



ACADEMIC POLICIES

2020-2021

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

ACADEMIC ADMINISTRATION

SCHOOL OF THE ARTS

Richard Roberson, Dean, Room 102-01 High Center

Deborah Hawkins, Administrative Assistant, Room 102, High Center

Department of Art and Design

Brent Good, Chair, Room 173, Frey Hall

Department of Music

William Stowman, Co-Chair, Room 101-01 High Center

Timothy Dixon, Co-Chair, Room 062 High Center

Department of Theatre and Dance

Tymberley Whitesel, Chair, Room 148, Climenhaga Fine Arts Center

SCHOOL OF BUSINESS, EDUCATION and SOCIAL SCIENCES

Peter Kerry Powers, Interim Dean, Room 104A, Boyer Hall

Stephanie Patterson, Administrative Assistant, Room 104, Boyer Hall

Department of Education

Tina Keller, Chair, Room 405, Boyer Hall

Department of Human Development and Family Science

Raeann Hamon, Chair, Room 355, Boyer Hall

Department of Business

Andrew Babyak, Chair, Room 121, Frey Hall

Department of Psychology

John Bechtold, Chair, Room 377, Boyer Hall

Department of Social Work

Charles Seitz, Chair, Room 356, Boyer Hall

Department of Sociology

Malcolm Gold, Chair, Room 360, Boyer Hall

Teacher Education Program

Jennifer Fisler, Director, Room 408, Boyer Hall

SCHOOL OF THE HUMANITIES

Peter Powers, Dean, Room 104A, Boyer Hall

Sally Keefer, Administrative Assistant, Room 104, Boyer Hall

Department of Biblical and Religious Studies

Brian Smith, Chair, Room 305, Boyer Hall

Department of Communication

David Dixon, Co-Chair, Room 206, Boyer Hall

Nance McKown, Co-Chair, Room 251, Boyer Hall

Department of English

Kerry Hasler-Brooks, Chair, Room 208, Boyer Hall

Department of History

Bernardo Michael, Co-Chair, Room 256, Boyer Hall

David Pettegrew, Co-Chair, Room 266, Boyer Hall

Department of Modern Languages

Gladys Robalino, Chair, Room 156, Boyer Hall

Department of Philosophy

Tim Schoettle, Chair, Room 455, Boyer Hall

Department of Politics and International Relations

Paul Rego, Chair, Room 460, Boyer Hall

SCHOOL OF SCIENCE, ENGINEERING and HEALTH

Angela C. Hare, Dean, Room 157, Jordan Science Center

Holly Myers, Administrative Assistant, Room 157, Jordan Science Center

Department of Biological Sciences

Erik Lindquist, Chair, Room 276B, Jordan Science Center

John Harms, Assistant Chair, Room 257, Jordan Science Center

Department of Chemistry and Biochemistry

Roseann Sachs, Chair, Room 357, Jordan Science Center

Department of Computing, Mathematics and Physics

Matt Farrar, Room 321, Frey Hall

Department of Engineering

Brian Swartz, Chair, Room 221, Frey Hall

Department of Health, Nutrition and Exercise Science

Eric Rawson, Chair, Room 206B, Sollenberger Sports Center

Department of Nursing

Kim Fenstermacher, Chair, Room 117B, Kline Hall of Science

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

ACADEMIC ADVISING

Academic advising is an important part of the learning process at Messiah University that encourages students to discern and develop their interests and talents in preparation for professional and community engagement. As part of a “carefully mentored, Christ-centered journey of the intellect and

spirit,” advisors assist students in their intentional exploration and planning of educational opportunities. This relationship is perhaps best thought of as a partnership between students and educators: students are personally responsible for planning their academic program and co-curricular involvement to meet all graduation requirements and develop their sense of vocation; advisors help students make good choices compatible with their academic plans and life goals.

Academic Advisors should:

- a. understand QuEST (general education) requirements, major requirements, as well as the overlap between the two;
- b. understand academic policies and procedures; be able to apply them to student circumstances.
- c. assist students to establish academic goals compatible with the student’s life goals;
- d. encourage students to enhance academic performance and seek academic challenges;
- e. assist students to develop course schedules which consider the student’s academic goals and background
- f. monitor student academic progress and encourage good academic work;
- g. encourage students to pursue appropriate educational opportunities;
- h. refer students to appropriate resources available to help them:
 - i. solve individual problems (e.g., Engle Center, Student Success and Engagement, Learning Center, Writing Center, Financial Aid, and Academic Accessibility);
 - ii. identify, plan and explore educational opportunities (e.g. Intercultural Office, Career and Professional Development Center, Agape Center, Student Leadership and Involvement, Collaboratory, etc.);
- i. encourage student applications, if appropriate, for scholarships and awards—following student inquiry;
- j. evaluate the advising system, when requested, in order to strengthen the advising process.

Students Should:

- a. accept full ownership for all academic decisions; academic advisors will assist by presenting options and identifying resources;

- b. prepare for advising sessions and bring appropriate resources or materials (i.e. pen/digital device, timetable of classes, catalog, completed registration form, etc.);
- c. contact and make an appointment with an advisor when in need of assistance;
- d. follow through on actions identified during each advising session or other communication;
- e. clarify personal values, abilities, interests, and goals during their time at Messiah;
- f. become knowledgeable of and adhere to institutional policies, procedures, and requirements;
- g. review eligibility requirements for scholarships and awards and when appropriate, discuss options with advisor in a timely manner;
- h. evaluate advisors and the advising system when requested, in order to strengthen the advising process

ACADEMIC HONORS

UNIVERSITY HONORS PROGRAM

The University Honors Program exemplifies Messiah University's commitment to promoting academic excellence and fostering an intellectually rigorous Christian worldview, with the goal of equipping young men and women for lives of leadership and service.

The University Honors Program is designed for students who demonstrate high scholarly ability early in their academic career. The program curriculum is composed of three general education honors courses and a senior honors project or seminar. In addition to the credit-bearing curriculum, students meet outside of the classroom at Honors Congress activities to discuss timely issues and interact with special campus guests. Throughout the academic year, students also have opportunities to participate in on- and off-campus academic and cultural activities. Upon graduating from the program, students receive special recognition at Commencement, on their diploma, and on their University transcript.

Students from all of the University's applied and liberal arts majors are eligible to participate. Moreover, in keeping with the University's commitment to educating the whole person, students in the University Honors Program are encouraged to participate in the University's many cocurricular opportunities.

The University Honors Program is open to first-year students. To be considered for admission, students must have a high school GPA of 3.9 or above and a score of at least 1360 on the SAT, 30 on the ACT, or 91 on the CLT. No special application is required. As part of the regular admission process, students who meet the eligibility requirements are evaluated for the program. From the eligible pool of candidates, students are selected for on-campus interviews. After the on-campus interview and evaluation of all other application materials, approximately 100 students are selected to enter the program in the fall. Most students selected for the University Honors Program receive either full or partial tuition scholarships. See our website for more information: www.messiah.edu/CHP.

Eligibility Requirements for the University Honors Program

Participation in the University Honors Program requires that all participants meet the grade point average (GPA) requirement for either the Trustees', President's or Faculty Scholarship. For President's and Faculty Scholarship recipients, renewal of these scholarships is contingent on maintaining a 3.2 GPA as a first year student and a 3.4 GPA each subsequent year. For Trustees' Scholarship recipients, renewal is contingent on maintaining a 3.3 GPA as a first year student and a 3.6 GPA each subsequent year. Participation in the University Honors Program is also required for scholarship renewal. If a student is removed from the University Honors Program, he or she cannot be readmitted. All University Honors Program participants must meet the preceding GPA requirements upon completion of all course work in order to be certified, at the time of graduation, as a University Honors Program graduate.

DEAN'S LIST

Students achieving a grade point average (GPA) of 3.6 or higher for 12 or more graded credits are placed on the Dean's List at the end of each semester.

DEPARTMENT HONORS

To encourage scholarly initiative and in-depth investigation within a limited area of study, Messiah University provides able students with an opportunity to pursue honors courses within their major. Students may qualify for an honors course by (1) earning a GPA of 3.50 for all courses completed at the University to the middle of their junior year and (2)

meeting all other requirements as prescribed by the department (e.g. GPA for major courses).

Each department offering an honors course prescribes the nature of the work, the point at which it shall begin, and whether the credit in whole or in part may be counted toward fulfillment of a student's major requirements. The department must also approve a student's work for a given semester before permission can be given to proceed with the next semester's work.

Department Honors consists of four to six credits completed over two semesters, at the rate of one to four credits per semester. Only the grades A and B will carry credit. If the honors work is of such high quality as to merit the grade A, the student will graduate with honors in his/her major field. Students participating in the University Honors Program may meet their senior honors project requirement through an approved Department Honors course.

Graduation with honors in a discipline is recognized at Commencement and is noted on the student's diploma. Only junior or senior students may participate in Department Honors courses.

GRADUATION HONORS

The University awards three levels of honors according to a graduating senior's cumulative grade point average (GPA): summa cum laude (3.90 GPA or above), magna cum laude (3.60–3.89 GPA), cum laude (3.30–3.59 GPA).

The following guidelines are used in determining the eligibility and level of honors granted:

- Only credit for courses taken at Messiah University and approved off-campus study programs are calculated in the grade point average.
- A minimum of 60 graded credit hours must be taken at Messiah University.
- Honors published in the Commencement bulletin will be based on the student's cumulative grade point average at the conclusion of the preceding fall semester.
- Final honors as noted on the student's diploma and transcript will be based on all credits earned at Messiah University.

HONOR SOCIETIES

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

SMITH SCHOLAR INTERNS

The Smith Scholar Intern Program allows highly qualified upper-class students to work in apprentice relationships with faculty members, and to participate in a significant research project. Junior and senior students may participate. Additional information is available from the Office of Faculty Development.

GENERAL ACADEMIC POLICIES AND PROCEDURES

ACADEMIC CLASSIFICATION OF STUDENTS

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

- First Year—satisfaction of entrance requirements
- Sophomore—24 earned credit hours
- Junior—57 earned credit hours
- Senior—87 earned credit hours

ACADEMIC PETITIONS

Students who find it necessary to request an exception to any academic policy should secure and complete an Academic Policy Petition Form from the Office of the Registrar. The Registrar's Office reviews the petition and notifies the student and the student's advisor of the decision.

ACADEMIC WARNING

When a student's semester GPA is less than 2.0 regardless of the cumulative GPA, the student will be given an academic warning. This notice will be copied to the student's academic advisor as well as the parents of the student provided a signed records release is on file. The warning is intended to alert the student so that appropriate measures necessary for academic success can be taken.

APPLICATION FOR DEGREE

Students working toward a degree must file an application for degree with the Registrar's office at the beginning of their senior year. This presupposes the completion of a minimum of 87 semester hours of credit. Applications require the approval of the Academic Council and the Community of Educators before students are formally admitted to degree candidacy.

AUDIT OF COURSES

Students who wish to attend a course but not receive University credit or a grade for their work may audit the course. Students who audit a course must attend classes on a regular basis but are not required to do the course work or take any tests in the course. When the course is completed, the audited course is noted on the student's transcript. An additional tuition

charge will be added if a student's registration exceeds 18 credits. (Note: Courses taken as audit cannot be included for Financial Aid purposes. For additional clarification students should contact the Financial Aid Office.)

DOUBLE MAJOR AND DUAL DEGREES

Students may complete more than one major within the normal timeline and requirements for each baccalaureate degree. A student pursuing a double major must determine which major is the primary major and which is secondary. The primary major determines whether a B.A. or a B.S. will be granted. Each major must have 24 unique credits. Unless additional requirements are met (see "Dual Degree"), a student completing a double major receives only one diploma and one degree representative of the primary major. The primary major is also the standard by which QuEST General Education, other requirements, and the degree are determined.

A **dual degree** is the concurrent awarding of two different majors each with a different baccalaureate degree type, e.g., a B.A. and a B.S. In order to graduate with dual degrees, the following conditions must be met: each major must have 24 unique credits; the student completes the general education requirements related to each major; and completes at least 30 additional credits beyond the larger baccalaureate degree program. Since Messiah's baccalaureate programs range from 123 to 133 credits, anyone completing two degrees must complete 153-163 credits. Students who complete these requirements will be issued two diplomas, one for each degree earned.

FULL-TIME AND PART-TIME STATUS

Full-Time Status. Degree-seeking students who carry an academic load of 12 or more credit hours are considered full-time students, charged at the full-time student rate, and eligible for financial aid as full-time students. Students taking more than 18 credit hours must first obtain the approval of faculty advisors and the Registrar. The typical load is 15 or 16 credit hours per semester. Overload tuition will be charged per credit hour or half credit hour when student registration exceeds 18 credits.

Part-Time Status. Students who carry an academic load of less than 12 credit hours are considered part-time students, charged at the part-time student rate per credit hour, and eligible for any financial aid open to part-time students.

Students admitted for limited or special programs designed to meet their particular needs but not leading to graduation are considered non-

matriculated, unclassified, or visiting students, depending on the nature of their program.

MULTIPLE PROGRAMS

When a student is completing more than one program, at least 12 credits in a minor, 24 credits in a major, and 8 credits in a concentration must be unique to each program. According to Carrie, Provost should update this section

REPEATING COURSE WORK

A student may repeat any course in which a grade less than C– was received. Only the second grade and credits count toward the student’s cumulative GPA, but the original grade and course will remain on the student’s transcript. All repeat courses must be taken at Messiah University, including approved off-campus programs, subject to the assessment of course equivalency.

SATISFACTORY ACADEMIC PROGRESS

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

WITHDRAWALS AND TERMINATION OF ATTENDANCE

Students who intend to withdraw from university during the semester must do so officially by completing the Notification to Withdraw/Transfer form found online in FALCONLink. The date by which this form is submitted determines the percentage of refund eligibility as published by Student Financial Services. Students living in the residence hall are expected to check-out and move out of their room within 48 hours of their date of withdrawal. Unofficial withdrawals result in an F on the student transcript. Students who do not intend to return to Messiah University in a subsequent semester must also complete the Notification to Withdraw/Transfer form prior to the end of the final semester of enrollment. Students may submit a Notification to Withdraw/Transfer by Friday prior to the last week of regular classes. Before submitting the Notification to Withdraw/Transfer, students are encouraged to meet with the Director of Student Success or a professional from the Registrar Office team to discuss the reasons for a withdrawal or transfer. Please be advised that after a submission has been made, the Director of Student Success may follow up to conduct a conversational exit-interview.

ACADEMIC INTEGRITY POLICY

Personal integrity is a behavioral expectation for all members of the Messiah community: administration, faculty, staff, and students. Violations of academic integrity are not consistent with the community standards of Messiah 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 online sources, without the proper acknowledgment of that source. Examples: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.
2. **Cheating:** Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work. Examples: using a cheat sheet, altering a graded exam, looking at a peer's exam, having someone else take the exam for you, sharing information about exams, using any kind of electronic mobile or storage devices (such as cell phones, iPads, Flash drives, DVD's, CD's, photocopy pens) for unapproved purposes, communicating via email, IM, or text messaging during an exam, using the internet, sniffers, spyware or other software to retrieve information or other students' answers, etc.
3. **Fabrication:** Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.
4. **Misrepresentation of Academic Records:** Tampering with any portion of a student's record. Example: forging a signature on a registration form or change of grade form.
5. **Facilitating Academic Dishonesty:** Helping another individual violate this policy. Examples: working together on an assignment where collaboration is not allowed, doing work for another student, allowing one's own work to be copied.
6. **Computer Offenses:** Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.
7. **Unfair Advantage:** Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, etc.

EDUCATION REGARDING ACADEMIC INTEGRITY POLICY

Messiah University is responsible to clearly articulate the Academic Integrity Policy to students by publishing it in the Student Handbook and by informing all incoming first-year and transfer students of this policy through the new student orientation program. Faculty should reference the

policy in their course syllabi. However, primary responsibility for knowledge of and compliance with this policy rests with the student.

RECORDS OF VIOLATIONS OF ACADEMIC INTEGRITY

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

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.
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 faculty member's school and his/her Department Chair. 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 will send copies of the faculty member's report to the student's advisor(s).
4. Faculty teaching a course that is not housed in an academic department should send the formal report to the Associate Provost, who will direct it to the appropriate Dean or supervisor.
5. The faculty member should keep originals of tests, papers, etc., that provide evidence of the violation.
6. With issues related to computer offenses or misrepresentation of academic records, the case may be referred to the Associate Dean of Students Office for processing.
7. If a staff member or an administrator discovers violations of the Academic Integrity Policy, he/she should contact the School Dean of the school in which the violation has occurred, who will contact the student.
8. The student may appeal in writing to the academic department in which the course is offered. A student's intent to appeal a faculty member's response to a violation must be communicated to the Department Chair in writing within one week of the receipt of the written notification from the faculty member dealing with the incident.

The faculty member filing the initial report of a violation should be recused from the department committee handling the appeal. A student in a course that is not housed in an academic department should appeal to the Associate Provost, who will direct the appeal to the appropriate Dean or department. The Associate Provost should ascertain that a group of faculty, with a majority of ranked faculty, will hear the appeal.

9. The student may appeal the decision of the academic department in writing to the School Dean, whose decision will be final.
10. When the appeal process ends, the Dean will notify the Registrar, and determine if this is a first or second violation.

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 determines that the violation is egregious, the Dean of the school in which the violation occurred 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 in which the violation occurred will consult with the faculty member who first determined that a violation had occurred; with that faculty member's Department Chair; and with the Dean of the school of the student's major, if other than the reporting Dean. The Dean of the school in which the violation occurred will determine appropriate sanctions.
3. The Dean of the school in which the violation occurred will notify the student in writing of the sanctions determined, and send copies to the student's advisor(s) and to the Dean of the school of the student's major, if other than the reporting Dean.
4. The student may appeal the decision of the School Dean in writing to the Provost, whose decision will be final.

PENALTIES FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

1. In all instance 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 it is determined to be an egregious offense, the School Dean will assign appropriate sanctions that go beyond the course. In the case of an egregious offense, the Dean 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 determines that violation to be egregious, the range of possible responses includes suspension of the student, disciplinary probation, or other appropriate sanctions.

TIME AND RECORD–KEEPING CONSIDERATIONS

1. Academic integrity violations should be processed in a timely manner:
 - a. Faculty should report academic integrity violations within a week of their discovery.
 - b. Student appeals must be filed within a week of receiving the written report of an academic integrity violation.
 - c. The recipient of student appeals should acknowledge receipt of the appeal within one week.
 - d. Timing constraints only apply when school is in session, but processing of violations may continue during breaks.
2. When violations occur at the end of the semester, faculty may file a grade of incomplete until the investigation and possible appeals are complete.
3. Academic integrity violations will continue to be processed if the student withdraws from the course in which the violation occurred.
4. Academic integrity violations may be reported within one semester after the course if first discovered at that time.
5. The final result of all academic integrity investigations, including all appeals would be filed with the Registrar.
6. A record of academic integrity violations will be maintained by the Registrar in accordance with the University's Schedule for Record Retention. However, undergraduate records will not count against students who return as graduate students.
7. If a student carries two majors, notification of academic integrity violations will be sent to the Dean of the student's primary major.
8. The School Dean 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, the School Dean will also notify the Dean of the school of the student's major, if other than the reporting Dean, of the results of any appeal.

9. 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 will determine that an appropriate need to know exists under FERPA guidelines.
10. If a Department Chair and the Registrar have established that the Department Chair has an on-going need to know about academic integrity violations, the Registrar will automatically notify the Department Chair of any violations by students in that major after all appeals are resolved.

ACADEMIC PROBATION, ELIGIBILITY, SUSPENSION, AND DISMISSAL

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

Satisfactory academic progress toward a degree as a full-time student is defined as completing 24 or more credits per academic year and maintaining a cumulative grade point average of 1.8 while earning the first 23 credits, 1.9 for 24–56 credits, and 2.0 for 57 credits or more. Any full-time student who fails to maintain this minimum cumulative grade point average will be placed on academic probation. A student on academic probation will be advised to take a maximum of 14 credits per semester while on probation. A student who does not maintain the minimum cumulative grade point average for two consecutive semesters will be placed on academic suspension for two semesters. Any student taking six or more credits in a semester who receives less than a 1.0 (D) semester grade point average will be placed on academic suspension.

After two semesters of suspension, the student may apply for reinstatement by providing evidence of probable success. Upon return, if a student fails to achieve the minimum cumulative grade point average in two semesters, the student will be dismissed from the University. A student who is dismissed for academic reasons may apply for readmission after two years. Such a student must present an official transcript of 24 credits successfully completed at a regionally accredited institution of higher education (earning satisfactory grades of C or higher) after dismissal from Messiah.

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

- Intercollegiate athletics and club sports
- Theater productions

- Music ensembles
- SGA officers
- Officers in any SGA-chartered organization, including team managers of Outreach Teams
- Music Ministry Teams
- Residence Life staff
- Staff members of the Pulse Media Hub

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

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

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

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

ACADEMIC APPEALS OF SUSPENSION OR DISMISSAL

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

CLASS ATTENDANCE POLICY

Class attendance is important to student learning and hence central to Messiah University's educational mission; therefore, regular class

attendance is expected. However, the University recognizes that certain types of educational activities take place outside the classroom and can lead to conflicts with class attendance. Guidelines for student attendance and absence are provided below.

COURSE ATTENDANCE POLICIES

1. Individual course policies on class attendance are left to the discretion of the instructor (or academic department). Individual faculty members (or academic departments) are expected to design and implement attendance policies that are supportive of the University-endorsed educational programming outside of the classroom and, to the extent it is possible, provide ways a student can make up the portions of the courses missed due to student participation in University-endorsed educational activities without penalty.
2. Attendance policies must be conveyed to students at the beginning of the semester and must be delineated in the syllabus. Attendance policies must address the following: (a) the extent to which attendance is required, (b) the role absences play in the attendance policy, (c) the policy for making up absences, and (d) the impact of attendance/absences on student evaluation.
3. Faculty should be respectful of student schedules and the class time assigned to other courses. Faculty have been given an assigned time for their courses, and it is, in general, expected that instruction will take place within this designated time. Any exceptions must be stated in the syllabus.
4. If an out-of-class requirement in one course conflicts with the class time of another course, the faculty member making the out-of-class requirement must provide other ways for the student to fulfill the requirement of the required out-of-class requirement.

PROCEDURES AND PROTOCOL FOR ABSENCES RELATED TO UNIVERSITY-ENDORSED ACTIVITIES

1. Steps will be taken to minimize student absences related to University-endorsed activities. Toward this end:
 - a. All athletic contest schedules will be reviewed and approved by the Athletic Director and the Faculty Athletic Representative prior to the beginning of the semester.
 - b. All artistic performance programming will be reviewed and approved by the Dean of the School of the Arts prior to the beginning of the semester.
 - c. All academic field trips by faculty or departments will be reviewed and approved by the appropriate School Dean or the

- Assistant Dean of General Education and Common Learning (for IDS courses) at least one month prior to the activity.
- d. All student absences due to student professional presentations will be reviewed and approved by the appropriate School Dean at least one month prior to the activity.
2. All parties involved will be made aware of the scheduled absences well ahead of the date(s) of absence.
 - a. To the extent it is possible, absences due to University-endorsed activities will be identified at the beginning of each semester or term.
 - b. At the beginning of each semester, the Faculty Athletic Representative will send all teaching faculty the approved dismissal times for all scheduled athletic contests.
 - c. At the beginning of each semester, the Dean of the School of the Arts will send all teaching faculty a schedule of approved performances which may result in class conflicts.
 3. Upon receipt and approval by the appropriate supervisor, anyone sponsoring the University-endorsed educational activity must complete the “Instructor/ Academic Notification System” that is available in Banner Self Service under the Faculty and Advisors menu two weeks prior to the activity. This form must be filled out in full, and upon completion will be sent to each faculty member that is impacted.
 4. Students participating in University-endorsed activities are still required to directly notify in advance the faculty member of any class they must miss. This must be done at least a week prior to the planned absence. Students are also responsible for meeting with the faculty member to work out the conditions for completing any work or assignments in advance with the attendance policy of the course.
 5. No University-endorsed activities that result in student absences may be scheduled on the days before or after any University break or during finals week. Any exceptions must be approved by the Athletic Director, Vice Provost for Student Success and Engagement, School Dean or Provost.
 6. It is understood that flexibility in these procedures will be granted in the case of conference and NCAA playoffs, or approved late-developing opportunities for student performance or presentation.

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, if possible. If prior notification is not feasible, the student should ensure that instructors are notified by the end of the day on which the classes meet.

For deaths in the family and similar emergencies, students should notify the Office of the Vice Provost for Student Success and Engagement. Please email cbieber@messiah.edu or call (717) 796-5234 with the pertinent details. As the Vice Provost for Student Success and Engagement's Office will notify the faculty of the student involved, it is important that the student notify the office as soon as possible.

APPEAL PROCESS

If a student believes that the above policy has not been followed, he or she can appeal to the Provost.

MAKE-UP WORK

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

DROP/ADD

Adding a Course

Students may add courses through the end of the second week of classes each semester. Changes made in the second week of classes and beyond require the written approval of the instructor and the student's academic advisor on a Drop/Add form. Schedule additions after the second week of the semester require approval of the Registrar and are subject to a late registration fee. Students may add a J-Term course during the first three days of J-Term.

Dropping and Withdrawing from a Course

Courses may be dropped during the first third of the term and will not appear on the student's transcript. Students may withdraw from a course during the second third of the term. Courses from which a student has withdrawn will be indicated with a "W" on the student's transcript. Dropped or Withdrawn courses do not affect the student's grade point average. After the first five class days of a semester, a fee may be assessed for each course change requested. Specific deadline dates for course changes are posted each semester on the Registrar's homepage.

EXAM POLICIES

Students are expected to attend their final exam period at the scheduled time. Any student having more than eight credit hours of final examinations in any one day may request a change in his/her final exam schedule using the Final Examination Change form. The deadline for a student to request a change in their exam scheduled is one week prior to

the first day of final exams. The Registrar's Office confirms the student is scheduled for more than eight credit hours of final examinations in one day. After that, the student and instructor coordinate to reschedule the exam at a time mutually acceptable to both. Note: travel arrangements are not a sufficient reason for exceptions to the exam schedule.

GRADE APPEAL PROCEDURES

If a student disagrees with a grade which has been given in a particular course, and it has been determined that the grade recorded was not in error, the student may initiate the grade appeal process. A student's final grade may not be raised by doing additional assignments after the course has concluded or by revising previously submitted assignments

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

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

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

GRADING

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

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

Credits and Quality Points. A student's cumulative grade point average is determined by dividing the number of quality points earned by the number of credit hours attempted in which quality points may be earned

(graded total). Credits transferred from other institutions do not carry quality points and are therefore not computed in the grade point average.

Pass/Fail Grades

During a university career, students may take a maximum of four courses on a Pass/Fail (P/F) basis with these conditions:

- The course cannot be used to meet a major, minor, or QuEST requirement. It must be a free elective.
- The cutoff for Pass shall be C–.

P = Pass. Used only for a passing grade in a Pass/Fail course or when a student selects to register for a course on a Pass/Fail basis. The cutoff for pass is C–. Semester credits in which the student receives a P count toward the total required for graduation, but not toward the grade point average.

F = Failure. The grade of F is a failing grade and is included in the computation of both the semester and cumulative GPA. F applies under the following conditions:

- The student has not done passing work for the term;
- The student does not do passing work (earning a D+ or less) in a course graded on a Pass/Fail basis;
- The student fails to clear an Incomplete within the specified time frame;
- The student unofficially withdraws from a course.

Approved Pass/Fail Only Courses. The following courses may only be taken as Pass/Fail:

ADED 485	GEST 101, 210
ATED 291	HDFS 099
BUSA 102, 115	MUEN 111-156
CHRM 099	MUSI 001
ENGL 391, 392, 393	TEP courses
ENGR 389	

Approved Letter Grade Only Courses. The following courses may only be taken for a letter grade:

BIOL 386	INTE 394
CIS 283, 411	SCIE 307
IBI 331, 339, 350, 390	

Auxiliary Symbols.

W = Withdrawal. During the middle third of the semester, students may withdraw from courses with a grade of W. The grade will be posted on the academic transcript but it will not affect the student's GPA.

I = Incomplete. The grade of I is given when, for some major reason such as illness, a student has been unable to complete the prescribed course on

schedule. It should be given rarely and never to accommodate the student who through carelessness or poor planning does not complete his/her work on time. For credit, an *I* must be removed according to the following time schedule; otherwise, an *F* will be recorded. Fall semester: Before opening of Spring term. All other terms: By the end of the fourth week following term.

Changing a Grade.

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

GRADUATION REQUIREMENTS

Academic advisors provide counsel to students regarding choice of curriculum and of each semester's program of courses, but responsibility that the required subjects are included at the proper time rests with the student. Final responsibility for the fulfillment of all requirements for graduation also rests with the student, who is expected to seek advice when needed. Any deviations from the published requirements require the approval of the Registrar.

Application for Degree. Students working toward a degree must file an application for degree with the Registrar's Office at the beginning of their senior year. This presupposes the completion of a minimum of 87 semester hours of credit. Applications require the approval of the Academic Council and the Community of Educators before students are formally admitted to degree candidacy.

Graduation Attendance. Graduating seniors are expected to participate in the Commencement exercises. Exemption requests should be directed to the Office of the Registrar.

Requirements for All Degrees

1. 123 hours of credit, except as noted in the requirements for selected majors.
2. A minimum cumulative grade point average of 2.00 (C) for all academic work presented for the degree.
3. A minimum cumulative grade point average of 2.00 (C) for all work listed as specific requirements for the major.

4. The last 30 credits preceding the conferring of the degree earned at Messiah University with a minimum of 12 credits in the major.
5. For transfer students, a minimum cumulative grade point average of 2.00 (C) for hours required at Messiah University for graduation.
6. Completion of a major with requirements as specified by the respective academic department.
7. Completion of all QuEST General Education requirements

TERMS

January Term

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

While all students are expected to register for a January term course, first year and sophomore students are required to do so.

No tuition or room and board discounts are provided for students who do not enroll for a January term course.

May Term

May Term is a three-week term immediately following Spring term and is reserved exclusively for cross-cultural studies courses. Since May term is considered a part of the Spring semester, students are charged additional tuition at the overload rate only for each credit above the 18 credits allowed for the second semester.

Summer Session

Undergraduate online courses, taught by Messiah University faculty with special training in online instruction, cost less than courses taught during the traditional academic year. Course credit from summer online courses applies toward the Messiah University degree for current Messiah University students and may fulfill General Education or major requirements. University policy limits summer online registration to two summer online courses per summer.

In addition to summer-online courses, a variety of internships and practicums are available to Messiah University students during the summer months. Internships offer students an opportunity to combine full-time employment with academic components to receive credit.

MEDICAL LEAVE

Medical leave is available for students who, due to documented serious physical or psychological illness, need to leave the University during the semester without completing their course work or to withdraw from the University for no longer than two consecutive semesters. Medical leave may be voluntarily requested by a student or, in certain circumstances, may be determined to be required for a student when the student's psychological or medical condition renders him or her a threat to the safety, health, or well-being of any person or of the campus community, or causes a significant disruption of the educational and other activities of the University community.

Medical Leave, whether voluntary or required, is not a substitute for appropriate disciplinary action although disabilities may be considered mitigating factors in a disciplinary proceeding. A student suffering from a medical or psychiatric disorder who is accused of a disciplinary violation will not be exempted from the disciplinary process unless, as a result of the medical or psychiatric disorder, the student: (1) lacks the capacity to respond to the allegations, (2) did not know the nature and the quality of the action in question or (3) had approved accommodations through the Office of Academic Accessibility that were not implemented and failure to provide such accommodations resulted in the disciplinary violation.

Students on medical leave are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus through the process described in the policies below. A student may request a more limited medically excused status if he is medically unable to complete the final forty percent of a semester but intends to return to the University at the beginning of the following semester. The request is initiated in the same manner as described below in the voluntary medical leave section. A student approved for medically excused status need not request permission to return to the University for the following semester unless conditions for returning had been stipulated by the University at the time of departure.

A student on medical leave (regardless of whether voluntary or required) will retain all accrued seniority for housing and registration purposes and may register conditionally for courses if he or she intends to return for the following semester. Any money paid to the University as deposits against tuition or charges anticipated for the following semester will be refunded in full if the student is not approved to return. Documentation for determination of fitness to return must be received by the deadlines listed below and approval to return granted in order for registration to be

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

Financial aid implications

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

Refund of tuition and fees

Students who take medical leave during the first five weeks of the semester may be eligible for some refund. Please see the Student Financial Services website for specific information:

https://www.messiah.edu/info/21510/student_financial_services

No refunds will be given for students who are granted medical leave during the final 10 weeks of the semester.

VOLUNTARY MEDICAL LEAVE

The following policy establishes the procedures under which a voluntary medical leave may occur, as well as the process for return from leave.

1. Initiation of Request

A student requesting medical leave must make the request in writing to the Director of Counseling and Health Services. The request may be for either one or two semesters. The student may be required to provide appropriate documentation from a physician, therapist, or other qualified caregiver. All medical leave documents can be found at:

https://www.messiah.edu/info/20898/educators/1432/medical_leave

2. Determination of request

A decision approving or disapproving the medical leave request will be made by the Director of Counseling and Health Services. If there is a pending academic or disciplinary proceeding that could result in a suspension from the University, medical leave requests will not be considered until the proceeding has concluded. A student under suspension from the University is ineligible for medical leave.

As part of receiving medical leave, the student may be asked to arrange for ongoing treatment during the time he or she is on medical leave. Failure to comply with this treatment would result in a termination of the medical leave and mandatory withdrawal from school.

When a student has been approved for medical leave, the Director will provide a copy of the decision to the Registrar. The Registrar will notify appropriate offices on campus of the student's status and send a copy of the decision to the student for his or her records. Copies of the decision will be maintained in the student's academic and student life files. Original

documentation from the student's medical records will be maintained confidentially by the Director of Counseling and Health Services.

A request for medical leave for the current semester must be made prior to the last week of class in the fall or spring semester, or prior to the last day of class in January term.

3. Effective date of medical leave status

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

A student may receive a more limited medically excused status if he/she is approved for leave in the final 40 percent of a semester and the student has received faculty approval for at least one incomplete. The student may request an extension for one additional semester by filing a request as described below.

4. Extension of medical leave status

A student on medical leave status may request a one-semester extension by providing new documentation to the Director of Counseling and Health Services by August 1 for the fall semester or December 1 for the spring semester. A decision approving or disapproving the request will be made by the Director of Counseling and Health Services. The Director will provide a copy of the decision to the Registrar, who will notify appropriate offices on campus. Medical leave status may continue no longer than two consecutive semesters. After this time, a student who does not return to the University will be deemed officially withdrawn. Students who are approved for more than one medical leave during their time at Messiah University may be subject to different degree requirements than when they originally entered the University. Different degree requirements may extend the amount of time it takes for a student to complete his/her degree. Students returning from a second medical leave are encouraged to consult with the Registrar's Office about their degree requirements.

5. Grades and completion of medical leave work

A student whose request for medical leave is approved during the first sixty percent of the semester will be given a grade of "W" (Withdrawal) in each course for which he or she is registered. No "I" (Incomplete) grades will be given. No credit will be earned for any course, and a prorated refund of charges will be made as determined by Student Financial Services. A student whose request for medical leave is approved during the final forty percent of the semester may be deemed medically excused and may be given a grade of "I" for one or more courses with the approval of the faculty member(s). When a grade of "I" is not deemed feasible, a grade of "W" will

be given. No refund of charges will be made for courses in which a grade of “I” is given. To receive academic credit for a course, incomplete work must be completed by the final day of the semester following that during which medical leave was approved. It is the responsibility of the student to contact individual instructors to arrange for the timely completion of course work. If the student does not complete work in a course within this time, the grade of “I” for that course will be changed to a “W.”

6. Determination of fitness to return to campus

A student requesting to return from medical leave will be asked to sign a release allowing the Director of Counseling and Health Services to communicate with the physician, therapist, or other caregiver, as well as with other persons at Messiah University involved in determining the student’s fitness to return. The student must provide documentation from his or her physician, therapist, or other caregiver concerning current medical status by August 1 to be considered for approval to return for the fall semester, or by December 1 to be considered for approval to return for the spring semester. The student also may be required to have an interview with the Director of Counseling and Health Services and/or the Director of Academic Success. The University reserves the right to require the student, in order to return to and remain in classes, to be in ongoing, off-campus treatment as well as other necessary stipulations. All information will be reviewed and a decision regarding fitness to return will be made by the Director of Counseling and Health Services, who will notify the Registrar. The granting of medical leave by the University does not guarantee that the student will be allowed to return.

REQUIRED MEDICAL LEAVE

The following policy establishes the procedures under which a required medical leave may occur, as well as the process for return from leave. Its requirements and procedures are applicable to all students with or without disabilities.

1. Standards for a Required Leave

Typically, a Required Medical Leave is invoked when a student exhibits acute or persistent health or behavioral problems which arise from physical or mental health issues. Each situation will be reviewed on a case-by-case basis. The University may initiate the Required Medical Leave process if, in the judgment of the Dean of Students, a student meets one or more of the following criteria:

- a. The student is deemed a direct threat to the safety, health, or well-being of any person. A direct threat to others includes any danger of suicide, self-mutilation, accident, or assault that cannot be mitigated

- by reasonable accommodations or necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure his or her safety and the safety of those around the student.
- b. The student's behavior is disruptive to others and negatively affects the community. Disruptive behavior is that which causes emotional, psychological or physical distress to fellow students or staff substantially above that normally experienced in daily life. Such disruption may be in the form of severe distress associated with one or more behavioral incidents, or somewhat less severe but persistent distress over a more extended period.
 - c. The student refuses to cooperate with recommended assessment or treatment and his or her physical or psychological disorder seems likely to deteriorate to the point of permanent disability, disfigurement, impairment or dysfunction without such assessment or treatment, thus presenting a direct threat to the safety, health, or well-being of any person. Where standard assessment is impossible because of the student's resistance, indirect behavioral observations will constitute the basis for judgment.

2. Procedures for a Required Medical Leave

When conditions allow for an investigation, including an individual assessment of the student's health status, resolution of the situation will first be sought with the student's cooperation if at all possible. Voluntary leave is encouraged to preserve, to the extent possible, confidentiality, and to maximize the participation of the student or his or her family. If the student declines voluntary medical leave, he or she may be involuntarily withdrawn from the University. The involuntary medical leave process can be initiated by any University official who believes a student meets one or more of the standards described in paragraphs 1a, 1b, or 1c above. University officials with concerns about student safety will contact the Dean of Students, who will coordinate the Required Medical Leave process.

When the Dean of Students becomes aware of a student who may fit the standards for required medical leave, he will request an individualized physical or mental health assessment from the Director of Counseling and Health Services and a community impact review from the Associate Dean of Students. When possible, this should begin with a one-on-one meeting with the identified student. The individualized health assessment will include relevant records from on- and off-campus treatment providers. The community impact review will include relevant information from employees and students having interaction with the student. If the Dean of Students deems the student does not meet any of the standards for a Required Medical Leave, this process will terminate and the Associate Dean

of Students, Director of Counseling and Health Services, and/or the Director of Academic Success will meet with the student to develop reasonable accommodations necessary for student success and community safety. The student will be required to adhere to the established accommodations. Failure to adhere to the established parameters could result in the student being required to take a medical leave.

If the individualized health assessment and community impact review result in a recommended medical leave, and the student refuses voluntary medical leave, then a Health Review Team will be established. The Health Review Team will be comprised of the Dean of Students, Associate Dean of Students, and the Director of Academic Success.

The Health Review Team will review the individualized health assessment and the community impact review and will invite the student to meet with the team. At that time, the student may provide additional information for consideration. The Team may require a further assessment of the student by a medical/psychiatric provider identified by the Team to determine if the student meets the standards above.

The work of the Team will be guided by the following:

- Each student's situation is different, and an individualized determination must be conducted in each case, considering the stressors faced by that student.
- The *nature, duration, and severity* of risk to self or the community must be considered.
- A consideration will be made of *reasonable accommodations* which may mitigate risk and contribute to student success and community safety
- Emphasis must be placed on the student's *observed conduct, actions, and statements*, as opposed to primarily on speculation, inferences and assumptions.

If the Team concludes that the student does not meet any of the standards for a Required Medical Leave, it will inform the student in writing and establish reasonable accommodations for student success and community safety.

If the Team concludes that the student does meet one or more of the standards for a Required Medical Leave, the Team will notify the student of its decision in writing and will include its reasons for this conclusion, the effective date of the medical leave, the conditions for return (if applicable), and the appeal process to be followed by the student. The Team's decision

will become effective immediately upon deposit in the mail or hand delivery.

3. Interim Measures

In all cases where a Required Medical Leave is being considered, the University will undertake an appropriate review and take prompt and effective action to support and protect the student(s) involved. This includes taking appropriate interim measures before the final decision is made. If the Dean of Students has reason to believe, based on information available, and in consultation with professionals with appropriate expertise, that the student's continued presence on campus poses an imminent threat of significant harm to self or others in the community, the University may take immediate action to remove the student from campus pending receipt and review of relevant information. This temporary removal may remain in place pending completion of any appeal process. Accordingly, the University may impose a "no contact" directive, which will typically include a directive that the involved parties refrain from having written, verbal, phone/text, or physical contact with one another, directly or through a third party, pending an individualized health assessment and community impact review and final decision. The University may also take any further protective action that it deems appropriate concerning the student pending the Health Review and final decision, including, without limitation, directing the appropriate University officials to alter the student's class schedule, housing (including restriction from University housing), and/or access to the campus (including class attendance).

4. Access to Campus During Leave

In certain circumstances, the student on medical leave may have their access to campus and other students limited during the time they are on leave. If these stipulations are established, they will be communicated in writing. Upholding or not upholding these parameters will have a measure of influence the recommendation for a return.

5. Student Appeal Process for a Required Medical Leave

The Health Review Team's decision may be appealed by the student to the Vice President for Human Resources and Compliance within five (5) business days of the decision. Such appeals should be in writing and include specific points the student wishes the Vice President for Human Resources and Compliance to consider. The Vice President for Human Resources and Compliance will make a decision based on the record. Additional evidence may be submitted, but it does not need to be considered.

The Vice President for Human Resources and Compliance has seven (7) business days to review the record and inform the student of his or her decision in writing. The Vice President for Human Resources and Compliance may (a) uphold the decision of the Team, (b) refer the matter back to the Team for further proceedings, or (c) reverse the decision of the Team and reinstate the student. The Vice President for Human Resources and Compliance's decision is final.

6. Process for Return to the University after a Required Medical Leave

Permission to return for a student who has been placed on a Required Medical Leave will follow the guidelines for returning from voluntary medical leave, with the approval of the Associate Dean of Students and Director of Counseling and Health Services. Typically, at a minimum, conditions for return to class may include medical or psychiatric treatment during the period of leave and verification of compliance with recommendations of treatment providers. Other conditions for return may include examinations by independent or University-employed medical health professionals, release of relevant medical records, demonstrated ability to meet the University's academic and conduct standards, interviews with University officials, personal statements, and a decrease in the conduct resulting in the Required Medical Leave. The amount and nature of material requested, and the breadth of the review, will be based upon the nature and severity of the student's condition at the time Required Medical Leave was taken. Approval to return will be granted only if the Associate Dean of Students and Director of Counseling and Health Services determine that the conditions that led to the Required Medical Leave are no longer present or are mitigated to the extent that the student does not meet one or more of the standards in Paragraphs 1a, 1b, or 1c above.

The Associate Dean of Students and Director of Counseling and Health Services will consider recommendations of the student's care providers regarding return, but will make determinations independently and in accordance with all available information and expertise. Thus, a recommendation for return from a student's healthcare provider(s) is not in itself sufficient grounds for return. Failure of the student to cooperate in these procedures, to comply with required conditions of the leave or withdrawal, or to provide accurate and complete information is grounds for reconsideration of the student's status. Once all the relevant information has been considered, the Associate Dean of Students and Director of Counseling and Health Services will make a recommendation to the Dean of Students, who makes a final determination regarding the student's

return from Required Medical Leave. Approval to return may include stipulations concerning class schedule, extracurricular activities, place of residence or other conditions as may be judged to be appropriate to the safety, health, and well-being of all persons in the campus community.

7. Confidentiality

If the student has been treated at the Engle Center, treatment records may be used in determining the outcome of the Required Medical Leave process. Under such extreme conditions that a consideration for Required Medical Leave is necessary, the Director of Counseling and Health Services may decide that confidentiality must be waived, as is indicated in the “Client Consent” form signed by the student at the initiation of counseling. All records concerning Required Medical Leave will be kept in accordance with University policy. Required Medical Leave will be recorded on the transcript as a withdrawal from current courses.

Required Medical Leave Policy revised May 2019