

COE Handbook: Section 10

Academic Policies for the School of Graduate & Professional Studies

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10.1 ACADEMIC ASSISTANCE

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

10.1.2 Student services are available to all graduate students. Campus offices prepared to assist graduate students include: Career and Professional Development Center, Office of Academic Accessibility, Information and Technology Services, the University Bookstore, and the Murray Library. Supplemental services for all graduate students include writing, coaching and editing sessions through the Heartful Editor.

In addition, student services available to face-to-face graduate students (DPT, MOT, and Dietetics) on campus include health services (including student health insurance) through the Engle Center and through Timely MD.

10.1.3 Academic Accessibility

Students with disabilities requiring accommodation in classes, programs, or services can arrange for accommodations through the Office of Academic Accessibility. 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 University 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 University to offer an alternative, less expensive accommodation when that alternative is as effective as the requested accommodation. The University 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 Academic Accessibility to verify eligibility, and to describe the

perceived barrier. The student is expected to work cooperatively with the instructor and OAA to develop appropriate accommodations when possible. The University 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 Academic Accessibility 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. OAA 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.

- 10.1.4 Academic Update is a tool available in self-service for instructors to provide a formal and uniform method of giving feedback to students on their academic progress at the course level. The student is notified via email when an instructor implements this method of feedback. Additionally, the student's academic advisor, the respective program director, and the Registrar's Office will receive an electronic copy. The School of Graduate & Professional Studies encourages instructors to provide feedback to all students as Academic Update may be used in both warning a student of unsatisfactory progress as well as affirming good student performance. Instructors are required at a minimum to utilize this feedback mechanism when a student is in danger of receiving a final grade of a C+ or lower or is repeatedly displaying poor academic progress.

10.2 ACADEMIC CALENDAR ASSUMPTIONS

- 10.2.1 **Background.** The School of Graduate & Professional Studies follows the unified academic calendar framework for the University.

- 10.2.2 **Rationale.** The assumptions have been put in place in order to 1) establish a protocol for current and future graduate programming, 2) maximize the efficient use of resources required to administer graduate programming, and 3) provide a positive and consistent experience for all graduate students.

- 10.2.3 Parameters

Semesters. The Graduate Calendar will consist of three common academic semesters: fall, spring and summer.

Length of Semesters. The fall and spring semesters each consist of 17 weeks, which includes a one week break; the summer consists of 13 weeks, which includes a one week break. In addition, there will be a one week break between each semester.

Terms. Each semester may be divided into “parts of term” as defined below. Courses may cross over defined “parts of term” within a single semester, but they shall not cross over defined semesters, i.e., all courses must begin and end in the same semester.

Parts of Term are based upon one of the following models:

- a) Six-Week Model. Courses offered using the 6-week model will be delivered in six consecutive weeks, beginning at the start or the 8th week of the summer semester. Any use of this model in the Fall or Spring semesters must have prior approval from the School of Graduate & Professional Studies administrative offices.
- b) Eight-Week Model. Courses offered using the 8-week model will be delivered in eight consecutive weeks, beginning at the start of the fall, spring or summer semester. Or, beginning the 10th week of the semester in the fall or spring. In the summer semester, the late eight-week model begins the 6th week of the semester.
- c) Ten-Week Model. In the rare occurrence that a 10-week model is required, it must have prior approval from the School of Graduate & Professional Studies administrative offices.
- d) Twelve-Week Model. In the rare occurrence that a 12-week model is required, it must have prior approval from the School of Graduate & Professional Studies administrative offices.
- e) Semester-Long Model. Courses offered using the semester-long model will be delivered in consecutive weeks with a one-week break at the mid-point of the fall, spring and summer semester. Exceptions for break will apply to courses related to internship, practicum, clinical, fieldwork, thesis/project, and first semester MOT students. In all instances, the minimum number of hours of classroom instruction time for a graduate course must be equivalent to 14 hours per college credit.
- f) Intensive Model. Courses offered using the intensive model will be delivered face-to-face and may not exceed fourteen (14) days of on-campus instruction. Intensive courses will frequently require students to complete work before the first face-to-face meeting and finish course work within a designated period of time following the last day of the on-campus instruction. Though other configurations are permissible within the intensive model delivery, a course designated using the intensive model will typically require students to meet face-to-face for one week (Monday – Friday), approximately eight hours each day, and allow one week prior and one week following for the completion of course work. For all intensive courses, the duration of the course (including face-to-face time as well as pre- and post-classroom expectations) must be communicated clearly in the course syllabus, the minimum number of hours of classroom instruction must

be equivalent to at least 14 hours of classroom instruction per college credit, and the course must begin and end in the same semester.

Weeks. A week on the graduate calendar begins on Sunday and ends on Saturday.

Course Time. In accordance with the Pennsylvania State regulations, one college credit is defined as a minimum of 14 hours of classroom instruction, or 42 hours per three-credit course, and each graduate course will adhere to this state-regulated standard.

Start Dates. The fall semester will begin on the Sunday after the one-week break between summer and fall. The spring semester will begin with an intensive course, which includes a face to face component which begins the first full week of January. All other spring courses will begin on the Sunday of the second full week of January. All summer courses will begin on the second Sunday following the last Saturday of the spring semester. Intensive summer courses will be scheduled throughout the 13-week semester at least one year in advance and in coordination with the appropriate campus offices.

Holidays. There will be no graduate classes between the end of the fall semester and January 1. This will preserve the Christmas and New Year's Day holidays as well as the college closure between Christmas and New Year's. Other holidays will be accommodated at the discretion of the instructor of the course. For Messiah University observed holidays faculty must ensure the appropriate amount of instructional time is achieved for the course. Faculty teaching face-to-face will choose from one of the following:

- Move face-to-face time to an alternative day and time that week OR
- Develop alternative instructional time through Canvas and/or additional assignments

The chosen option must be clearly defined in the syllabus, with any additional meeting dates, prior to the start of the course. Course assignments may not be due on any observed holiday.

Faculty teaching online may not hold synchronous sessions, nor can a course assignment be due, on an observed University holiday.

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 **Master of Education.** The M.Ed. degree is conferred for successful completion of a program in education generally requiring two or three years of full-time college-level study beyond the bachelor's degree. It is awarded for advanced scholarship in education and demonstrated ability to perform scholarly research.
- 10.3.5 **Master of Business Administration.** The MBA degree is conferred for successful completion of a program in business generally requiring 2-3 years of college-level study beyond the bachelor's degree. It is awarded for the advanced study of the theory and practical application of business and management.
- 10.3.6 **Master of Occupational Therapy.** The MOT degree is conferred for successful completion of a program in Occupational Therapy generally requiring 25 months of full-time college-level study beyond the bachelor's degree. It is awarded for entry level occupational therapy practice based on the integration of theoretical knowledge and skill-based competencies in occupational therapy.
- 10.3.7 **Doctorate.** The doctorate degree is the highest award a student can earn for graduate study, requiring advanced work beyond the master's level; conferred upon completion of a program providing knowledge and skills for recognition, credential or license for professional practice; or upon the preparation and successful defense of a dissertation based on original research; or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement.
- 10.3.8 **Post-Master's Certificate of Advanced Graduate Studies (CAGS).** This certificate is designed for students who 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
- 10.3.9 **Post-Baccalaureate Certificate of Graduate Studies.** This certificate is designed for students who have a bachelor's degree but would like to earn graduate level credits within a specialty area or discipline. The group of courses required to earn this certificate is specifically prescribed and includes a minimum of 12 credits.
- 10.3.10 **Accelerated Programs**

Accelerated programs are approved academic programs that provide students with an option to earn both their bachelor's degree and graduate degree in a shorter period of time with fewer total credits than if they completed both degrees separately.

An accelerated program can be completed with another partnering institution or it can exist within a single institution. This policy applies to accelerated programs involving programming offered within Messiah University.

Accelerated programs will conform to the following:

1. The curriculum meets the curricular requirements for the Bachelor degree including QuEST and common learning requirements.
2. The curriculum meets all of the curricular requirements for the Master's degree.
3. Accelerated programs resulting in a Master's degree must include a minimum of 153 credits (123 for the undergraduate degree and at least 30 unique credits for a masters-level degree). Graduate credits will count toward the undergraduate degree within these credit assumptions.
4. Accelerated programs resulting in a Doctoral degree must include a minimum of 183 credits (123 for the undergraduate degree and a minimum of 60 unique credits for the doctorate-level degree). Graduate credits will count toward the undergraduate degree within these credit assumptions.
5. Students may elect to participate in the undergraduate commencement ceremony in the academic year in which all undergraduate degree requirements are completed.
6. Students have undergraduate standing until they complete all undergraduate degree requirements and are awarded their Bachelor degree. As undergraduate students, they are:
 - a) assessed undergraduate tuition and fees;
 - b) eligible for undergraduate financial aid and scholarships;
 - c) subject to all undergraduate academic and student policies.
7. Students obtain graduate standing after completion of the undergraduate degree requirements. As graduate students, they are:
 - a) assessed graduate tuition and fees;
 - b) eligible for graduate financial aid and scholarships;
 - c) subject to all graduate academic and student policies.

Proposals for accelerated programs must address the following: [These are beyond what is normally required of proposals for any program.]

1. What is the multi-year curricular plan for completing both degrees? Does the plan include summer requirements?
2. What pathways to undergraduate majors are available for students who cannot or chose not to progress through this program?

3. What are the options and associated expectations for admission into this program?
4. What are the expectations for progression through this program?
5. What is the organizational and administrative home of this program?

Governance process for accelerated programs proposals

Proposals must be approved by the relevant undergraduate department and graduate program, Assessment of Student Learning Committee, Curriculum Committee, (General Education), Academic Council, Graduate Council, University Council, and COE Senate.

- 10.3.11 **Program.** A prescribed set of courses and other requirements recommended by the Graduate Council and approved by the Community of Educators and University 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.
- 10.3.12 **Program Core.** A prescribed set of specialized courses recommended by a program and approved by the Community of Educators as a valid representation of the area of study. These courses are completed by all students in a particular graduate program. A core may be complemented with a track/concentration.
- 10.3.13 **Subsequent Degree.** A subsequent degree is awarded when a student completes an additional graduate degree of the same level at Messiah University after completing the first graduate degree.
- 10.3.14 **Concurrent Degrees.** Concurrent degrees occur when a student is enrolled in two graduate degrees of the same level at the same time, which are not arranged by the University as a dual degree program.
- 10.3.15 **Dual Degree.** Dual degrees are formal programs of study created by the University where students complete two different existing graduate degrees of the same level at the same time.
- 10.3.16 **Track/Concentration.** A prescribed set of courses in a sub-discipline of a program or closely related discipline consisting of a minimum of 9 credits and a maximum of 45 credits [initial certification tracks are higher than this]. Students may complete requirements for more than one track.
- 10.3.17 **Semester (term).** A semester or term is a session within the academic year in which courses are offered. Consisting of 17 weeks in length in the fall and spring, and 13 weeks in the summer, each semester may contain various parts-of-term. Students may register for more than one course in a semester.
- 10.3.18 **Part of Term.** A part-of-term is a condensed term contained within a semester and provides the flexibility for accelerated courses to be offered. Typical models include 6-week, 8-week or intensive parts-of-term. All parts-of-term are confined

within the published beginning and ending dates of the semester. Students may register for more than one course in a part-of-term.

10.3.19 **Prerequisite Course.** A prerequisite is a course which must be completed prior to another course(s) due to the fundamental content or knowledge required through the progression of study. Prerequisite requirements are included in course descriptions and may be enforced through course registration.

10.3.20 **Co-requisite Course.** A co-requisite is a course which must be taken in the same part-of-term as another course. Typically a lecture and lab/clinical combination, registration for co-requisite courses must be performed in the same registration transaction. Co-requisite requirements are included in course descriptions and may be enforced through course registration.

10.3.21 **Concurrent Course.** A concurrent course is a modification of a prerequisite requirement, where it can be taken in an earlier part-of-term or in the same part-of-term as the course in which registration is attempted.

10.3.22 **Course Delivery.**

- a) Traditional-Students meet at a physical location during scheduled meeting times for the duration of the course.
- b) Synchronous-Use of a learning management system and other technologies to deliver real-time online lectures and discussions for students at remote locations.
- c) Asynchronous-Use of a learning management system and other technologies to deliver recorded online lectures and materials for students at remote locations at anytime.
- d) Hybrid-A combination of face-to-face meetings and synchronous and/or asynchronous class sessions.
- e) Online-Students access all course materials online through the learning management system: there are no requirements for face-to-face sessions. Online courses will include synchronous and/or asynchronous methods of delivery.

10.3.23 **Credit Hour.** A credit hour is a unit of academic work consisting of a minimum of 14 contact hours of classroom instruction, or its equivalent, over the period of the learning session. In addition to the hours of classroom instruction (or its equivalent), the student is expected to invest two to three hours for each contact hour of instruction. A lab credit hour will consist of a minimum of 14 contact hours of classroom instruction, or its equivalent, over the period of the learning session. Standard practice in the School of Graduate & Professional Studies is 21-28 contact hours of classroom instruction per credit hour.

10.3.24 **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.

- 10.3.25 **Full-time Status.** Graduate students who carry an academic load of 6 or more credit hours in a semester are considered full-time students and may be eligible for financial aid as full-time students.
- 10.3.26 **Three-quarter Status.** Graduate students who carry an academic load of at least 4 credits but less than 6 credits are considered three-quarter-time students. They are eligible for any financial aid open to three-quarter time students.
- 10.3.27 **Half-Time Status.** Graduate students who carry an academic load of 3 credit hours in a semester are considered half-time students and may be eligible for any financial aid open to half-time students.
- 10.3.28 **Less than Half-Time Status.** Graduate students who carry an academic load less than 3 credit hours in a semester are considered less than half-time students and may be eligible for financial aid that is open to less than half-time students.

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 University. These violations include:
1. **Plagiarism.** Submitting as one's own work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including on-line sources, without the proper acknowledgment of that source. Examples: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.
 2. **Self-Plagiarism:** The reuse of significant, identical, or nearly identical portions of one's own work without acknowledging that one is doing so or citing the original work. Examples: Reusing portions of a previously written text, paper, or article (published or unpublished text), republishing or reusing the same paper that is published elsewhere without notifying the reader nor publisher of the journal, etc.
 3. **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), communicating via email, IM, or text messaging during an exam, using the internet, sniffers, spyware or other software to retrieve

information or other students' answers, purposely disconnecting from the internet to cause a lock on an online exam, etc.

4. Fabrication. Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.
5. 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.
6. 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.
7. Computer Offenses. Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.
8. Unfair Advantage. Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, having someone else participate in your place, etc.

10.4.2 **Education Regarding Academic Integrity Policy**

Messiah University is responsible to clearly articulate the Academic Integrity Policy to students by publishing it in the graduate student catalog. 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 **Records of Violations of Academic Integrity**

As the custodian for student education records, the registrar's office maintains records of academic integrity violations for all students in accordance with the University's Schedule for Records Retention.

10.4.4 **Procedures for Perceived Violations of Academic Integrity**

1. If a violation of the Academic Integrity Policy is suspected, the faculty member should discuss the incident with the student (s) and determine to the faculty member's satisfaction whether or not a violation has occurred.
2. If the faculty member determines that it is more likely than not that the student is innocent, the student should be informed of this determination in writing. No report of the incident or of the faculty/student meeting should be filed with the Dean of the School of Graduate & Professional Studies.
3. If the faculty member determines that it is more likely than not that a violation has occurred, he/she should send a formal report to the student and copy the Dean of the School of Graduate & Professional Studies and his/her Program Director. The formal report should include a complete description of the incident, including date of the violation, the nature or type of the violation,

and the nature and type of evidence. The formal report should also include appropriate sanctions. The Dean of the School of Graduate & Professional Studies will send copies of the faculty member's report to the student's advisor(s). In the event a violation of the Academic Integrity Policy is suspected by the Director who also serves as the Dean of the School of Graduate & Professional Studies, the Provost will serve in the Dean's role as described in the Academic Integrity violation and appeal policy.

4. The faculty member should keep originals of tests and papers that provide evidence of the violation.
5. With issues related to computer offenses or misrepresentation of academic records, the case may be referred to the Dean of the School of Graduate & Professional Studies for processing.
6. If a staff member or an administrator discovers violations of the Academic Integrity Policy, he/she should contact the Dean of the School of Graduate & Professional Studies, who will contact the student.
7. The student may appeal in writing to the graduate program 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 Program Director in writing within one week of the receipt of the written notification from the faculty member dealing with the incident. The faculty member filing the initial report of a violation should be recused from the program committee handling the appeal. The program committee should be comprised of faculty members from its own graduate program and include at least three individuals. In the event a program has fewer than three faculty members, directors of other graduate programs will supplement the existing group in order to reach a minimum of at least three committee members hearing a student appeal.
8. The student may appeal the decision of the graduate program in writing to the Dean of the School of Graduate & Professional Studies, whose decision will be final. In the event the graduate program processing an appeal is also a graduate program that is directed by the Dean of the School of Graduate & Professional Studies, the student may appeal the decision in writing to the Provost.

10.4.5

Procedures for Multiple or Egregious Violations of Academic Integrity

1. If the student has committed two or more violations of academic integrity, or if the Dean of the School of Graduate Studies determines that the violation is egregious, the Dean of the School of Graduate & Professional Studies will meet with the student who has committed the violation. Unless the violation is egregious, this meeting will take place after the appeals process ends.
2. The Dean of the School of Graduate & Professional Studies will consult with the faculty member who first determined that a violation had occurred; with that faculty member's Program Director; and with the Director of the student's program of study, if other than the Director of the program in which

the violation occurred. The Dean of the School of Graduate & Professional Studies will determine appropriate sanctions.

3. The Dean of the School of Graduate & Professional Studies will notify the student in writing of the sanctions determined, and send copies to the student's advisor(s), and to the Director of the student's program of study, if other than the Director of the program in which the violation occurred.
4. The student may appeal the decision of the Dean of the School of Graduate & Professional Studies in writing to the Provost, whose decision will be final. In the event the student's initial appeal was heard by the Provost due to the Dean of the School of Graduate & Professional Studies being recused from the process, the student may appeal the Provost's decision in writing to the President.

10.4.6 **Penalties for Violations of the Academic Integrity Policy**

1. In all instances of violations of the Academic Integrity Policy, the faculty member will assign sanctions within the context of the course. If the violation is a second offense, or is determined to be an egregious offense, the Dean of the School of Graduate & Professional Studies will assign appropriate sanctions that go beyond the course. In the case of an egregious offense, the Dean of the School of Graduate & Professional Studies may temporarily suspend the student before and during any appeal process.
2. For a non-egregious first offense, 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.
3. The policy of the University 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, if a second report of a violation of the Academic Integrity Policy is received, or if the Dean of the School of Graduate & Professional Studies determines the violation to be egregious, the range of possible responses includes suspension of the student, disciplinary probation, or other appropriate sanctions.

10.4.7 **Time and Record-Keeping Considerations**

Academic integrity violations should be processed in a timely manner.

1. Faculty should report academic integrity violations within a week of their discovery.
2. Student appeals must be filed within a week of receiving the written report of an academic integrity violation.

3. The recipient of student appeals should acknowledge receipt of the appeal within one week.
4. Timing constraints only apply when school is in session, but processing of violations may continue during breaks.
5. When violations occur at the end of the semester or term, faculty may file a grade of incomplete until the investigation and possible appeals are complete.
6. Academic Integrity Violations will continue to be processed if the student withdraws from the course in which the violation occurred.
7. Academic Integrity Violations may be reported within one semester after the course if first discovered at that time.
8. The final results of all Academic Integrity investigations, including all appeals, should be filed with the registrar's office.
9. A record of academic integrity violations will be maintained by the registrar's office in accordance with the University's Schedule for Records Retention. However, undergraduate records will not count against students who return as graduate students.
10. The Dean of the School of Graduate & Professional Studies will notify the faculty member filing the report and the student's advisor(s) of the results of all appeals. In the case of multiple or egregious violations, Dean of the School of Graduate & Professional Studies will also notify the Director of the student's program of study, if other than the Director of the program in which the violation occurred, of the results of any appeal.
11. On-campus program areas conducting required background checks of students (for example, teacher certification, professional advisor) should submit the students' names and ID numbers to the registrar's office for clearance. The registrar's office will determine that an appropriate need to know exists under FERPA guidelines.
12. If a Director and the registrar's office have established that the Director has an on-going need to know about academic integrity violations, the registrar's office will automatically notify the Director of any violations by students in that program of study after all appeals are resolved.

10.5 ACADEMIC PETITIONS

Students who find it necessary to request an exception to an academic policy must send a written petition to the registrar's office stating the request and rationale, in addition to any supporting documentation for the request. The registrar's office reviews the petition and notifies the student and academic advisor of the decision. A copy of the petition and decision is retained in the student's record.

10.6 ADMISSIONS and ENROLLMENT DEFINITIONS & POLICIES

- 10.6.1 **Provisionally Admitted Students.** Applicants who have submitted all graduate program application materials except official transcripts or letter(s) of reference may be provisionally admitted to Messiah University, pending Graduate Program

Director approval. Those with provisional status have one semester to submit all of the required admissions materials. The student will not be eligible to register for a second semester until the provisional designation is removed. Any request for an exception to this registration block must be submitted to the Director.

- 10.6.2 **Conditionally Admitted Students.** Applicants whose application does not meet the criteria for degree-seeking or non-degree seeking status, but who appear to have the capability to successfully complete graduate courses may be admitted to Messiah University on a conditional admittance status. A conditionally admitted applicant must satisfy the conditions of his/her admittance in order to continue in the program. The specific conditions and length of time permitted to meet the stated conditions shall be detailed in a letter from the Director or Admissions Committee of the student's chosen program.
- 10.6.3 **Non-degree Seeking Students.** Applicants who meet all requirements for admission to a specific graduate program, but who do not intend to pursue an advanced degree at Messiah University may enroll as a non-degree seeking student. (Note: Not all programs admit non-degree seeking students). This classification includes students who may be taking graduate courses for transfer credits, personal enrichment, professional development credits, Act 48, continuing education or licensing requirements, etc. Students may take up to 9 credits as a non-degree seeking student. Any student changing from non-degree seeking to degree seeking must fulfill the admission requirements for degree seeking students prior to proceeding beyond the 9 credit limit for non-degree seeking students.
- 10.6.4 **Deferred Admissions Policy.** Application for admission to the School of Graduate & Professional Studies at Messiah University is limited to the semester indicated on the student's application. If a student's plans change, she/he may defer acceptance for up to two semesters from the initial semester of acceptance. If a student defers, there is no guarantee that all coursework will be available upon their enrollment. Therefore, it is recommended that accepted students who are considering deferring enrollment consult with their Program Director prior to declaring their intentions. *Note: Students accepted into the Doctor of Physical Therapy, Master of Occupational Therapy, and Dietetic Internship Program may not defer their admission. See Program Director for more information.*
- 10.6.5 **Re-enrollment Policy.** Students who have withdrawn from the University (not enrolled in at least one course at Messiah University during the past semester – fall, spring or summer) must file an Application for Re-Enrollment with the Graduate Enrollment Office at least twenty (20) days prior to the beginning of the semester for which re-enrollment is being sought. Students who are granted a leave of absence will be considered withdrawn if they do not enroll in at least one course at Messiah University during the semester following their leave of absence.

Students applying for re-enrollment who have earned graduate credits at another institution since their most recent enrollment at Messiah University, and who want those courses to be considered as transfer credits and/or for enrollment decisions, must submit official transcripts from each institution attended before a re-enrollment decision can be made.

To be eligible for re-enrollment, applicants must be in good standing with the University and the academic program must have the capacity to accept additional students. Additional conditions of re-enrollment may be imposed by the specific graduate program for which the applicant seeks re-enrollment.

10.6.6 **Re-Admission Policy.** Students who have not been enrolled in graduate courses at Messiah University for two years or more and wish to return must re-apply for admission to the graduate program by completing the full application.

10.6.7 **Re-Admission after Academic Dismissal.** Students who are dismissed for academic reasons may not apply for readmission to Messiah University for at least two academic years from the date of the dismissal. During the two-year dismissal, students may not enroll in graduate level courses at Messiah University. In addition, students may not apply for admission to a different graduate level program at Messiah University during the two-year dismissal. 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 program. Readmission is neither automatic nor guaranteed. The Program coordinator/director notifies the student in writing about the University's decision for readmission. Students who are readmitted are placed on academic probation and must comply with all of the terms set forth in the reinstatement letter.

10.6.8 **Admissions Appeal Policy**

A candidate who applies and/or interviews, but whose admission is denied, has the right to appeal the decision. Appeals must be made in written form to the director of enrollment for graduate studies & adult education within 30 days of the original decision. The letter should clearly state the grounds for appeal. Students whose appeal is accepted will be reconsidered for admission by the respective graduate program.

10.7 **ADVISING**

Refer to COE Handbook Section 8.7

10.8 **CLASS ATTENDANCE**

Messiah University expects all students to attend scheduled classes regularly in order to maximize opportunities to profit from a professor's expertise and from

interchange with their peers, as well as to contribute to the quality of intellectual interchange in the classroom, whether traditional or virtual.

Regular attendance is expected throughout the duration of the course. For online courses, 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 a class session, or failure in the course if he/she does not properly withdraw.

Having a substitute participate in the registered student's place is a violation of the University's academic integrity policy. Punctual and regular attendance at classes is expected except when a student is prevented from doing so by illness, death in the family, or a similar emergency. Individual course regulations about class attendance are left to the discretion of the instructor. Attendance regulations should be conveyed to students at the beginning of the semester and must be delineated in the syllabus.

10.8.1 **Absences Due to Student Illness or Critical Illness/Death in the Immediate Family**

For class absence due to personal illness, it is the student's responsibility to notify the instructor(s) prior to the class or synchronous session, if possible. If prior notification is not feasible, the student should ensure that s/he notifies her/his instructors by the end of the day on which the class(es) meet.

For deaths in the family and similar emergencies, students should notify their Program Director who will notify the faculty of the student involved, it is important that the student notify the office as soon as possible.

10.8.2 **Exam Policies**

The instructor shall decide whether students who miss a pre-announced class examination will be granted make-up privileges. Faculty may consult their program's handbook for any program specific policies.

10.9 **CONCURRENT, DUAL & SUBSEQUENT DEGREES**

10.9.1 **Concurrent Credentials**

The following parameters apply for students interested in enrolling in more than one graduate degree:

- Admission decisions for the degrees are made independently.
- All requirements must be completed for each degree.
- Up to nine (9) credits of one graduate degree may be applied to meet requirements of another graduate degree.
- Degrees are not required to be earned in the same academic year.

- The academic transcript will cite all earned degrees.

10.9.2

Dual Degree

- Dual degrees require further study than either degree alone, but less than when the degrees are pursued separately. The total number of credits is reduced no more than 25% to establish requirements for the dual degrees.
 - Reductions may be achieved by sharing a course(s) between more than one program, course substitutions, or waivers due to complimentary content of coursework.
 - Program objectives for each degree must be maintained when establishing potential reductions.
- Students apply specifically to the dual degree programs, and directors of the dual degree programs make admission decisions. A student may be eligible for admission to a standard degree program if he/she is not admitted for the dual degrees.
- Students complete all requirements as outlined by the University for the dual degree.
- The awarding of the degrees occurs simultaneously at the time all requirements are successfully completed. Students are not eligible for one degree until all degrees are finished.
- Completion of the degrees results in individual degree citations on the academic transcript, and students are issued a diploma for each degree earned.

10.9.3

Concurrent Degree and Certificate

- Students request their desire to earn concurrent credentials via Graduate Enrollment or the Graduate Registrar's Office.
- Students are required to request their declaration of a certificate prior to completing their application for degree.
- Credits earned in a certificate may be applied to a degree in their entirety.
- Students are not required to earn all credentials in the same academic year.
- Completion of all credentials results in individual citations on the academic transcript, and students are issued a diploma and certificate upon completion of each.

10.9.4

Subsequent Credential(s)

- Students must apply to the succeeding credential and admission decisions are independent of previous admission decisions.
- Students complete current requirements for subsequent credentials.
- Courses completed within the last seven (7) years may be applied to meet requirements for the subsequent credential.

- A student’s cumulative GPA is calculated and based on all graduate credits earned at Messiah.
- Completion of the subsequent credential results in individual citations on the academic transcript and students are issued a credential for each one earned.

10.9.5 **Subsequent Degree**

Students may be approved to use up to nine (9) credits from a previous Messiah graduate degree to meet the requirements of a subsequent graduate degree.

10.9.6 **Subsequent Certificate**

- Credits earned in a previous credential may be applied to a subsequent certificate if at least three (3) credits are unique (not shared), and is completed after the first certificate is awarded.
- Completion of the subsequent certificate results in a citation on the academic transcript, and the student is issued a credential for the certificate earned.

10.10 **CONFIDENTIALITY OF STUDENT INFORMATION**

10.10.1 The Family Educational Rights and Privacy Act (FERPA) limits disclosure of student education records. Examples include not posting grades by name, University identification number, or any format in which others can identify the student as well as sharing specific student academic or personally identifiable information without valid need to know (i.e., consult FERPA Compliance for “valid”).

Similarly, faculty are not to distribute graded papers, projects, or other graded course assignments by placing them outside an office door such that any student can see the results. If such graded materials are returned to students outside of class, this must be done in a manner that insures confidentiality for each student.

Any questions of interpretation should be directed to the Registrar or the University Council.

10.10.2 **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational and Privacy Act of 1974 (FERPA), as amended, provides enrolled students the right to inspect their “education records” (defined generally as records, files, documents, and other materials maintained by the University which contain information directly related to the student and from which students can be individually identified) and to have a right to consent to most types of disclosure of these records. At Messiah University education records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records.

- Education records do not include records of administrative or instructional personnel which are personal in nature, in the sole possession of the maker,

and not accessible to any other person; records which are maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals, and made in connection with treatment of the student; financial records of parents; or records maintained by the Department of Safety created for the purpose of law enforcement. These records, then, are not available to students.

- Students who wish to inspect their education records should indicate such to the Institution official responsible for maintaining the particular record. FERPA requires that an appointment be made for the student to inspect the record within 45 days of the date of the request. If, upon, examination, the student believes the record to be inaccurate or misleading, the student may file a written request that the University official amend the record. If the official decides not to amend the record as requested by the student, the student will be advised of his/her right to request a hearing. A hearing, to be conducted by a disinterested person appointed by the President of the University, will be held within 30 days of receipt of a written request. The student will have a full and fair opportunity to present relevant evidence. A written decision will be rendered within two weeks of the date of the hearing.
- A student's education records will be released to his/her parents/guardians/significant other only with the written consent of the student or upon receipt of certification that the parents/guardians have declared the student as a dependent on their most recent income tax return. The College, however, may elect to notify the parent/guardian of a student under the age of 21 who commits a disciplinary violation related to use or possession of alcohol or a controlled substance.
- Individuals identified on the FERPA and/or parents/guardians may be notified when a residential student contracts a serious illness/injury/requires hospitalization. Additionally, academic status may be shared with individuals identified on the FERPA and/or parents/guardians. Any student who does not want this information provided to parents/guardians or who does not want his/her education records released to parents/guardians must give written notification to the Registrar. This notification will remain in effect until revoked in writing by the student.

10.11 COPYRIGHT CLEARANCE REQUEST PROCESS

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

10.11.1.1 **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.

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

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

10.11.1.3 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.

10.11.2 **When Copyright Permission 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).

10.11.2.1 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.

10.11.2.2 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.

10.11.2.3 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.

10.11.2.4 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.
 - i. The TEACH Act allows the use in online course content the following works without prior permission:
 1. performance of an entire non-dramatic literary or musical work
 2. performance of a reasonable and limited amount of any other work (e.g., scene from a feature dramatic film or musical comedy)
 3. display any other work in an amount comparable to that displayed in a live class (e.g., photos of sculpture or paintings).
 - ii. 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:
 - i. Used at the direction of or under the supervision of the course instructor
 - ii. An integral part of a class session
 - iii. Part of systematic, mediated instructional activity
 - iv. Directly related to the teaching of the course
 - v. Not a copy which the faculty member knows or should reasonably know was made or acquired illegally
 - vi. 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.
 - i. Any document placed in Sakai (LMS) Resources has the option to clarify copyright status of the document.
 - ii. 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.

- iii. 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:
 - i. password protection of copyrighted material so that only students enrolled in the on-line course have access
 - ii. limitation of the time that the material is posted to a site
 - iii. streaming of the video
 - iv. 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.
 - i. A completed Copyright Clearance Request Form must be submitted to Faculty Services.
 - ii. Faculty Services will notify the faculty member of the copyright fees.
 - iii. The faculty member approves/disapproves the copyright fees and then permission is secured for the material(s).
 - iv. 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.
 - v. Faculty Services can make a .pdf file of the material to be posted.
 - vi. The faculty member's department is responsible for copyright charges.
 - vii. Note: Links to articles on the Internet can be placed in a learning management system environment with no copyright clearance required.

10.12

COURSE FIELD TRIPS

All course field trips contemplated for a given semester will be registered with the Program Director at the beginning of that semester together with supporting rationale for the trips. Directors must ensure all course instructional hours are being met.

Field trips should be planned to minimize their disruptive effects on student schedules. For example, mid-semester and end-of-semester scheduling should be

avoided along with extended field trips that would conflict with other class periods.

Students are expected to participate in a planned field trip unless excused by the faculty member planning the event.

10.13 COURSE LISTING and NUMBERING

10.13.1 **Course Numbering System.** Courses are listed by program; the alpha prefix in the course number indicates in which program and discipline the course is offered. The course numbering is to be interpreted by the following principle: All graduate courses are numbered at a 500, 600, 700, 800 or 900 level, which represent a progression in academic rigor and expectation.

10.13.2 **Cross-Listing of Courses.** Cross-listed courses have multiple program prefixes for the same course, and have the same course description and learning objectives. Students register for the course under the prefix for which credit is to be given.

10.14 COURSE POLICIES

10.14.1 **Face to Face Course Policies** [to be developed]

10.14.2 **Online Course Policies** [to be developed]

10.15 COURSE SYLLABI

10.15.1 **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. Course Title and Number
- b. Course Dates/Semester. Include beginning and ending dates for online courses.
- c. Faculty Contact Information and Availability. Name, phone, email, Skype, Twitter, etc. and availability (office hours), as well as a clear statement of when and how to contact the faculty.
- d. Faculty Expectations of Students. Information about the faculty member's expectations about student responsibility regarding items like participation, class attendance, field experiences, delivery format, time commitment each week, and out-of-class time.
- e. Course Description. As listed in the University Catalog or on the Web.
- f. Course Objectives. A clear statement of course objectives as approved by the program within which the course is housed.
- g. Course Materials. The names of textbooks, subscriptions, major library reference works, and the titles of any films which will be used.
- h. Course Requirements. A clear statement of each course requirement. This statement should include expectations for papers, projects, etc.

- i. Grading. The weight that each requirement has in determining the final grade; and criteria used for grading each requirement.
- j. Course Policies. 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.
- k. Course Outline/Schedule. A 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. In addition, a timeline indicating due dates of assignments, presentations, forum posts, etc. is expected to be included in this section.
- l. Academic Integrity Policy. Include a link to the Academic Integrity Policy.
- m. ADA Statement. Include the entire text of the policy as follows:
 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. Contact DisabilityServices@messiah.edu or (717) 796-5382.
- n. Assistance (Library Liaison, Writing Center, Learning Center) – Provide specific information as applicable.
- o. Statement on Confidentiality. Each course must include the following statement: “Students may be asked to post written work and engage in written dialog with other class members within an LMS. 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.”
- p. Statement of Copyright Protection. Include the following statement, “The materials in this Messiah University course are only for the use of students enrolled in this course for purposes associated with this course and may not be further disseminated.”

10.15.2 **Syllabus availability**. Syllabi should be posted within the University's Learning Management System for ease of access.

10.13.3 **Copyright costs**. Appropriate permission in accordance with Messiah University policy must be gained to use any copyrighted material. Costs incurred in securing such permission should be incorporated into the price of the course materials.

10.13.4 **Syllabi for Online Courses**. Syllabi for online courses must meet the content requirements which apply to syllabi for all courses as well as the following criteria:

- a. Instructional Time (mandated by the State): Online courses must separate Instructional Time activities from Non-Instructional Time activities. Each

credit hour requires 14 hours of classroom instruction. A typical three-credit course would require a minimum of 42 hours of classroom instruction. For each hour in the classroom, students can expect to complete two hours of non-instructional time, or “homework.” Class time + homework time = Time commitment for the course. Time commitment divided by the number of weeks in the course equals the number of hours required each week. What follows is a partial example of a three-credit course being offered in an eight-week term. (In this example, instructional time should be about 5.25 hours/week and non-instructional time should be about 10.5 hours/week when averaged over the course of eight weeks.)

- i. Instructional Time. The activities that are the equivalent to Classroom Instruction would best be:
 - 1. Directly related to the objectives of the course/program
 - 2. Be measureable for grading purposes
 - 3. Have the direct oversight or supervision of the faculty member teaching the course
 - 4. In some form be the equivalent of an activity conducted in the classroom
- ii. Non-Instructional Time. The following activities are not the equivalent of Classroom Instruction as taken directly from the policy:
 - 1. Homework assignments
 - 2. The amount of time the student spends accomplishing a task

Messiah University Examples of Equivalent Classroom Instruction	Items that are <u>not</u> the Equivalent of Classroom Instruction
Faculty supervised ice breakers	Time spent researching and writing papers
Lectures via synchronous software	Group work that is unsupervised by faculty
PowerPoint presentations	“Homework”
Faculty supervised forums	Final exams
Video (lecture, clips, full length films) that directly relate to the objectives of the course	Assigned readings
Quizzes and tests when feedback is provided	Practice quizzes
Feedback on assignments	
Faculty supervised group work	
Collaboration through the use of synchronous software or through the use of a wiki	
Use of guest speakers through audio, video, or as part of a forum	
For courses that have a lab component, those tasks that would	

normally be done in the (computer) lab	
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- b. Minimum Hardware and Software Requirements. Include a link to the minimum system requirements policy as well as any specific requirements for the course.
- c. Minimum Computer Skills. Include a clear statement regarding the technology skills required, i.e., “Students must possess basic computer skills and have regular access to a computer with the Minimum System Requirements in order to participate fully.”
- d. Technology Support. Include a link to Student Technical Support.

10.16 DIRECTED and INDEPENDENT STUDIES

10.16.1 **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 initiates his/her request with a directed study form available from the registrar’s office.
- b) The Director/Program Coordinator determines if the request is appropriate and whether the course can be staffed.
- c) An approved directed study form is forwarded by the Director/Program Coordinator to the Registrar’s Office for processing.
- d) Grades are submitted by the faculty member to the Registrar’s Office at the end of the part-of-term.

10.16.2 **Independent Study.** Independent study is available to graduate students who wish to explore a particular area of study outside of the current 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 initiates his/her request with an independent study form available from the registrar’s office. A syllabus is required to accompany the independent study form.
- b) The Director/Program Coordinator determines if the request is appropriate and whether the course can be staffed.
- c) An approved independent study form is forwarded by the Director/Program Coordinator to the Registrar’s Office for processing.

- d) Grades are submitted by the faculty member to the Registrar's Office at the end of the part-of-term.

10.17 EXPERIENTIAL LEARNING

Experiential learning courses can include student teaching, internship, clinical placements, practica, and fieldwork placements that fall outside of the classroom setting. These are supervised contextual learning experiences required for credit and program completion. The experiences take place in a discipline-related setting and promote self-assessment, professional development, faith-work integration, and self-directed learning.

10.18 FACULTY ABSENCES

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

10.18.2 **Illness.** 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.

10.18.3 **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.

10.19 GRADING POLICY

10.19.1 **Grading System.** The current grading system can be roughly divided into two major categories: letter grades and auxiliary symbols.

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

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).

P= Used for a passing grade in a Pass/Fail only course. Credit hours in which the student receives a P (pass) count toward total credits earned but not toward the semester or cumulative GPA.

W = Withdrawal. Given to any student who withdraws from all courses (i.e. withdraws from Messiah), or from a specific course after the 100% refund period for that course and before the final third of the part-of-term.

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

10.19.2 **Grading Matrix**

Grade	Description of the Standard	Quality Point Value
A	This grade is given in recognition of outstanding achievement.	4.00
A-	This grade is given in recognition of excellent achievement.	3.70
B+	This grade is given in recognition of achievement above that expected at the graduate level.	3.30
B	This grade indicates achievement expected of graduate students.	3.00
B-	This grade indicates achievement somewhat less than expected of most graduate students.	2.70
C+	This grade indicates less than expected achievement but somewhat more than minimal meeting of course requirements.	2.30
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.	2.00
F	This grade reveals accomplishment inferior in quality and is unsatisfactory from the standpoint of course requirements.	0.00
P	This grade indicates satisfactory achievement of course requirements in courses offered on a pass/fail only basis.	0.00
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. This temporary grade does not influence the student's grade point average; refer to "Incomplete Grades" for more information.	0.00

10.19.3 **Grade Point Average (GPA)**

Semester GPA: The GPA for each semester is calculated from the graded courses attempted during that semester.

Cumulative GPA: The GPA for all graduate courses taken at Messiah University.

10.19.4 **Incomplete Grades**

A grade of incomplete may be assigned if a student is unable to complete the course work for extraordinary reasons such as illness, emergency, or other reasonable cause; has completed at least two-thirds of the course; has a passing grade average; and a well-defined plan to complete the remaining course work.

Requests for an incomplete must be emailed to the course instructor before the last day of class. An incomplete grade must be resolved by the agreed upon date

with the instructor but no later than four weeks from the last day of the particular course. The procedure to apply for an incomplete grade is as follows:

- The student presents a valid reason and requests his/her instructor to extend the time to complete the course. To be considered for an incomplete, the student must be passing the course and have completed at least two-thirds of the coursework. An incomplete should not be given merely because a student fails to complete all the course requirements on time. The instructor giving the incomplete will establish an appropriate completion date with the student. This date may extend to four weeks from the last day of the particular course. 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.
- When reporting final grades, the instructor will enter a grade of “I” in Self-Service. He/she will then be prompted to record an explanation for the incomplete grade. Self-Service automatically sends an e-mail message of confirmation to the instructor and the registrar’s office for review.
- When a student completes the course work, the instructor submits a grade change request to the registrar’s office via Self-Service.
- If a course is not completed within the extended timetable, the incomplete grade is converted to an F. Any exceptions to the timetable must be approved in advance with the instructor and the registrar’s office.

This policy keeps grade and student 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.

10.19.5 **Change of Grade**

If, after final grades have been submitted to the Registrar’s Office, it is determined that an error in the computation or recording of the grade has occurred, the instructor should submit a corrected grade via the online request form. All changes of grades must include supporting rationale and must be received no later than the end of the semester following that in which the original grade was recorded. A student’s final grade may not be raised by doing additional assignments after the course has concluded or by revising previously submitted assignments. All grade changes require the approval of the Registrar’s Office.

10.19.6 **Grade Dispute Procedures**

If a student disputes a final grade given in a particular course and it is 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 7 days from the date in which the final grade is due to the Registrar’s Office for that part-of-term.

Informal Discussion Between Student and Instructor

If the discussion results in a grade change, a grade change request 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.

Formal Discussion Between Student, Instructor, and Program Coordinator/Director

Within 7 calendar days of the informal discussion, the student sends a written appeal to the Program Coordinator/Director to request a formal discussion. The Program Coordinator/Director should arrange a meeting to discuss the matter with the student and instructor together within 7 calendar days. If this discussion results in a grade change, a grade change request is submitted to the Registrar's Office by the instructor. The student should be informed in writing of the decision by the Program Coordinator/Director. If the matter is not resolved to the student's satisfaction, the student sends a written appeal to the Dean of the School of Graduate & Professional Studies.

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 in writing to the Dean of the School of Graduate & Professional Studies within 7 calendar days of the formal discussion. The Dean shall investigate carefully and render a decision in writing within 21 calendar days, which shall be final.

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.

Timeline

A final decision must be rendered no later than 49 days after the date which the student initiates the dispute with the faculty member who assigned the grade.

Student Enrollment

Students who are in good academic standing prior to receiving the disputed grade may continue their enrollment while the grade dispute is in process. If the disputed grade is an F or the third C (C or C+) earned in a course, the student may continue enrollment only in cases where additional courses are already in progress. Once a final decision is rendered by the Dean over the disputed grade, the student's academic standing is evaluated by the registrar's office at the next occurrence of academic standing assessment.

10.20 GRADUATION REQUIREMENTS and COMMENCEMENT

10.20.1 Degree Candidacy

Students working toward a graduate degree or certificate must file an Application for Degree or Certificate with the Registrar's Office at the beginning of their last full year in the Program. The academic records of students who apply for their degree or certificate are reviewed by the academic advisor, program director and Registrar's Office in order to evaluate the student's eligibility for earning the credential. Applications require the approval of the Graduate Council and the Community of Educators before students are formally admitted to degree or certificate candidacy.

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

10.20.2

Requirements for Degrees

Masters Degrees

- Successful completion of credit hours as defined by each program and faculty, with a minimum of 30 credit hours beyond the baccalaureate level, (Pennsylvania Department of Education, 22 Pa. Code § 31.21(b)(5)).
- A minimum cumulative grade point average (GPA) of 3.00 for all coursework listed for the degree.
- Completion of requirements as specified under the department of instruction in which that program falls.

Doctorate Degrees

- Successful completion of credit hours as defined by each program and faculty, and reflect the recommendations of professional associations or National learned societies, (Pennsylvania Department of Education, 22 Pa. Code § 31.21(b)(6)).
- A minimum cumulative grade point average (GPA) of 3.00 for all work listed as requirements for the degree.
- Completion of requirements as specified under the department of instruction in which that program falls.

10.20.3

Commencement

Messiah University hosts a commencement ceremony in May for graduate students earning a degree in December, May or August of the academic year in which commencement is held. Graduate students indicate on their Application for Degree whether they will be attending the ceremony. Degree-seeking students who are within nine credits of completing academic requirements for their degree are permitted to participate in the May commencement ceremony, so long as the coursework can be completed by the last day of the summer semester following commencement. These students are required to be registered for the outstanding requirements in order to be eligible to participate in the ceremony. Students who

do not complete the outstanding requirements by the end of summer semester may incur an additional fee. Students earning a certificate are not eligible to participate in the commencement ceremony.

10.20.4 **Late Completion of Requirements**

August graduates who are within nine (9) credits of completing academic requirements for their degree are permitted to participate in the May commencement ceremony, so long as the coursework can be completed by August 31 following commencement. These students are required to be registered for the outstanding requirements in order to be eligible to participate in the ceremony. Students who submit an application for degree or certificate with the registrar's office, but do not complete requirements by August 31 of that academic year, may incur an additional fee.

10.20.5 **Awarding/Release of Diplomas/Certificates**

Diplomas and certificates are awarded to graduate students in May, August, and December upon successful completion of all requirements in the corresponding semester. In order for diplomas and certificates to be released, the following guidelines must be met:

- All course work, including approved transfer credit, must be completed and recorded on the student's Messiah University transcript. The diploma and transcript will reflect a graduation date concurrent with the time in which the work is completed, and in accordance with the certification cycle (i.e. May, August or December graduation).
- A deadline of 30 calendar days from the anticipated conferral date will be extended to students with outstanding coursework (i.e. incomplete grade, pending transfer work). If the incomplete or transfer course work is not completed within 30 calendar days from the anticipated date of graduation, the student will be awarded on the next scheduled conferral date.
- For students with extenuating circumstances (e.g., illness, emergency) who complete their degree requirements by the middle of the semester (i.e. fall, spring, summer), the Registrar's Office in collaboration with the program of instruction may authorize a mid-semester conferral date. This is to be documented during the degree certification review process and on the student's record.
- Students must satisfy all outstanding financial balances with Messiah University.
- Diplomas and certificates will be mailed to students upon completion of all requirements.

10.20.6 **Time to Complete Degree Policy**

Upon matriculation it is expected that students remain continuously enrolled. All Messiah University coursework and requirements must be completed within seven years of original matriculation for those earning a graduate degree and within three years of original matriculation for those earning a graduate certificate, including Certificates of Advanced Graduate Studies. Students may request extensions to this policy. Individual programs may establish Program specific degree completion timelines. These are housed in Program Handbooks.

10.20.7 **Awarding of Posthumous Degrees**

The achievements and contributions of Messiah University students are recognized formally at commencement ceremonies. In case of the death of a student who has made substantial progress toward a degree, it is important that the University acknowledge the work of this individual. The Academic Council, Graduate Council and COE Senate may approve conferral of the degree posthumously under the following policy conditions:

1. The student must have completed as least 75% of the credits of the degree at the time of death.
2. The student must have been in good academic and social standing at the University at the time of death.
3. The student was recently enrolled in classes at the University at the time of his/her death.
4. As with other candidates for graduation, the posthumous degree candidate will be part of the list of students recommended for degree conferral to the Academic Council, Graduate Council and COE Senate for approval.
5. In consultation with the family, decisions will be made about whether the student's name will appear in the program, whether the name will be read, if a diploma will be issued, and if someone will attend commencement to receive the diploma.
6. The transcript will read that the degree was awarded posthumously.

10.21 **OFF-CAMPUS COURSES INVOLVING TRAVEL EXPENSES**

In off-campus classes for which students pay a course fee – such as cross-cultural study courses – students must sign appropriate forms from the Intercultural Office, which certifies the recognition that the course involves additional expenses.

10.22 **REGISTRATION**

10.22.1 **First Semester Registration**

Students admitted to the University register for classes during the academic advising process. Materials and information are provided to newly admitted students from the graduate program in which they are admitted.

10.22.2 **Subsequent Semester Registration**

A student's financial account must be in good order before he/she is able to register for courses in the following semester. Proof of payment is required to ensure students do not build up large balances which they are unable to pay.

Academic advising and registration for fall, spring and summer semesters are scheduled as follows:

Academic Advising and Registration Material Distribution	Registration for Following Semester
End of October	Beginning of November
Mid-January	Mid- to End of January
End of March	Beginning of April

Procedure

- a) Registration materials for current students are distributed by the Registrar's Office.
- b) Students discuss recommended course selections for the upcoming registration with their academic advisor. The student and advisor should keep a copy or record of the courses approved for registration.
- c) Subsequent to the advising meeting, the advisor releases the advisor hold on registration via the student information system so the student is able to register for the courses at the appropriate time.

Uniformity of procedure is required to handle the large volume of students and ensure fairness to all students. Advisor's approval is required to support the student in taking courses appropriate for his/her program, interests, and abilities.

10.22.3 **Drop/Add (Change in Registration)**

Add: Students may add courses to their schedule using the online student information system through the day before the course/part-of-term begins. Once a part-of-term begins, late registration may be permitted in mitigating circumstances with permission of the instructor, advisor and registrar's office. These requests must be emailed to the graduate registrar's office, and may result in an additional fee.

Drop: Students may drop courses from their schedule using the online student information system through the 100% refund period.

Withdraw: Students may withdraw from a course after the 100% refund period and before the final third of the course.

All add, drop and withdrawal dates are published by the registrar's office and follow Eastern Standard time.

10.22.4 **Maximum Credits Per Semester.** Graduate students are permitted to schedule up to 18 credits per semester (fall, spring, summer). Students who elect to take

more than 18 credits per semester must first obtain approval from their academic advisor, the director of their program and the registrar's office. Exceptions include students enrolled in programs with documented curriculum design which requires enrollment over 18 credits in a semester.

10.22.5 **Graduate Students Enrolling in Undergraduate Courses**

When graduate students take undergraduate courses (whether to fulfill prerequisites, to meet certification requirements, or for enrichment), the following policies apply:

1. Students are classified as graduate-level students.
2. Students are subject to all graduate academic and student policies.
3. Students pay the graduate rate for undergraduate credits. Note: In order to receive federal financial aid, the undergraduate course must be required to meet the student's graduate degree/academic requirement and the student must be accepted into the graduate program. Therefore, prerequisite courses may be eligible for federal financial aid.
4. The undergraduate course and course grade are recorded on the graduate transcript.
5. If a student's final grade equates to less than a C in an undergraduate course, the graduate transcript will record an F.

10.23 **REPEATING COURSEWORK**

Students may repeat any course in order to receive a better grade. Only the most recent occurrence of the grade and credits count in the calculation of the student's cumulative GPA. All occurrences of repeated courses will be marked on the transcript. The credits earned for the first grade remain in the term and cumulative calculations until completion of the repeated course.

All courses that are repeated for a better grade must be taken at Messiah University. Courses taken at Messiah University may not be taken at another institution and transferred to Messiah University to fulfill a requirement in their program.

Students need to be advised of possible financial aid consequences of repeating courses for which credits have been earned. Therefore, students using federal financial aid must consult Student Financial Services for details about eligibility of aid.

Note: Students accepted into the Dietetic Internship Program and Occupational Therapy program are not permitted to repeat courses. See Program Director for more information.

10.24 **STANDARDS OF SCHOLARSHIP**

The following academic standards of scholarship apply to all degree and non-degree seeking graduate students.

10.24.1 **Satisfactory Academic Progress – Good Academic Standing**

A student must maintain a minimum cumulative grade point average (GPA) of 3.00 (as calculated at the end of a semester) to remain in good academic standing at Messiah University.

10.24.2 **Satisfactory Academic Progress – Conditionally Admitted Students**

A conditionally admitted applicant must satisfy the conditions of his/her admittance in order to continue in the program. The specific conditions and length of time permitted to meet the stated conditions shall be detailed in a letter from the Director or Admissions Committee of the student's chosen program.

10.24.3 **Academic Probation**

Students who do not maintain a cumulative GPA of 3.00 or higher (as calculated at the end of a semester) will be placed on academic probation. In addition, students who earn two final course grades of C (C+ or C) in graduate courses taken at Messiah University (regardless of cumulative GPA) will be placed on academic probation effective at the conclusion of the semester in which the second C (C+ or C) was earned.

The Registrar's Office will notify the student in writing of the probation and will provide a copy of the communication to the program director and academic advisor. Students placed on academic probation are granted one semester to earn a cumulative GPA of 3.0 to be reinstated to good academic standing. Students who fail to earn a cumulative GPA of 3.0 or earn a third C (C+ or C) may be subject to dismissal.

Some programs may require GPAs higher than the standard 3.0. Program specific GPAs and any additional requirements are maintained, published, and managed by individual programs.

10.24.4 **Dismissal for C Grades**

Students who earn three final grades of C (C+ or C) will be academically dismissed from the University effective at the conclusion of the part-of-term in which the third C (C+ or C) was earned.

10.24.5 **Dismissal for Failing Grade**

Students who earn a final grade of F, including a fail in a pass/fail course, in any graduate course at Messiah University will be academically dismissed from the University effective at the conclusion of the part-of-term in which the failing grade was assigned.

10.24.6 **Notice and Appeal for Academic Dismissal**

The Registrar's Office will notify the student in writing of the academic dismissal and will provide a copy of the communication to the academic advisor and program director/coordinator. A student may appeal the academic dismissal within the time limit stated in the dismissal notification by filing a written petition with the Registrar's Office stating the reason for the appeal. The student must also send a copy of his/her appeal to the Program Director/Coordinator of the program from which the dismissal took place. Appeals are reviewed by a subcommittee of the Graduate Council whose decision is final. The Registrar's Office will notify the student in writing of the appeal decision and will provide a copy of the communication to the academic advisor and program director/coordinator. If the dismissal appeal is granted, the student will be eligible to continue for one semester on academic probation. If good academic standing is not achieved within one semester, the student will be academically dismissed from the University.

10.24.7 **Notice and Appeal of Outcome from Remediation and Development Plans**

All remediation plans, development plans, or similar corrective measures, will be managed by the Program in which the student is enrolled. If a student, however takes issue with the outcome of the plan, he/she may appeal the decision of the Program within the time limit stated in the Program's final decision letter by filing a written petition with the Dean of the School of Graduate & Professional Studies stating the reason for appeal. The student must also send a copy of his/her appeal to the Program Director/Coordinator of the program that provided the decision that is being appealed. Appeals are reviewed by the Graduate Council or an appointed subcommittee from within the Graduate Council. The Program Director/Coordinator who was part of the decision being appealed will recuse him/herself from deliberations of the appeal. The decision of the Graduate Council (or its appointed subcommittee) is final. The Dean of the School of Graduate & Professional Studies will notify the student in writing of the appeal decision and will provide a copy of the communication to the Program Director/Coordinator.

10.25 **TEXTBOOKS**

Textbooks are identified by the faculty member teaching a course. If a course is team taught, the textbooks should be chosen by the team, including cross-disciplinary considerations when applicable.

Messiah's campus store is the starting point for ordering course textbooks and materials by way of a third party provider. Communications are distributed throughout the year, with advanced notice, for to the program to assign required, recommended, and optional materials. Hard-copy options to own or rent, as well as electronic options (when available) may be utilized at the discretion of the primary instructor. The campus store can assist with questions and it is advised to

identify textbook and related materials as early as possible in order to remain in compliance with Federal regulations.

10.26 TRACKS & CONCENTRATIONS

10.26.1 Change to Program or Track/Concentration

After admission to a program or declaration of a track/concentration, students who wish to declare a different course of study must obtain permission of the program director(s) using the forms provided by the Registrar's Office. A change of program or track/concentration may impact billing and financial aid eligibility. In addition, not all courses from a previous course of study may be applied to the new course of study.

10.26.2 Additional Track/Concentration

Students may upon approval from their program complete more than one track/concentration within their program.

Tracks/concentrations requiring 9-12 credits may share up to three (3) credits to meet a requirement in both areas; concentrations requiring more than 12 credits may share up to six (6) credits.

All tracks/concentrations are noted on the student's academic transcript when successfully completed.

10.27 TRANSCRIPTS

10.27.1 Transcript Definition. 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.

10.27.2 Request for Transcript

Official academic transcripts are issued by the Registrar's Office upon a student's written request and must be accompanied by payment. Associated fees are found on the registrar's website. The student's financial account with the University must be in good standing before any transcripts are issued.

- a) The student requests a transcript from the Registrar's Office using the online or paper request form, accompanied by the appropriate fees.
- b) The Registrar's Office verifies that the student's financial account is clear, mails the transcript, and records the date the transcript was issued.
- c) The student is notified if we are not sending the transcript due to an outstanding balance on the financial account.

Transcripts are issued only by the registrar's office for reasons of confidentiality and security. The financial hold is necessary to provide the University a means of collecting overdue bills.

10.28 TRANSFER CREDIT

10.28.1 Evaluation of Transfer Credits for Incoming Students

Transfer credit is credit earned for coursework completed at another institution and applied to meet requirements at Messiah University. Students may transfer graduate coursework from other institutions under the following conditions:

- a) The coursework must have been completed at a regionally accredited institution
- b) The credits are graduate level
- c) A minimum grade of a "B" was earned for each transferred course
- d) Credits completed before enrolling in the School of Graduate & Professional Studies must have been completed within seven (7) years before matriculation. See individual programs for exceptions
- e) Currently enrolled students who wish to take credits at another institution and transfer them to Messiah University must have written approval of the Program Director prior to starting coursework
- f) The credits are not among those that must be taken at Messiah University (see the School of Graduate & Professional Studies Catalog for individual program restrictions).
- g) The number of credits transferred does not exceed the maximum allowed in the student's program (see the School of Graduate Studies Catalog for individual program information).
- h) Only credits and courses are eligible for transfer. Grades earned at the original institution are not calculated into the student's Messiah University grade point average.

Transfer credits are not eligible to meet requirements for 12-credit graduate certificates. A maximum of three (3) credits may be transferred to meet requirements for graduate certificates requiring more than 12 credits.

Procedure

- a) When a student applies, he/she requests the former college to send an official transcript to the Graduate Enrollment Office. If the student is currently enrolled at the University, he/she requests the former college to send an official transcript to the Graduate Registrar's Office.
- b) Students initiate a request for transfer credit by completing the Transfer Credit Approval form available on the Registrar's website. Approval from the program director is required for the credit and course to be transferred.

- c) Once the transfer credit form and official transcript are received by the Registrar's Office, the student's record is updated according to academic policy.

10.28.2 **Non-Degree and Certificate Credits**

A current student may apply Messiah University graduate level courses taken before formally pursuing a graduate degree, certificate or certification program, under the following conditions:

- Students who do not enroll in a prescribed program may apply a maximum of nine (9) Messiah University credits towards a degree or certificate.
- Students who have previously earned a Messiah University Certificate of Graduate Studies or Certificate of Advanced Graduate Studies may apply the courses and credits to a graduate degree or another certificate.
- A maximum of three (3) credits may be shared to meet requirements between certificates.
- Credits from a previously earned Messiah University certificate may apply to a degree. At the time of acceptance, a review will be conducted to evaluate completion of current degree requirements.
- Students completing credits to fulfill a post-baccalaureate program will consult with an academic advisor to determine the graduate courses approved to meet certification requirements.
- The courses must be completed within the last seven (7) years of matriculation into the degree or certificate program.
- Students do not earn a certificate upon completion of their degree, except in cases where external standards or accrediting bodies require it.

10.29 **WITHDRAWAL FROM THE UNIVERSITY**

10.29.1 **End-of-Semester Procedure.** Students who are not planning to continue their graduate studies at Messiah University should communicate their intent to withdraw from the University by completing the online Notification of Leave of Absence/Withdrawal form. If a student does not complete this form and does not register for coursework, he/she will be withdrawn by the University. The Registrar's Office informs other administrative offices, program director/coordinator, and student's advisor of the withdrawal.

10.29.2 **During Semester Procedure.** Students wishing to withdraw from the University before the end of a semester (fall, spring, summer) must notify the Registrar's Office of their intention by completing the online Notification of Leave of Absence/Withdrawal form. The date the student submits the withdrawal form is the date used to determine the effective date of the withdrawal. Student Financial Services determines the student's bill and any required adjustments to financial aid. The student receives a statement of balance due or refund once all calculations have been completed.

The Registrar's Office withdraws the student from classes and informs other administrative offices, the program coordinator/director, student's advisor, and the student's professors. Student Financial Services determines the student's bill and sends the student a statement of balance due or refund.

10.29.3

Leave of Absence/Stop Out. Students who do not register for a course during a semester but plan to take a course in the subsequent semester are eligible to take a leave of absence/stop out and must notify the registrar's office by completing the online Notification of Leave of Absence/Withdrawal form. Students are only eligible for a leave of absence/stop out one semester at a time, and may enroll in courses the semester following stop out or withdraw from the University. Students are responsible for understanding the implications of a leave of absence on financial aid and registration for future course work. Registration for the following semester will be available as scheduled. If a student does not complete this form or does not register for courses, he/she will be withdrawn from the University. Students who need to request a leave of absence based on their own physical or psychological illness should submit a Medical Leave Request.

10.29.4

Medical Leave

Voluntary Medical Leave

A graduate student may request a Voluntary Medical Leave for him/herself at Messiah University due to his/her own documented physical or psychological illness that prevents the graduate student from completing coursework during a part-of-term or semester. The University grants Voluntary Medical Leave for one semester based on the time of request. Students on medical leave are not withdrawn from the University; however, for federal government reporting and loan services, students on medical leave are considered withdrawn from the University.

To request Medical Leave, a student must complete the Request for Graduate Medical Leave form and submit a letter from his/her medical provider that verifies that the student is under medical care for an illness and medical leave is advisable. This documentation should be sent to the Director of Graduate & Adult Student Services and Compliance who will review the request.

The Director of Graduate & Adult Student Services and Compliance will approve or deny the Medical Leave request. The director will notify the graduate registrar's office who will then notify the student as well as appropriate offices on campus.

Original documentation and copies of the decision will be maintained in the student's file by the Director of Graduate & Adult Student Services and Compliance.

Deadline for Application for Medical Leave Status

A request for medical leave for the current term/semester must be made during the first two-thirds of the part-of-term or semester, whichever occurs first.

Effective Date of Medical Leave Status

A student whose request for medical leave is approved during the first two-thirds of the part-of-term or semester will be deemed to have medical leave status as of the date on which his/her request was made to the Director of Graduate & Adult Student Services and Compliance. The student will remain on medical leave for the balance of that semester and may request an extension for the next semester by filing a request as described below.

Grades and Completion of Academic Work

A student whose request for medical leave is approved during the first two-thirds of the part-of-term or semester will be given a grade of “W” (Withdraw) in each course for which he/she is registered. Incomplete (“I”) grades will not be recorded. A student whose request for medical leave is approved during the final third of the part-of-term or semester are medically excused and the faculty member(s) may submit an Incomplete (“I”) grade for coursework. When an Incomplete (“I”) is not deemed feasible, a Withdraw (“W”) grade will be recorded. Refunds will not be granted for Incomplete (“I”) courses. 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”.

Extension of Medical Leave Status

A student on medical leave may request a one-semester extension. The student must provide additional documentation from his/her medical provider to the Director of Graduate & Adult Student Services and Compliance by August 1 for the fall semester, December 1 for the spring semester, and May 1 for the summer semester. The Director will review the request and notify the registrar’s office.

Medical leave status is limited to two consecutive semesters. After the second consecutive semester, a student who does not resume their academic studies will be officially withdrawn from the University.

Involuntary Medical Leave

The University may place a student on Involuntary Medical Leave for the following reasons:

- A student is deemed to be a danger or a threat to the safety, health, or well-being to himself/herself or others.

- A student has significant health concerns and/or accompanying behavior that are disrupting the educational experience of others.
- A student has significant health concerns and/or accompanying behavior that renders the student unfit to complete educational assignments (e.g. clinical, internships, practicums, fieldwork).

When placed on Involuntary Medical Leave, the University will outline the length of leave and criteria to resume academic work at Messiah University. In extraordinary circumstances, the Dean of the School of Graduate & Professional Studies may initiate the process for a student's Involuntary Medical Leave. Such action may be taken in consultation with the Provost and additional appropriate University officials.

Returning from Medical Leave

A graduate student must apply to return from Medical Leave (Voluntary or Involuntary) by completing the Return from Medical Leave form. Typically, this includes providing documentation from his/her physician, therapist, or other healthcare provider which outlines their fitness to return to their academic program. The deadline to submit documentation is one month prior to the start of the next part-of-term or semester. All information will be reviewed, and a decision regarding fitness to return will be made by the Director of Graduate & Adult Student Services and Compliance. The graduate registrar's office will notify the student and appropriate offices on campus if approval is granted.

A student placed on Involuntary Medical Leave by the University is not guaranteed permission to return.

Financial Aid Implications

It is the responsibility of the student to contact the Student Financial Services Office to discuss the implications of medical leave for his/her financial aid.

Refunds of Tuition and Fees

Refunds for students will be provided per the refund policy as published by Student Financial Services.

10.29.5

Refunds

Refunds for students who withdraw voluntarily or involuntarily are determined, with one exception*, according to the percentage of the semester/part of term completed when a student withdraws from a course. The following chart details the percentages of completion used to calculate the percentage of refunds and offers examples of the most common graduate course delivery models. If the delivery model of a graduate course is not listed below, the refund for such a

course will be calculated using the percentage of the semester/part of term that is completed when a student notifies the registrar's office of the withdrawal.

**If a student withdraws from an intensive course by 11:59PM EST of the first day of residency, the student will be entitled to a 100% refund (provided the student's other financial obligations to Messiah University have been met in full). If a student withdraws from an intensive course at any time after 11:59PM EST of the first day, the student will not be entitled to receive a refund.*

Percent Refund	Approximate Percentage of Course Completed	6 Week Course	8 Week Course	12 Week or Summer-long Semester Course	Fall or Spring Full Semester Course
100%	Up to 7%	Day 1-3	Day 1-4	Day 1-6	Day 1-8
75%	13%	Day 4-5	Day 5-7	Day 7-11	Day 9-15
60%	20%	Day 6-8	Day 8-11	Day 12-17	Day 16-22
50%	27%	Day 9-11	Day 12-15	Day 18-23	Day 23-30
25%	33%	Day 12-14	Day 16-19	Day 24-28	Day 31-37
0%	Over 33%	After Day 14	After Day 19	After Day 28	After Day 37

The procedure for a refund is as follows:

1. A drop occurs prior to the start of the term in which a student is registered for the class and may be completed by the student in self-service Banner, unless it is the student's only class in that semester. Email gradregistrar@messiah.edu to drop your only class. A withdrawal occurs once the term begins. **All requests for withdrawals must be emailed to the registrar's office, gradregistrar@messiah.edu.** The date of the email determines the refund date and amount. Notifying an instructor does not constitute an official request to drop or withdraw from a course.
2. For courses with a residency component, a full refund will be granted only if the withdrawal is made prior to 11:59PM, EST on the first day of residency. After the first day of residency, the tuition is non-refundable except for the reasons of 1) illness documented by a physician or 2) employment reasons as documented by an employer, or 3) death of an immediate family member.
3. Lab, music, private music lesson, and all other course-related fees, as applicable, will not be refunded after completion of 7% of the part-of-term.
4. Refunds and adjusted bills will be sent to the student's home address following withdrawal from the University. Updated billing statements will be available online for students dropping or withdrawing from courses only. Students will be notified if their change in enrollment has required an adjustment to their financial aid award.

5. In accordance with federal regulations, when federal financial aid refunds are involved, the amounts are allocated in the following order: Unsubsidized Federal Direct Loans, Federal Direct PLUS Loans, other Title IV aid programs.
6. 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 Federal Direct Stafford Loans, subsidized Federal Direct Stafford Loans, Federal Direct PLUS loans, Federal Pell Grants, Federal SEOG.
7. Institutional and student responsibilities in regard to the return of the Title IV funds:
 - a. Messiah University’s responsibilities
 - i. Providing each student with the information given in the policy
 - ii. Identifying students who are affected by the policy and completing the Return of Title IV Funds calculation for those students
 - iii. Returning any Title IV funds that are due to the Title IV programs
 - b. Student’s responsibilities
 - i. Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of the Title IV Funds calculation
8. Other financial aid will be refunded in proportion to and along the same schedule as tuition.
9. Messiah University is not required to pay a credit balance that is less than \$1.00. Credit balances greater than or equal to \$1.00 are automatically refunded to the student upon the student’s graduation or separation from the University.

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.

Maryland Resident Refund Policy

Maryland residents have a unique refund policy for their online courses. If a Maryland resident withdraws or is terminated after completing only a portion of a course or term the following refund applies and supersedes the standard Messiah University Graduate refund policy.

Proportion of total course, program, or term completed as of the date of withdrawal or termination	Tuition Refund
Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
20% up to but not including 30%	60% Refund

30% up to but not including 40%	40% Refund
40% up to but not including 60%	20% Refund
More than 60%	No Refund

All refunds to Maryland residents shall be based on the date of withdrawal or termination and will be paid within 60 days from the date of withdrawal or termination.

Return of Federal Student Loans

The return of Federal Student loans has a different rate than the University's refund policy:

Return of Title IV Funds applies to a Federal loan recipient who withdraws from or leaves school before completing the payment period or period of enrollment.

- At Messiah University the period of enrollment is a semester.
- Messiah University will determine the percentage of aid earned by the student by calculating the percentage of the period that the student completed.
 - For credit-hour programs that means the Days Attended/ Days in period = percentage completed.
- Any unearned funds must be returned. The percentage of loan that a student is allowed to keep may differ from the percentage of tuition remaining on their account per the University's refund policy. This would result in a balance due to the University.

However, since some graduate programs at Messiah University have multiple parts of term in each semester, there may be situations where a student withdraws from an early part of the term but still plans to attend classes in the latter part of the term.

- In this case the student is not considered to have withdrawn from the program if the student gives the institution written confirmation that he or she will attend a class in the part of term that begins later in the same payment period or period of enrollment. The situation will change if the student does not attend the class in the later session.
- This written confirmation must occur at the time that would have been considered a withdrawal.

Therefore, if a graduate student withdraws from a class or classes part of the way through the early part of the term and gives Messiah University written confirmation (at the time of withdrawal) that they are enrolled in and planning to attend a class or classes in the latter part of the same semester, there is no need to return Federal Direct Loans. However, if the student does not follow-through and attend the later session, the situation would be considered a withdrawal.

10.29.6

Grading Policy

Once a part-of-term begins, courses in which the student is registered will be graded with a “W”. Courses in future parts-of-term or semesters will be dropped from the student schedule.