transcript of work to the Registrar.
- b. The Registrar's 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.
- d. Students currently enrolled who wish to take credits elsewhere must have the written approval of the Program Coordinator/Director.

10.20.1.3 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.

10.21 GRADING POLICY

10.21.1 **Grading System.** The grading system presently in use can be roughly divided into two major categories: letter grades and auxiliary symbols.

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

10.21.1.2 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).

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

I = Incomplete. Used only when a student cannot, for valid reasons, complete a course by the end of the session of enrollment.

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.

10.21.2 **Grading Matrix**

Grade	Standard	Quality Point Value
A	This grade is given in recognition of excellent achievement by those at the very top of their class.	4.0
A-	This grade is given in recognition of excellent achievement.	3.7
B+	This grade is given in recognition of excellent achievement distinctively 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 the majority 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

- 10.21.3 **Grade Point Average (GPA)**
- a. Semester GPA: The GPA for each semester is calculated from the graded courses attempted during that semester
 - b. Cumulative GPA: This is the grade point average for all graduate courses taken at Messiah College.
- 10.21.4 **Incomplete Grades**
- 10.21.4.1 A grade of incomplete may be assigned if a student is unable to complete the course work (for valid reasons), has a passing grade average and a well-defined plan to complete the remaining course work.
- 10.21.4.1.1 Requests for an Incomplete must be emailed to the course instructor no later than the last day of final exams.
- 10.21.4.1.2 The completed and signed form must be forwarded to the Registrar’s Office no later than the published deadline for grade submission.
- 10.21.4.1.3 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 term.
- 10.21.4.2 Procedure
- a. 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, he/she will ensure the student completes the Graduate Course Incomplete Request Form. The student may obtain a copy of the form online or in person at the registrar’s office. A completed copy will be kept in the registrar’s office and the instructor will retain a copy.
 - b. 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.
 - c. When a student completes the course work, the instructor must contact the Registrar’s Office with the student’s correct final grade.
 - d. 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.
- 10.21.4.3 This policy serves as a necessity of keeping 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.
- 10.21.5 **Auditing**
- 10.21.5.1 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.)
- 10.21.5.2 Procedure
- a. Declaration of the audit is done at the time of registration through the Registrar’s Office.
 - b. Students may change from credit to audit and vice versa during the drop/add period.

COMMUNITY OF EDUCATORS HANDBOOK

Section 10: Academic Policies – Graduate Programs

- c. The Business Office bills audit credits at the published tuition rate for audits.
 - d. When the course is complete, the student’s transcript indicates the symbol “AU” and the name of the course audit—no credit or grade is given.
 - e. If the student decides not to attend the course, he/she must drop the course prior to the first class in order for it to not appear on his/her record.
- 10.21.5.3 Accommodates degree program students who want to broaden their horizons into a field of interest or part-time students who wish to take a course purely for their own interest and do not need to work for graduate credit.
- 10.21.6 **Change of Grade** [Approved by Community of Educators Senate, 9/27/10]
- a. 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.
 - b. A student’s final grade may not be raised by doing additional assignments after the course has concluded or by revising previously submitted assignments.
 - c. All grade changes require the approval of the Registrar.
- 10.21.7 **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.
- 10.21.7.1 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.
- 10.21.7.2 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.
- 10.21.7.3 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.

- 10.21.7.4 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.
- 10.21.7.5 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.
- 10.21.7.6 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.

10.22 TRANSCRIPTS

- 10.22.1 **Transcript Description.** 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.
- 10.22.2 **Request for Transcript**
- 10.22.2.1 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.
- 10.22.2.2 Procedure
- The student requests a transcript from the Registrar's Office, using the form provided, accompanied by the appropriate fees.
 - The Registrar verifies that the student's business account has been cleared, mails the transcript, and records the date the transcript was issued.
 - The student is notified if we are not sending the transcript due to an outstanding balance on the financial account.
- 10.22.2.3 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.

10.23 GRADUATION REQUIREMENTS AND COMMENCEMENT**10.23.1 Degree Candidacy**

10.23.1.1 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.

10.23.1.2 These procedures are needed to identify the potential graduates and keep the Registrar's Office in contact with them prior to graduation.

10.23.2 Requirements for All Masters' Degrees

- a. A minimum of 30 hours of credit
- b. A minimum scholarship quotient (GPA) of 3.0 for all work listed as specific requirements for the major
- c. A total of 80% of the credits preceding the conferring of the degree must be earned at Messiah College.
- d. Completion of a major with requirements as specified under the department of instruction in which that program falls.

10.23.3 **Awarding Diplomas/Certificates.** Masters diplomas will be mailed to graduates upon completion of all of the requirements of their degree. Certificates earned as part of graduate studies will be mailed to students upon completion of all requirements of the certificate.

10.23.4 **Commencement.** The College hosts one commencement ceremony in the month of May, in which undergraduate and graduate students may participate. Only students who are conferred a degree are eligible to participate in the commencement ceremony. Those students who earn only the certificate of studies are not eligible to participate.

10.23.5 **Release of Diplomas.** In order for diplomas or certificates to be released, the following guidelines must be met:

- a. All course work, including approved transfer credit, must be completed and recorded on the student's Messiah College transcript.
- b. Students must satisfy all outstanding balances on the student account in the College's Business Office.
- c. The Registrar's Office will mail the diploma/certificate and a copy of the final transcript approximately 30 days after verification of the completion of all the requirements of the degree/certificate.

10.24 WITHDRAWAL FROM THE COLLEGE**10.24.1 End-of-Semester Procedure**

10.24.1.1 The withdrawing student completes a Termination of Attendance Notice form with the Registrar's Office. The Registrar's Office keeps a list and count of students not

COMMUNITY OF EDUCATORS HANDBOOK

returning and circulates this information to other offices after the close of the semester.

10.24.2 **During Semester Procedure**

10.24.2.1 Students wishing to withdraw from the College before the end of a semester must notify the Registrar’s Office of their intention and arrange for payment of all monies owed the college.

10.24.2.2 Procedure

- a. The student wishing to withdraw contacts the Registrar’s Office to complete the proper form.
- b. The Registrar’s Office informs the Business Office and Financial Aid Office of the withdrawal.
- c. 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.
- d. The Business Office in conjunction with Financial Aid determines the student’s bill and sends the student a statement of balance due or refund.

10.24.2.3 This policy has been instituted to facilitate campus communications about a student’s withdrawal.

10.24.3 **Refunds** [Approved by Community of Educators Senate, 9/27/10]

10.24.3.1 Refunds for students who withdraw voluntarily or involuntarily are determined according to the following policy. The portion of tuition to be refunded to withdrawing students will be as follows:

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

10.24.3.2 Procedure

- a. 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.
- b. Requests for drops or withdrawals after completion of 6.7% of the semester will have a fee of \$10.00, per request, charged to the student’s account. After the completion of 13.4% of the semester, a late fee of \$25.00 (per course) will be charged to the student’s account if the change is approved.
- c. Courses dropped during the first 20.0% of the semester will not appear on the transcript. Courses dropped after the completion of 20.0% and through the completion of 40.0% of the semester 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 40.0% of the semester is completed, students are not permitted to withdraw from courses except in cases documented by his/her physician or employer.

- d. 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 in 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.
- e. 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.
- f. Dining Services fee refunds are pro-rated throughout the semester/term based on the length of the semester.
- g. Refunds and adjusted bills will be sent to the student's home address following withdrawal.
- h. 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.
- i. 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.
- j. Institutional and student responsibilities in regard to the return of the Title IV funds:
 - a) Messiah College's responsibilities
 - 1) Providing each student with the information given in the policy
 - 2) Identifying students who are affected by the policy and completing the Return of Title IV Funds calculation for those student
 - 3) Returning any Title IV funds that are due the Title IV programs
 - b) Student's responsibilities
 - 1) 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
- k. Other financial aid will be refunded in proportion to and along the same schedule as tuition.

10.24.3.3

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.

10.24.4

Grading Policy

10.24.4.1

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.

COMMUNITY OF EDUCATORS HANDBOOK

Section 10: Academic Policies – Graduate Programs
