



MORAVIAN COLLEGE

The Comenius Center

**HANDBOOK FOR STUDENTS ENROLLED IN
GRADUATE LEVEL
PROGRAMS AND COURSES**

Effective Spring 2010
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The information in this document is provided for the assistance of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made. The most current version of this document will be available at <http://comenius.moravian.edu> or via Access Moravian Online Services (AMOS) at <http://amos.moravian.edu>. The terms Moravian College, Moravian College and Theological Seminary, Moravian, the College, and the Institution, by reference, include Moravian College Comenius Center and Comenius Center.

Nondiscrimination Policy

Moravian College is a welcoming community that embraces and values the diversity of all members of the campus community. We accept the uniqueness of all individuals, and we cultivate an environment that respects, affirms, and defends the dignity of each member of our community.

Moravian College does not discriminate against any person based on actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws.

Inquiries concerning this nondiscrimination policy may be directed to Mr. Mark Reed, Vice President for Administration, Moravian College, Bethlehem, Pennsylvania 18018 (610 861-1360).

The College reserves the right to deny admission, continued enrollment, or re-enrollment to those whose personal history indicates that their presence at the College would endanger the health, safety, welfare, or property of any members of the academic community or interfere with the orderly and effective performance of the College's functions. No student, however, will be barred from admission based upon unlawful considerations including, but not limited to, actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws.

By the act of registering for a course, the Moravian College student signifies agreement to abide by the College's established policies, regulations, and procedures. Students also agree to abide by and support the orderly processes established by the College for the resolution of disputes and the violation of policies, regulations, and procedures and submit to the sanctions imposed by the College for such violations.

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COMMUNITY STANDARDS FOR MORAVIAN COLLEGE, MORAVIAN THEOLOGICAL SEMINARY, AND THE COMENIUS CENTER

The privilege of being a student at Moravian College, Moravian Theological Seminary, and the Comenius Center (from hereon, the Institution) carries with it the responsibility of following standards of conduct appropriate to our institutional vision and shared values, as articulated during development of the 2008-2015 Strategic Plan.

Our vision calls for the Institution to excel as...

- **A community of the great embrace**, welcoming men and women from all walks of life, locally, nationally, and globally;
- **A community of liberal learning**, where scholarship, intellectual curiosity, and creative expression invigorate all facets of our lives;
- **A community of service**, which equips and empowers men and women to serve others with professional skill, grace, and integrity, including those who live out their lives on the periphery of society; and
- **A community of wise stewards**, who care for and enhance our treasures of heritage, people, and place for generations to come.

As such, Moravian will be a leader within higher education – **a community of choice** for students, faculty, and administrators, a model of excellence.

Students are afforded the freedom to develop their interests and life choices, with the understanding that we are first and foremost an academic community – a community of teachers and learners – and that higher community standards take precedence over individual behavior that might disrupt or impair the community.

The Community Standards Document provides guidelines for standards of behavior for students and articulates behaviors that are prohibited or unacceptable. Students are obliged to follow the standards outlined in this document, and any violations will be handled in the manner deemed appropriate through the judicial processes overseen by the office or administrator appropriate to that student (College-Office of Student Affairs, Seminary-Office of the Seminary Dean, Comenius Center-Comenius Council). The conduct expectations outlined should in all cases be interpreted broadly so as to meet the spirit and intent of the document and should not be viewed, necessarily, as all-inclusive in nature. It is every student's responsibility to acquaint himself or herself with this student handbook and the policies printed herein. Ignorance of a published policy will not exempt a student from the disciplinary action that results from not following it.

Student organizations and groups recognized by the Institution are subject to its standards of organizational behavior. When an organization, through its activities, violates the Community Standards Document, appropriate Institutional action will be taken against the organization as a whole, with potential sanctions directed at its standing with the Institution. Decisions about sanctions imposed on such organizations may be treated as public information and disclosed as deemed appropriate. Imposition of organizational disciplinary action does not preclude taking action against individuals. In developing a sense of responsible student conduct on campus, counseling, example, admonition, and formal discipline all play a role in the protection of the community's educational purpose. In keeping with that purpose, judicial and disciplinary proceedings, when required, will be kept simple and informal whenever possible, consistent with the philosophy of fundamental fairness and the educational purpose of the community. Sanctions will be based on the specifics of the incident and past precedent if applicable.

Respect for Individuals

All students are required to conduct themselves in a manner that acknowledges and demonstrates respect for other individuals. Any actions that harass, demean, or subject others to any form of physical threat, psychological stress, or humiliation are unacceptable. Basic honesty is expected at all times, both within academic pursuits and in all other interactions that take place in the campus residences, elsewhere on campus, and in the community. While exercising respect for all individuals, all students also carry a direct responsibility to assert their own rights and to communicate feelings and concerns to others through responsible means.

All members of the resident community have a right to individual privacy and are expected to respect the privacy of all other members of the community. Respect for privacy of members of the resident community also guides the conduct of College administration and staff members. For this reason, premises occupied by students will not be entered or searched unless proper authorization has been obtained. Entry into a room for the purpose of maintenance or repairs is restricted to authorized agents of the Office of Facilities Management, Planning and Construction. Provisions regulating search of Institutional property do not preclude inspection for health, fire, safety, and maintenance or inspection by officers such as the fire marshal when accompanied by Institutional representatives. Searches by Institutional, local, state, or federal law enforcement officials are permitted when accompanied by appropriate warrants or authorizations.

Failure to respect an individual includes but is not limited to:

- Using violence or threat of violence against others. This generally includes, but is not limited to, harassment, physical assault, physical or mental intimidation, and sexual offenses.
- Hazing.
- Exhibiting inappropriate or disruptive behavior in an institutional facility, on Institutional property, or at an Institutional-sponsored or institutional-endorsed event off campus.
- Hindering freedom of expression or of movement of any member of the Institutional community or guest of the Institution.
- Making anonymous, prank, or harassing communications to other members of the community by telephone, in writing, electronically, or by any other method.
- Trespassing or making unauthorized entry into Institutional buildings or others' rooms.
- Failing to respect the privacy of others.
- Interfering with the rights of others to enter, use, or leave any Institutional facility, service, or activity to which they have been accorded access.
- Making excessive noise.

Respect for Academic Honesty

Academic integrity is the foundation on which learning at Moravian College, Moravian Theological Seminary, and the Comenius Center is built. The Institution expects you, as a student, to perform your academic work honestly and fairly. In addition, as a student of the Institution (this includes visiting students), you should neither hinder nor unfairly assist the efforts of other students to complete their work successfully. In an academic community, students are encouraged to help one another learn. Because no two students learn in exactly the same way or take exactly the same things away from a lecture, the Institution encourages students to study together. The boundaries on what is or is not acceptable work may not always be clear; thus, if at any point in your academic work at the Institution you are uncertain about your responsibility as a scholar or about the propriety of a particular action, you should consult your instructor.

Failure to respect academic honesty includes but is not limited to:

- Plagiarism.
- Cheating.
- Helping or hindering others.
- False testimony.
- Violations of copyright law.

- Damage to academic resources.

Further information about Academic policies can be found later in this handbook. Violations will result in significant penalties.

Respect for Safety

No individual has the right to undertake any action that would endanger the health or safety of another. This extends from jokes and pranks to extreme situations involving firearms, other weapons, dangerous chemicals, explosives, fireworks, and fire. It also extends to all forms of abuse of safety equipment, from fire and smoke alarms to hallway telephones.

Failure to respect safety considerations includes but is not limited to:

- Possessing or distributing dangerous materials such as firearms, fireworks, chemicals, explosives, or potentially lethal weapons including martial arts materials. "Possession" includes storing the items listed in vehicles brought to campus.
- Hazing.
- Tampering with or abuse of any fire or safety equipment such as alarms, alarm protectors, or fire extinguishers.
- Tampering with or damaging common area telephones, exterior emergency phones, or the lines associated with them.
- Possessing unauthorized keys or campus ID cards or misusing any campus locking system.
- Failing to exit any building immediately on the sounding of a fire alarm.
- Propping open exterior or fire doors.
- Occupying the roof of any campus building.

It is expected that all members of the community will recognize their obligation to ensure the health and safety of all other members of the community. Failure to do so can result in severe Institutional action including, but not limited to, removal from residence, suspension, expulsion, or filing of criminal charges.

Respect for Property

All members of the campus community are expected to show respect for property, both personal and institutional, on campus and within the surrounding community. Damage to or unauthorized removal of property that belongs to others fails to show the assumption of responsibility expected from all members of the community.

Failure to respect property includes but is not limited to:

- Destruction or damage of personal or Institutional property.
- Misuse or unauthorized use of the Institution's electronic information and telecommunications systems, including violations of the Computing Resources Policy. Policies related to these areas can be found in the appropriate section of this handbook.
- Unauthorized downloading of copyrighted materials.
- Use of telephone or cable service in an unauthorized manner.
- Misuse or unauthorized use of Institutional or personal property or equipment.
- Duplication of materials in an unauthorized manner, including unauthorized use of an individual or departmental duplicating access code.
- Possession or use of another's telephone access code, network log-in or food service account number.
- Possession, use, or duplication of keys without authorization.
- Possession or use of a student ID other than one's own.
- Theft or misappropriation of property owned by the institution or by members of the Moravian community or their guests.
- Embezzlement or misuse of Institutional or student organization funds.
- Occupation of campus residence spaces during vacation periods without authorization.

- Occupation of the roof of a campus building.

The full text of the Moravian College Policy for Acceptable Use of Computing Resources is included in Appendix C of this booklet. The Moravian College and Theological Seminary World Wide Web Policy appears in Appendix D.

Respect for Alcohol and Drug Laws and Policies

The use of alcoholic beverages within any of the institution's buildings, including residence facilities, is governed by the Institution's official alcohol policy, found later in this handbook. Those 21 or older may possess and consume alcohol in their residences or at registered social functions at which alcohol is permitted in accordance with the alcohol policy. Those younger than 21 are expected to respect the laws of the Commonwealth of Pennsylvania that prohibit the transport, possession, or consumption of alcoholic beverages under any circumstances.

State and federal laws prohibit all use, possession, or sale of illegal drugs or controlled substances without a prescription. All members of the Institutional community are expected to be familiar with these laws and to comply with them without exception. The use or sale of such substances is unacceptable and evidence of use or sale may be cause for discontinuance of the student. The Institution will not shield individuals from the consequences of violating either commonwealth or federal law, and cases involving illegal drugs will be referred to the local magistrate, in addition to being subject to separate and independent Institutional action.

Failure to follow alcohol or drug policy includes but is not limited to:

- Possession, use, or distribution of illegal drugs or controlled substances without a prescription.
- Abuse or medically unsupervised use of prescription drugs.
- Possession of prescription medications without legal authorization.
- Possession of any item of drug paraphernalia that contains a drug residue indicating prior use.
- Possession, transportation, or use of alcohol by anyone younger than 21.
- Display of empty alcohol bottle or beer can arrangements by persons younger than 21 in Institutional residence facilities.
- Possession or use of alcohol by anyone in any unauthorized location or unregistered social function.
- Supplying alcohol to minors.
- Supplying alcohol in bulk quantities (kegs, beer balls, etc.) at any social function in any Institution-owned facility.
- Hosting an unregistered social function in any Institution -owned facility.
- Presence at an unregistered social function in any Institution -owned facility.
- Hosting or encouraging drinking games or other irresponsible use of alcohol in any Institution-owned facility.

The Comenius Center's Alcohol Policy is included in Appendix E of this handbook.

Respect for the Judicial System and Legal Authority

All members of the Moravian College, Moravian Theological Seminary, and the Comenius Center community are expected to follow all Institutional regulations and policies as well as all local, commonwealth and federal laws. They also are expected to cooperate fully with all agents of the Institution in the performance of their duties and to uphold the expectations of the community through individual behavior, as well as not to shield others from the consequences of their actions.

Abuse of the legal system or failure to support legal authority includes but is not limited to:

- Failing to respect applicable local, commonwealth, and federal laws.
- Failing to report an off-campus citation/arrest to the institution (Dean of Comenius Center, Dean of Seminary, or Dean of Students).

- Failing to produce Institutional ID for Institutional authorities upon request.
- Failing to comply with instructions or directions of Institutional agents, including student staff acting in their official capacities.
- Failing to provide truthful information to a judicial body or agent of the Institution.
- Failing to obey a summons to provide testimony before a judicial body or agent of the Institution.
- Disrupting a judicial proceeding.
- Knowingly allowing a judicial action to proceed without cause.
- Aiding another student in committing an act in violation of the Code of Conduct.
- Violating confidentiality expected of student employees.
- Attempting to discourage another student's participation in or cooperation with a judicial proceeding.
- Attempting to influence the impartiality of a member of a judicial body.
- Failing to comply with sanctions imposed by a judicial body or an administrative decision.

The Comenius Center ID Policy is included in Appendix F of this handbook.

Respect for the Broader Community

Because of the location of Moravian College, Moravian Theological Seminary, and the Comenius Center within the Bethlehem community and the Institution's desire for all members of its community to be good neighbors, residents living on and off campus are expected to conduct themselves in a way that represents the Institution in a positive fashion at all times. The expectations outlined above pertain equally to interactions with the surrounding community. Community violations may result in both criminal citations and institutional action.

Violations of Policy

Violating any of the Institutional policies for students included in this handbook is a breach of Community Standards. As a student, you are responsible for the information in this handbook. Ignorance of a published policy is not an acceptable excuse for violating a policy and will not shield you from disciplinary action.

Students at Risk

Moravian College, Moravian Theological Seminary, and the Comenius Center are concerned about and have a responsibility with regard to students who present a danger to themselves or to others by reason of suicide threats or plans; threats, plans, or attempts to harm others; or other dangerous behaviors.

The Institution's process requires it to secure evidence that any student who exhibits these behaviors is no longer a danger to him- or herself or to others prior to allowing him or her to return to residence and/or to class. In such instances, the appropriate division administrator (College-Dean of Student Life, Seminary-Office of the Seminary Dean, Comenius Center-Dean of the Comenius Center) or designee may impose an interim suspension from residence (when applicable) or from the Institution, depending on the nature and location of the behavior, while such a determination is made.

The evidence required to lift an interim suspension may be produced through documentation or through a campus hearing.

If the student chooses to produce documentation, he or she will be permitted to return to residence and/or to class only after an evaluation is conducted by a licensed off-campus mental-health professional (psychologist or psychiatrist) and a judgment is presented in writing to the Institution, stating that the student is no longer a danger to him- or herself or to others. In addition to the external evaluation, the institution reserves the right, at the discretion of the presiding administrator (see above), to have an internal evaluation performed by the College Counseling Center prior to a student's return to campus in order to review outside documentation, assess the student, and report these findings to that administrator. Both the external and internal assessments are subject to review by the presiding administrator or his or her designee, in

consultation with other offices, if appropriate. A return to residence and/or to class may be subject to specified conditions.

If the student chooses to request a hearing, one will be convened by the Dean of the Comenius Center within three working days. The case will be heard by a panel of three administrators from the Comenius Center and the Office of Academic Affairs who may opt to reinstate the student conditionally or unconditionally, with or without specific documentation, or may decide against reinstatement. More information related to the hearing process may be found the section on Disciplinary and Grievance Policies.

RIGHTS, RESPONSIBILITIES & RECORDS

Rights and Responsibilities of Students

The role of students in the educational community of Moravian College involves a balance of rights and responsibilities. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, and in the larger community. Students are required to exercise their freedoms with appropriate responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the Moravian College community.

Freedom in the Classroom

The Comenius Center and its faculty encourage free discussion, inquiry, and expression in the classroom in accordance with the orderly processes established for classroom instruction. Student academic performance will be evaluated solely on the basis of legitimate academic and professional concerns and not on: a) unrelated opinions or beliefs held or expressed or b) conduct unrelated to legitimate College concerns.

Protection of Freedom of Expression

Students are free to take exception, by appropriate and orderly means, to data or views offered in any course of study and to reserve judgment about matters of opinion or belief, but are responsible for learning the content of any course of study and successfully responding to tests, examinations, or other course requirements for courses in which they are enrolled.

Protection against Improper Academic Evaluation

Students are responsible for maintaining standards of academic performance and integrity and complying with appropriate behavioral requirements, and they are provided with processes designed to protect them from improperly prejudiced or capricious academic evaluation. Such processes include consultation with the instructor, program director, or a Comenius Center dean. These processes are described fully in the "Grade Appeal Procedure" that appears later in this handbook.

Protection against Improper Disclosure

Information about student views, beliefs, and associations that Comenius Center staff members have acquired in the course of their work with students is protected against improper disclosure by the policies, regulations, and procedures of Moravian College as well as the professional standards of conduct of the staff.

Freedom of Inquiry and Expression

Students, faculty, and staff are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are always free to support causes by orderly means, i.e. those that do not disrupt the regular and essential operation of the College. At the same time, it is required that, when making public statements or engaging in public demonstrations or expressions, they disassociate their statements and activities from the College unless otherwise authorized by the College.

If consideration is being given to a protest, organizers must discuss their plans in advance with the Director of Campus Safety or his designee. For purposes of this policy, a protest is defined as a gathering of students, faculty, and/or staff of Moravian College and Moravian Theological Seminary on institutional property in order to make a public statement about and therefore draw attention to a college, local, state, or federal issue.

The College supports the rights of its students, faculty, and staff to assemble and express their views. However, any protest or demonstration must respect established legal parameters. Accordingly, a protest may not block streets, right of way, or sidewalks; jeopardize the safety of individuals or the integrity of College or other property; intimidate, harass, or threaten passers-by; include individuals who are not members of the Moravian College community; involve entry of buildings where their presence would disrupt the administrative or educational functions taking place therein; involve alcohol; or involve sound amplification. The location for campus protests will be determined on a case-by-case basis by Campus Safety after consultation with protest organizers. In establishing a site, decision-makers will balance concern for the safety of all involved with an acknowledgement that the proximity, and therefore visibility, of a protest to any protest-related activities may influence the effectiveness of the event.

Students and their recognized organizations are permitted to invite and hear speakers or presentations of their choosing, provided they comply with policies, regulations, and procedures established by the College concerning the use of College facilities and equipment and the time, place, and manner of the activity. The College shall not regulate the content of the speech or presentation so long as it does not violate any laws or the rights of any person and complies with the College's Code of Conduct.

Family Education Rights and Privacy Act (FERPA)

The Comenius Center and associated College offices maintain a variety of records relating to students.

Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments are federal laws that afford students certain rights with respect to their educational records. Moravian College will maintain the confidentiality of student educational records in accordance with provisions of the Act and will accord all rights under the Act to current and former students of Moravian College who are declared independent.

The Family Educational Rights and Privacy Act provides students with the right to inspect and review information contained in their educational records; to challenge the content of those records that students consider to be inaccurate, misleading, or in violation of their privacy or other rights; to a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they deem the decisions of the hearing panel unacceptable. The registrar has been assigned to coordinate the inspection and review procedures for student educational records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records.

Following are some highlights of the FERPA legislation.

Educational Records: Definition

Educational records are those directly related to students and maintained by Moravian College. They do not include the following:

- Records of instructional, supervisory, administrative, and ancillary educational personnel that are in the sole possession of the creator.
- Records of a law-enforcement unit of Moravian College that are maintained separately from educational records and are maintained solely for law-enforcement purposes.
- Records relating to those employed by Moravian College that are made and maintained in the normal course of business.

Note: Records of persons employed solely as a consequence of College attendance, e.g., tutors and work-study students, are educational records.

- Records, including student-health records, created and maintained by a physician, psychiatrist, psychologist, or other recognized medical or counseling professional or paraprofessional, to be used solely in connection with the provision of treatment to the student, provided that records may be disclosed to physicians or professionals of the student's choice.
- Records of the institution that contain only information relating to persons after they are no longer students at the institution, e.g., accomplishments of alumni.
- Records of the institution relating to violations of federal, state, or institutional regulations pertaining to alcohol or drugs.

Request for Review

Students wishing to review their educational records must make a written request to the College office that has the record in custody, listing the item(s) to be reviewed. Only those records covered by the Act will be available for review. The items requested shall be made available no later than 45 calendar days following receipt of the written request.

Limitations on Student Rights

There are some limitations on the rights of students to inspect records. Students have no right of inspection or review of the following items:

- Financial information submitted by parents.
- Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purpose(s) for which they were specifically collected.
- Confidential letters and recommendations placed in the records after January 1, 1975, to which the student has waived the right of inspection and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.
- Educational records containing information about more than one student; however, in such cases the institution will permit access to that part of the record that pertains only to the requesting student.

The full text of the Act is available at the Comenius Center Office, the Registrar's Office, and the Office of Student Affairs. It also can be accessed at :

<http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf>

Student Financial Obligations

All Comenius Center students are expected to pay for courses or enroll in a deferred payment or Employer Reimbursement Payment plan prior to attending any class meetings. Attending classes without paying for them is grounds for separation from the College.

Confidentiality Obligations of Student Workers

Student employees may at times have access to confidential information regarding students, employees, and/or the business of the College. Accordingly, they may be asked to sign a confidentiality agreement stating that they understand the privacy of all such information and agree to uphold this obligation. Violation of confidentiality by student employees may result in termination of employment and/or subsequent disciplinary action.

STUDENT STATUS CATEGORIES

Full-Time and Part-Time Status

To be considered a full-time student for financial aid purposes, a graduate student must be enrolled in at least three (3) courses in a single semester equaling or exceeding nine credits. Any combination of undergraduate pre-requisite or business competency courses and graduate courses can comprise the three (3) courses. A part-time student is one who is enrolled in two (2) or fewer courses in a single semester; fewer than nine credits of coursework.

Matriculated (Degree) Student

A matriculated (degree) student has been formally accepted into a degree program. Degree candidates maintain their degree status by continuous enrollment each Fall and Spring term. All subsequent courses are to be taken at Moravian College unless special approval is obtained from the Comenius Center dean or the program director. A student must complete an Enrolled but Not Registered (ENR) Term request form if he or she is unable to enroll for a fall or spring term (p. 18).

Certificate Student

A certificate student has been accepted into one of the advanced professional certificate programs. In general, subsequent courses are to be taken at Moravian College unless special approval is obtained from the Comenius Center dean or appropriate program director. A student must complete an ENR Term request form if he or she is unable to enroll for a fall or spring term (p. 18).

Non-Matriculated (Non-Degree) Student

In general, graduate courses are not open to students who are not matriculated in a graduate program. Master of Education seminars in teaching and learning (600-series courses), however, are open to practicing K-12 teachers holding appropriate state certification. With approval of the departmental admissions committee and on a space-available basis, some graduate level MS courses in nursing are open to qualified individuals who hold a baccalaureate degree and who have experience and demonstrated expertise in administration, education and/or clinical leadership. A non-matriculated student in the graduate nursing program may enroll in no more than 2 courses (maximum of 6 credits). Non-matriculated students must meet all prerequisites for a course and are not eligible to enroll in independent study or field study courses.

Student Status and Eligibility to Take Day Division Courses

Comenius Center students who already hold a bachelor's degree are eligible to enroll in a maximum of two (2) units of day division undergraduate courses per semester, on a space-available basis, at the evening tuition rate with the approval of the Comenius Center dean. The student's degree must have been granted by an institution accredited by an agency acceptable to Moravian College.

Admission Requirements and Process

Graduate Business Programs (MBA, MHA, MSHRM)

To be considered for admission to a graduate business program a candidate must:

- Hold a baccalaureate degree from a recognized and accredited institution of higher education.
- Take the Graduate Management Admission Test (GMAT); unless the applicant has earned a Master's degree, have an overall undergraduate GPA of 3.33 or greater, or has two years or more years of full time work experience. A GMAT score must be submitted, where required, before a determination is made on admitting an applicant to the program. A Flex Score is not required for applicants for whom the GMAT is waived.
- Achieve a minimum Flex Score, calculated from the applicant's undergraduate GPA and

GMAT score, of 525. The Flex Score is calculated using the following formula:

$$\text{FlexScore} = ((200 * \text{GPA}) * 0.70) + \text{GMAT} * 0.30$$

- Achieve the Distinguished category, highest 25%, from those individuals recommending the applicant for admission.
- International students are responsible for submitting an Official TOEFL Score Report and Certificate of Finances forms. The minimum required TOEFL score is 550 paper or 213 computer, or 90 iBT based on the individual skill scores.

DEGREE REQUIREMENTS

Graduate Business Programs

Master of Business Administration

The following requirements must be fulfilled in order to complete an MBA degree at the Moravian College Comenius Center:

1. Successful completion of all conditions listed in letter of admission to the MBA program.
2. Completion of all undergraduate, business competency courses not waived and specified on the Acceptance Agreement.
3. Completion of all graduate courses, including the eight core courses and four concentration courses with a cumulative grade point average of at least 3.00, and with no more than two letter grades of less than B-, and no unremediated grade of F.
 - a. If the course in which the student receives an F is a program requirement, the student must retake it.
 - b. If the course in which the student receives an F is a program elective, the student has the option of either repeating the same course or enrolling in another elective with the approval of her or his academic advisor.
 - c. Any grade of F will be factored into a student's overall Quality Point Average (QPA), whether or not the course is repeated.
4. Satisfaction of all obligations to the College including, but not limited to, payment of any outstanding charges and/or fines, and return of equipment and library books.
5. At the time of scheduled graduation, the student must not be subject to any disciplinary charges that have resulted in, or may result in, either her or his expulsion or suspension.

Master of Health Administration

The following requirements must be fulfilled in order to complete a Master of Health Administration (MHA) degree at the Moravian College Comenius Center:

1. Successful completion of all conditions listed in letter of admission to the MHA program.
2. Completion of all undergraduate, business competency courses not waived and specified on the Acceptance Agreement.
3. Completion of all graduate courses, including the nine required courses and three elective courses with a cumulative grade point average of at least 3.00, and with no more than two letter grades of less than B-, and no unremediated grade of F.
 - a. If the course in which the student receives an F is a program requirement, the student must retake it.
 - b. If the course in which the student receives an F is a program elective, the student has the option of either repeating the same course or enrolling in another elective with the approval of her or his academic advisor.
 - c. Any grade of F will be factored into a student's overall Quality Point Average (QPA), whether or not the course is repeated.
4. Satisfaction of all obligations to the College including, but not limited to, payment of any outstanding charges and/or fines, and return of equipment and library books.
5. At the time of scheduled graduation, the student must not be subject to any disciplinary charges that have resulted in, or may result in, either her or his expulsion or suspension.

Master of Science in Human Resource Management

The following requirements must be fulfilled in order to complete a Master of Science in Human Resource Management (MSHRM) degree at the Moravian College Comenius Center:

1. Successful completion of all conditions listed in letter of admission to the MSHRM program.
2. Completion of all undergraduate, business competency courses not waived and specified on the Acceptance Agreement.
3. Completion of all graduate courses, including the nine core courses, two concentration courses, and one elective course with a cumulative grade point average of at least 3.00, and with no more than two letter grades of less than B-, and no unremediated grade of F.
 - a. If the course in which the student receives an F is a program requirement, the student must retake it.
 - b. If the course in which the student receives an F is a program elective, the student has the option of either repeating the same course or enrolling in another elective with the approval of her or his academic advisor.
 - c. Any grade of F will be factored into a student's overall Quality Point Average (QPA), whether or not the course is repeated.
4. Satisfaction of all obligations to the College including, but not limited to, payment of any outstanding charges and/or fines, and return of equipment and library books.
5. At the time of scheduled graduation, the student must not be subject to any disciplinary charges that have resulted in, or may result in, either her or his expulsion or suspension.

Graduate Education Programs

Master of Education

The following requirements must be fulfilled in order to complete the Master of Education (M.Ed.) degree at the Moravian College Comenius Center:

1. State certification in elementary or secondary education prior to entry into program.
2. Active engagement in classroom teaching during program completion.
3. Completion of 36 graduate credits.
 - a. Completion of three (3) courses in the foundations of teacher action research (EDUC 500, 506, 508) with a cumulative Quality Point Average (QPA) of at least 3.00.
 - b. Completion of four (4) courses in teaching and learning (EDUC 600-series) with a cumulative Quality Point Average (QPA) of at least 3.00.
 - c. Completion of three (3) courses in advanced teacher action research (EDUC 700, 701, 702), and completion of the action research thesis (EDUC 704-705) with a grade of not less than a B in each course. A degree candidate who does not earn a B in EDUC 702, but whose EDUC 700 and EDUC 702 GPA is 3.0 or higher may jointly petition the M.Ed. Program Director and the Comenius Center Dean for permission to enroll in EDUC 704 and 705 for the semester immediately following the completion of EDUC 702 only.
 - d. A cumulative Quality Point Average (QPA) of at least 3.00, and with no more than two letter grades of less than B-, and no unremediated grade of F.
 - i. If the course in which the student receives an F is a program requirement, the student must retake it.
 - ii. If the course in which the student receives an F is a program elective, the student has the option of either repeating the same course or enrolling in another elective with the approval of her or his academic advisor.
 - iii. Any grade of F will be factored into a student's overall Quality Point Average (QPA), whether or not the course is repeated.
4. Completion of a minimum of 30 graduate coursework credits at Moravian College.
5. Satisfaction of all obligations to the College, including, but not limited to, payment of any outstanding charges and/or fines, and return of equipment and library books.
6. At the time of scheduled graduation, the student must not be subject to any disciplinary charges that have resulted in, or may result in, either her or his expulsion or suspension.

Degree candidates must have completed a baccalaureate degree at a regionally accredited institution. An official copy of the undergraduate transcript must be sent to the Comenius Center Office before degree candidacy may be attained.

Master of Arts in Teaching

The following requirements must be fulfilled in order to complete a Master of Arts in Teaching degree at the Moravian College Comenius Center:

1. Completion of a minimum of 36 credits.
 - a. Completion of three (3) courses in the foundations of teacher action research (EDUC 500, 506, 508) with a cumulative Quality Point Average (QPA) of at least 3.00.
 - b. Completion of four (4) courses in teaching and learning (EDUC 600-series) with a cumulative Quality Point Average (QPA) of at least 3.00. Candidates pursuing their initial licensure must take specific 600-series courses as per certification requirements.
 - c. Completion of three (3) courses in advanced teacher action research (EDUC 700, 701, 702), and completion of the action research thesis (EDUC 704-705) with a grade of not less than a B in each course. A degree candidate who does not earn a B in EDUC 702, but whose EDUC 700 and EDUC 702 GPA is 3.0 or higher may jointly petition the M.Ed. Program Director and the Comenius Center Dean for permission to enroll in EDUC 704 and 705 for the semester immediately following the completion of EDUC 702 only.
 - d. A cumulative Quality Point Average (QPA) of at least 3.00, and with no more than two letter grades of less than B-, and no unremediated grade of F.
 - i. If the course in which the student receives an F is a program requirement, the student must retake it.
 - ii. If the course in which the student receives an F is a program elective, the student has the option of either repeating the same course or enrolling in another elective with the approval of her or his academic advisor.
 - iii. Any grade of F will be factored into a student's overall Quality Point Average (QPA), whether or not the course is repeated.
 - e. Candidates pursuing the M.A.T. with initial licensure complete additional required certification courses as well as Foundations of Teaching (EDUC 550).
2. Candidates for initial teacher certification must meet all additional Pennsylvania Department of Education Certification Requirements.
 - a. Completion of all undergraduate content area courses.
 - b. Passing scores on the PECT Pre-Service Academic Performance Assessment (PAPA) in reading, writing, and mathematics and the appropriate Praxis Series Exams.
 - c. All certification candidates are required to submit annually the FBI Federal Criminal History Record, PA State Police Criminal Record Check, and PA Child Abuse History clearance, all which clearly state "NO RECORD EXISTS"
3. Satisfaction of all obligations to the College, including, but not limited to, payment of any outstanding charges and/or fines, and return of equipment and library books.
4. At the time of scheduled graduation, the student must not be subject to any disciplinary charges that have resulted in, or may result in, either her or his expulsion or suspension.

Graduate Nursing Programs

Master of Science in Nursing

The following requirements must be fulfilled in order to complete the M.S. Degree in Nursing (MSN) through Moravian College's Department of Nursing and Moravian College Comenius Center:

1. Current licensure in nursing in the State of Pennsylvania.
2. Successful completion of all conditions listed in letter of admission to the M.S. Program in Nursing (MSN).
3. Completion of all graduate courses, including the four core courses and specialty courses for the tracks in Nursing Administration, Nursing Education, or Clinical Nurse Leader.

4. Maintain a cumulative Quality Point Average (QPA) of at least 3.00, and with no more than two letter grades of less than B-, and no unremediated grade of F.
 - a. If the course in which the student receives an F is a program requirement, the student must retake it.
 - b. If the course in which the student receives an F is a program elective, the student has the option of either repeating the same course or enrolling in another elective with the approval of her or his academic advisor.
 - c. Any grade of F will be factored into a student's overall Quality Point Average (QPA), whether or not the course is repeated.
5. Satisfaction of all obligations to the College including, but not limited to, payment of any outstanding charges and/or fines, and return of equipment and library books.
6. At the time of scheduled graduation, the student must not be subject to any disciplinary charges that have resulted in, or may result in, either her or his expulsion or suspension.

Timeline for Completion of Degree Requirements

All degree requirements for the MBA, MHA, MSHRM, Master of Education, Master of Arts in Teaching, and MSN must be completed within seven years from the date of enrollment in the first graduate-level course.

In the event that, while enrolled in the program, circumstances arise which (1) are beyond the student's control and (2) necessitate an extended leave of absence which will preclude completing the program within seven years, the student may appeal for an extension. The appeal should be made in writing to the program director who will then bring the appeal to the Comenius Council for action. The letter of appeal should include (1) the reason why a leave is needed, (2) documentation of the situation necessitating the leave, and (3) a projected date of return. Before the program director brings the appeal to the Council, the program director should meet with the student to discuss any conditions which would have to be met upon return, including any additional coursework that might be needed as a result of the gap in studies. The Council will respond in writing to the appeal.

Certificate Programs

Candidates for advanced professional certificates must complete all courses required to earn the certificate and any necessary pre-requisite competency courses specified at the time of admittance to the certificate program. All graduate-level courses required for the certificate must be completed at Moravian College. Undergraduate pre-requisite courses may be taken at Moravian College or other approved educational institutions (See Section on "Courses Taken at Other Institutions" on p. 15 and "Transfer Credits and Credit by Examination" on p. 19).

A candidate for an advanced professional certificate may request the waiver of pre-requisite courses for reasons of prior academic preparation. Applicable course work from an approved educational institution must be presented in a transcript as part of the certificate application process. To have a pre-requisite course waived, the applicant must have received a grade of C or better in that course.

A QPA of not less than 3.00 is required in all courses completed at Moravian College for a certificate of completion to be issued by the Moravian College Comenius Center when course work in the advanced professional certificate program is completed.

Certification Programs

Candidates seeking advanced Pennsylvania Department of Education certification as an ESL program specialist, a reading specialist, or a supervisor of Curriculum and Instruction must hold valid Pennsylvania instructional I or II certification and meet other eligibility requirements as set forth by the Pennsylvania Department of Education. All candidates recommended for advanced certification by Moravian College must earn a B or better in all certification courses, submit an approved portfolio prior to program completion that demonstrates mastery of Pennsylvania certification competencies, and pass any Praxis examination(s) required by the Commonwealth of Pennsylvania in order to be recommended for certification.

ACADEMIC POLICIES

Registering for Courses

Eligibility to Enroll in Graduate Courses

GRADUATE BUSINESS COURSES

Enrollment in all MBA, MHA, and MSHRM courses is restricted to students admitted to the MHA, or MSHRM program. Individuals currently matriculated in another MBA, MHA, MS-HRM graduate management program may be permitted to enroll in graduate-level business courses, with evidence of such matriculation and permission of the associate dean for business and management programs.

A student enrolled in a graduate business program may begin to take graduate-level business courses when he or she has completed at least three of the required six MBA, one MHA, or two MSHRM-business competency courses with a GPA of 2.8 or higher. Students must meet all prerequisite requirements to enroll in a course unless the faculty member teaching the course waives the requirement(s).

Enrollment in courses in Advanced Professional Certificate programs is, in general, restricted to students admitted to those certificate programs. Individuals interested in enrolling in a course in one of those programs but not admitted to the program may request permission of the associate dean for business and management programs to enroll. Enrollment is at the discretion of the associate dean but may be granted if the individual meets the entry requirements of the program.

GRADUATE EDUCATION COURSES

Enrollment in all graduate level EDUC courses is, in general, restricted to students holding current state teaching certification, unless enrolled in the Master of Arts in Teaching program. Post-baccalaureate students admitted to the Moravian College teacher certification program may be permitted to enroll in certain graduate level EDUC courses, with the permission of the M.Ed. program director.

Degree candidates are encouraged to enroll in EDUC 500: Teacher as Inquirer as early in the degree program as possible. Students need not complete 500-series courses before enrolling in 600-series courses. All courses at the 500 and 600 levels must be completed with a minimum QPA of 3.0 in each series, however, to begin advanced work at the 700-level. EDUC 700-series courses must be taken consecutively, with a B or higher required to move to the next course. A degree candidate in good academic standing who has completed all but one of the required 500 and 600-series courses with a 3.0 QPA or higher and who intends to complete that final course in the summer prior to enrolling in EDUC 702 may petition the M.Ed. Program Director for permission to enroll in EDUC 700. It is expected, however, that if such permission is granted, the candidate will have completed all required 500 and 600 series courses prior to enrolling in EDUC 702.

GRADUATE NURSING COURSES

Enrollment in all MSN courses is, in general, restricted to students admitted to the Moravian College M.S. in Nursing (MSN) program (with the exception noted on p. 9). Students are required to have current Pennsylvania Registered Licensure prior to enrolling in specialty courses for the Nurse Educator, Nurse Administrator and Clinical Nurse Leader. Individuals currently matriculated in or graduated from other M.S. in Nursing programs may be permitted to enroll in courses, with permission of the Chairperson, Nursing Department.

How Do I Register?

[Register NOW](#) via AMOS by logging into your AMOS account. You can access online registration instructions by visiting the Comenius Center website at <https://secure.moravian.edu/comeniusctr/>. Select Forms and Publications and scroll down to Important Information – AMOS online Registration Important Information, Common Messages and Students Guide.

If you encounter any difficulties along the way, please contact the Moravian College Comenius Center at 610-861-1400.

Pass-No Credit and Audit

Graduate courses may not be taken on a pass-no credit basis or audited.

Courses Taken at Other Institutions

Graduate degree candidates who wish to receive credit for study at other institutions (including summer session or winter session study) must submit their requests to the appropriate program director and obtain her or his approval prior to enrolling in a course.

Independent Study and Field Study

Independent study (IS) provides students with an opportunity to undertake a program of supervised reading, research, or artistic production that cannot be gained through existing courses. Field study (FS) provides students with an opportunity for students to participate in and receive credit for off-campus work, study, or both; this may apply to either a required or elective internship. Neither independent study nor field study may be used as a mechanism for permitting a student to take an existing, regularly scheduled course. When a regular catalog course required for a student's program of study is no longer offered on a regular basis or is not expected to be offered within the time frame needed in order for the student to complete her or his program of study in a timely manner, the Comenius Center dean may approve a personalized study (PS) to enable the student to complete the required course. (Personalized Study is described in the following section.)

A student must meet the following conditions in order to have a request for an independent study or field study course considered:

- a. The student must have been accepted as a candidate for a graduate degree or certificate program offered through the Comenius Center. Students who have not been accepted into a program offered through the Comenius Center are not eligible to participate in IS or FS courses.
- b. Class standing/prior coursework:
 - (1) Generally, a student enrolled in a master's degree or certificate program must have completed at least half the total credits required for the degree in question. At least half of those credits must have been completed at Moravian College.
 - (2) A student enrolled in a master's degree program without work experience in the discipline of that program may enroll in a FS without meeting the requirements of paragraph (1) above with permission of the program director and Dean of the Comenius Center.
 - (3) A student must have completed any prerequisite courses required by the proposed FS and appropriate preparatory courses for the proposed IS.
- c. GPA requirements:
 - (1) A student enrolled in a master's degree program must have a GPA of at least 3.0 in graduate-level courses. Only courses taken at Moravian College as part of the graduate degree program will be included in the GPA calculation.
 - (2) This GPA requirement is waived in the case of a student meeting the conditions of class standing/prior coursework stated in b (2) above.
- d. Limitations
 - (1) An IS will normally carry three (3) graduate credits. Lesser amounts may be proposed in specific circumstances and require approval by the Comenius Center dean. A FS may carry three to six (3-6) graduate credits, depending on the time commitment associated with the FS.

- (2) A student may not enroll in more than one IS or FS course (regardless of the number of graduate credits) during a single 14-16 week full term. Illustrations and explanations:
 - (a) A student may be approved for either an IS or a FS during a single term.
 - (b) A student who completes either an IS or an FS during an 8-week mini-term will not be approved for another IS or FS during the second 8-week mini-term within the same 14-16 week full term.
- (3) A student who has enrolled (and completed) one IS will normally not be eligible for another IS until he or she has successfully completed at Moravian College at least six (6) additional graduate credits towards completion of the degree program.
- (4) The maximum number of IS courses (regardless of the number of credits) that may be approved during a student's entire program is two (2) for master's degree candidates and one (1) for certificate candidates.
- (5) The maximum amount of FS credit that may be awarded towards a master's degree is six (6) graduate credits, or three (3) credits towards a certificate.
- (6) A student may not receive compensation for a FS experience unless the arrangement has been specifically approved by the Comenius Center dean.
- (7) Contact time:
 - (a) Three graduate credits of field study entails a minimum of 140 hours of work. Additional time may be required by the field study supervisor or site supervisor.
 - (b) Three graduate credits of independent study entails a minimum of 32 hours of work under the direct supervision of the faculty mentor. This does not include the actual independent work (homework, reading, research writing) involved in the project.

A student who wishes to request approval of an IS or FS must take the following steps:

- a. The student should meet with the program director to discuss the possibility of an IS or FS. The discussion should explore the goals of an IS or FS, the suitability of these goals to the student's program of study, and whether the goals can be met through a regularly scheduled course. If the program director agrees that an IS or FS is appropriate for the student, then the student should proceed to step b. If the program director does not support the request or is uncertain whether to approve the request (for example, because the student does not meet all eligibility requirements), the request may be referred to the Comenius Center dean. The Comenius Center dean will then advise the student as to whether to proceed to step b.
- b. The student should develop a proposal for the IS/FS that details
 - (1) The goals of the experience;
 - (2) The nature of the investigation (IS) or off-campus activity (FS); (For a FS, this should include details about the specific internship or other program in which the student wishes to participate, including the name and contact information of the individual who will act as the student's supervisor at the organization participating in the field study.
 - (3) The resources that will be available or used as part of the experience;
 - (4) How the student's performance in the experience will be evaluated.

The form for proposing an IS or FS is available in the Comenius Center office and web site (<http://comenius.moravian.edu>).

The proposal should be submitted to the program director for review and comment and may be returned to the student for additional information.

- c. Once the program director approves the proposal as complete, both the student and program director should sign the proposal. The student should bring (or fax or mail) the form to the Comenius Center office.

The Comenius Center office staff will confirm that the student meets all eligibility requirements. The proposal will then be reviewed by the Comenius Center dean for final approval.

3. Other considerations.
 - a. The student may (but is not required to) suggest a faculty mentor for the experience. The student should not begin the process by approaching a faculty member. The responsibility for making arrangements with a faculty mentor rests with the Comenius Center dean.
 - b. In order to allow adequate time to complete the review and make arrangements for a faculty mentor, a proposal for an IS/FS must be submitted to the Comenius Center office no later than six weeks before the start of the term during which the IS/FS will take place. Some FS placements will require substantially longer time lines. It is the responsibility of the student to plan appropriately when initiating the request.

Personalized Study

PURPOSE OF PERSONALIZED STUDY

Personalized study (PS) is a mechanism to allow a student to complete a *regular catalog course* that is *required for the student's program of study* when the course is no longer offered on a regular basis or is not expected to be offered within the time frame needed in order for the student to complete her or his program of study in a timely manner.

ELIGIBILITY FOR PERSONALIZED STUDY

1. The student must be enrolled in a program of study leading to a degree or certificate. Students enrolled on a non-matriculated basis are ineligible for personalized study courses.
2. The student must be in good academic standing (i.e. not on academic probation) and must have completed at least four units of course work at Moravian College in her or his current program of study.

GENERAL CONSIDERATIONS WHEN APPLYING FOR PERSONALIZED STUDY

1. The request for a PS should be initiated by a student after consulting with her or his academic advisor.
2. The completed PS request form and course registration form should be submitted together to the Comenius Center at least two weeks before the start of the term in which the PS is desired. Late applications will be considered, however, as it may not be possible to arrange for a PS on very short notice, a student submitting a late request may have to take the PS during the following term.

Schedule Changes

ADDING OR DROPPING COURSES

A student may drop and add courses with certain restrictions.

Adding courses is limited by space in the desired class, and must be done within the specified drop-add period at the beginning of each term.

During the first week of classes (15 week term), a student may drop a course without any notation on her or his transcript.

If a student withdraws from a course after the drop-add period, but before the official withdrawal deadline (normally set at the day before the last four weeks of a 15 week term), the course will appear on her or his transcript with a W (withdrawn) in the grade column. A notation of W will not affect a student's quality point average.

For mini-term courses, the drop-add period ends after the first class session of the course. The last day to withdraw with a W is normally the end of the fifth week of the mini-term.

A withdrawal after the official withdrawal deadline will result in a grade of WF. WF is computed in the quality point average as an F. In cases of illness or other extenuating circumstances, the Comenius Center dean may authorize a grade of W.

A student who wishes to withdraw from (drop) a course must complete a drop/add slip and turn it in to the Comenius Center office. The date of withdrawal will be considered to be the date on which the student submitted the drop/add slip. Unofficial withdrawal (the student stopped attending classes but did not submit a drop/add slip) may result in a failing grade.

Students who withdraw from courses without replacing an equal number of credits or units in the same session will be responsible for a portion of the tuition as follows:

1. On or before the first day of classes, there will be no tuition charge.
2. After the first day of class, the tuition will reflect the extent of the term remaining after a student officially drops a course. Full tuition charges apply on or after the 60% point of the semester has been reached.

It is the student's responsibility to contact the Financial Aid Office to verify the effect that any change in course load will have on the student's financial-aid eligibility. A student receiving financial aid who fails all courses for which he or she is registered because the student unofficially withdrew (i.e. stopped attending classes but did not complete a drop/add slip) may have to repay a portion of the financial aid.

Maintaining Continuous Enrollment

A student who has been accepted in a degree or certificate program is normally expected to register for one or more courses every fall and spring term until the program has been completed. Occasionally, a student may have extenuating personal circumstances (such as an unanticipated change in job schedule or serious and protracted illness in the student or a close family member) that necessitate taking a semester off or dropping all classes after the semester has begun. A student in this situation may maintain her or his program enrollment status by requesting permission for an ENR Term (Enrolled but Not Registered).

To be eligible for an ENR Term, a student must be in good academic standing (not on probation) and must complete an ENR Term Request form explaining the nature and anticipated duration of the extenuating circumstance. The ENR Term Request form should be filed with the Comenius Center office prior to the start of the term in question or along with the drop slip. ENR Term requests are normally approved on a semester-by-semester basis. In general, a student will not be approved for more than two consecutive ENR Terms. Exceptions will be considered on a case-by-case basis. ENR Term Request forms are available at the Comenius Center office and on the Comenius Center website or via AMOS.

A student nearing completion of her or his program and who needs a specific course(s) that is/are not being offered during the semester in question should also request an ENR Term. Requests made for this reason will not count towards the two consecutive ENR Term rule.

A student who is registered for a course at another institution (and not registered at Moravian College) should also complete an ENR Term request form. If the course has been approved by the director of the student's program as meeting a program requirement, the ENR Term will not count towards the two consecutive ENR Term rule. If the course has not been approved, then the ENR Term will be handled as described above in paragraph 2.

A degree or certificate candidate who is not registered through the Comenius Center and who does not complete an ENR Term request form (or whose request is denied) may lose her or his continuous enrollment status. Loss of continuous enrollment status may have consequences in terms of academic program requirements.

A student who remains unregistered for two consecutive semesters and does not request ENR Terms (or whose requests are not approved) will be administratively withdrawn from the program and institution. A student who has been administratively withdrawn and who wishes to resume

work toward a degree or certificate must reapply for admission. If accepted, the student will be subject to any changes in academic requirements that may have been instituted since the original acceptance.

An ENR Term may affect a student's financial aid status. The student is responsible for conferring with a financial aid counselor prior to requesting the ENR Term.

Students with Disabilities

Moravian College adheres to the principles and mandates of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. The College will provide reasonable accommodations, upon request, to a student whose condition meets the legal definition of a disability under the ADA and who is considered otherwise qualified for College admission. Students with documented disabilities who wish to request accommodations for a disability should contact Elaine Mara, assistant director of learning services for academic and disability support at 1307 Main Street, or by calling 610-861-1510. Accommodations cannot be provided until authorization is received from the Academic Support Center.

Students must provide documentation of disability and a rationale for the requested accommodations from a professional with expertise in the condition. The documentation must include a specific diagnosis and a thorough report. Required documentation for learning disabilities and attention deficit/hyperactivity disorder must include the results of a comprehensive psycho-educational assessment (including all subtest scores) that evaluates the intellectual functioning, achievement, and information-processing domains of cognitive functioning. The diagnosis must be based on DSM-IV diagnostic criteria. In addition, documentation for ADHD should include evidence of both early and current impairment, a diagnostic interview with third-party input (teachers or family members), and an interpretive summary that explains how the disability is a substantial limitation to learning. Testing should be recent (administered within the past three years prior to enrollment) for learning disabilities and ADHD.

It is the student's responsibility to request accommodations well in advance of need in order to give the College a reasonable amount of time to evaluate the documentation and implement the accommodation.

A student who disagrees with the decision of the College relative to accommodating her or his disability may file a grievance in accordance with the Moravian College and Moravian Theological Seminary Grievance Procedures for Students with Disabilities (available at the Office of Student Affairs).

Transfer Credits and Credit by Examination

With the approval of the appropriate program director, up to one half of the credits required for an advanced professional certificate in the graduate business programs may be transferred from institutions with accreditations recognized by Moravian College.

Up to six graduate-level credits from accredited institutions may be transferred into the MBA, MHA, MS-HRM, MAT, or M. Ed. program if they have been completed within seven years and are consistent with the goals and objectives of the respective Moravian College graduate program. In the M.S. Program in Nursing, the lesser of three courses or nine credits of graduate coursework can be transferred, and no specialty course credit will be deemed transferable.

Only courses in which a grade of B (not B-) or better was earned will be accepted for transfer into graduate degree or advanced professional certificate programs. Only courses in which a grade of C (not C-) or better will be accepted for transfer for any applicable undergraduate courses (e.g., business competencies) or into the Personal Financial Planning Certificate program. Courses taken on a pass/fail (no credit) basis are not eligible for transfer.

Graduate credit may not be awarded by examination.

Attendance Policy

Students are expected to attend classes regularly. If a student must be absent, it is her or his responsibility to make up whatever work he or she has missed. Permission to make up quizzes, period tests, examinations, and other required course work may be granted at the discretion of the instructor. It is the responsibility of the instructor to set forth in writing at the beginning of a course any special conditions regarding absences in the course. A student who finds it necessary to be absent from class, should, as a matter of courtesy, inform the instructor in advance of the absence.

Final Examination Policy

If a student is unable to take a final examination, the instructor's permission must be secured in order for a make-up examination to be arranged. Appeals of the decision of the instructor should be directed to the appropriate program director.

A student who arrives late for the final exam (but while the exam is in progress) may, at the instructor's discretion, be permitted the full amount of time for the exam. However, instructors are not under obligation to allow the late-arriving student to continue past the scheduled end of the examination period.

A student who is scheduled for three final examinations within any 24-hour period is entitled to ask that one be rescheduled. Requests for such schedule changes must be submitted to the Dean of the Comenius Center at least 14 calendar days prior to the first examination.

Academic Standing

Grades, Quality Points and QPA

Academic achievement is designated by letter grades, augmented by plus and minus, to which numerical Quality Points are assigned. The Quality Points assigned for each grade are as follows:

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F	0.00

Other Grade Notations

W Withdrawal prior to the last day for withdrawal as noted on the calendar. It does not affect the QPA.

WF Withdrawal after the last day permitted for withdrawal with a W. WF is computed in the Quality Point Average as an F. In cases of illness or other extenuating circumstances, the Comenius Center dean may authorize a grade of W.

INC No points.

Applying for an Incomplete

The grade of INC may be used when special circumstances beyond the student's control make it impossible for her or him to complete the work of a course within the time frame allotted for the course. However, the grade of INC is only appropriate if the student will be able to complete the work if given a relatively short extension of time. When the duration of the special circumstances is unknown or likely to be protracted, the student is encouraged to seek advice from the dean or assistant dean of the Comenius Center regarding withdrawal or other options. The INC grade is not intended to provide additional time to complete work that should have been done earlier in the term.

In order for a grade of INC to be used, the student must complete an application for an INC. Applications are available at the Comenius Center office. This form requires approval of the arrangement by the course instructor and a stipulation of the new course completion date.

In general, a maximum of six weeks (42 days) will be given for incompletes in 15-week courses, three weeks (21 days) for 8-week courses, and two weeks (14 days) for 6-week courses. At the expiration of this period, the INC will be replaced by a grade assigned by the instructor. No additional extensions will be granted.

Grade Appeal Procedure

Students are responsible for maintaining standards of academic performance and integrity. Students may, however, seek to have grades reviewed, particularly if they feel that all available information was not considered fully and fairly in the grade determination.

A student who wishes to appeal a grade must initiate the process within six (6) weeks of the start of the term immediately following the term in which the contested grade was received, excluding May and summer terms. (Illustrations of appeal timelines are provided at the end of this section). Normally, the first step should be for the student to have an informal meeting with the instructor to discuss the student's academic performance and grade. If the matter is not satisfactorily resolved at this stage, the student may appeal, in writing, to the Dean of the Comenius Center. The appeal letter should include the course number and title, the name of the instructor, and an explanation of why the student feels that the grade received should be changed. The student may include any relevant documentation that supports the appeal.

The Dean will then solicit a written statement from the instructor regarding the student's performance and grade and will take both the appeal and the response to the Comenius Council for discussion and action. The Dean will notify both the student and the instructor, in writing, of the Council's decision. No further appeals will be permitted.

In the event that the student is unable to locate the instructor within the six-week time frame, the student may contact the Dean of the Comenius Center directly. Doing so within the six-week window will preserve the student's appeal rights, though the Dean will still endeavor to have the student and instructor meet informally to discuss academic performance and the grade.

Exceptions to the requirement that a student initiate the grade appeal process within six weeks may be made in the event of truly extenuating circumstances (such as an extended hospitalization).

Withdrawal from the College

A student enrolled in a degree, certificate, or certification program who finds it necessary for any reason to withdraw from the Comenius Center should make an appointment to see the Comenius Center dean or appropriate program director and complete an official withdrawal form. If this is not possible, the student should submit a letter to the dean stating the reasons for withdrawal.

Completion of Certificate or Certification Requirements Form

A student who anticipates completing any certificate (including a second major) or certification program must submit a Completion of Certificate or Certification form to the Comenius Center office in the final term of the program by the dates listed below. If a form is not submitted on time, a special processing fee will be assessed and the student's program completion date may be delayed.

<u>Requirements Completed</u>	<u>Submit form:</u>
Fall term	No earlier than September 1 but no later than October 1
Spring term	No earlier than January 1, but no later than February 1
May or Summer terms	No earlier than May 1, but no later than June 1

A student who does not fulfill the program requirements will be informed of any remaining coursework to be completed and must reapply for the certificate at the end of the semester, May Term, or summer session in which he or she expects to complete these requirements.

Application for Graduation

In order to be eligible to graduate, a student must a) be in the final term of the degree program and b) submit an [Application for Graduation](#) via AMOS by the dates noted below. If the application is not submitted on time, a special processing fee will be assessed and the student's graduation date might be delayed.

<u>Degree Requirements Completed:</u>	<u>Due Date:</u>
Fall term	Submit application by December 1st
Spring term	Submit application by March 1st
May or Summer terms	Submit application by March 1st

Applying for graduation is quick and simple. Follow the steps to complete your application today!

1. Log in to AMOS.
2. Go to the Comenius Students tab.
3. On the left hand side, click on Graduation Application.
4. Edit how you would like your name to appear on your diploma as well as any other information that may not be accurate.

If you do not complete your application by the appropriate deadline, you WILL NOT be eligible to participate in the ceremony.

A student who files an application but does not successfully complete all degree requirements must reapply for graduation by the above-listed deadlines for the term in which he or she anticipates completing the degree.

If you have any questions or concerns, please contact Megan Hallowell in the Registrar's office at 610-861-1343 or hallowellm@moravian.edu.

Commencement Participation Policy

Normally, a student who has not fulfilled all the requirements for a degree from Moravian College is not allowed to participate in May Commencement activities.

Exceptions to this policy will be considered for an undergraduate student who fulfills **all** of the following conditions:

- Not on academic probation, has a QPA of at least 2.00 in her or his undergraduate major and an overall QPA of at least 2.00.
- Has earned (not scheduled) at least 29.75 course units and is no more than 2 course units short of the 32 course units required for a degree.

- Could reasonably be expected to complete degree requirements by the end of the summer session in the same calendar year.
- Has no outstanding incompletes on her or his transcript.
- Has no failing grades in any courses taken in the spring term in which she or he plans to walk.

A student who meets these requirements and wishes to be a “walker” (that is, a participant in the graduation ceremonies) should submit an [Application to Walk in May Commencement Ceremony](#) via AMOS **no later than March 1** of the year of anticipated commencement, and should specify the special circumstances that warrant the exception. The Comenius Center Dean will notify the student in writing if the application is approved or denied. Appeals of the decision of the Comenius Center dean may be made to the Comenius Center Council. Appeals beyond the committee may be heard by the president at his discretion.

A student whose application is approved will be allowed to participate fully in all Commencement activities. Her or his name will appear in the Commencement program with a notation indicating that he or she is expected to complete all requirements by August 31 of the graduation year. However, there will be no indication of academic honors (e.g. *cum laude*). At the Commencement ceremony he or she will march in cap and gown. Her or his name will be called, and he or she will walk across the stage and be hooded. The diploma envelope will contain a certificate indicating that upon successful completion of all degree requirements, he or she will be certified as a graduate. If the requirements are completed by August 31, her or his diploma will be dated October 31 of that year and will be sent to him or her at that time. However, a student is not graduated until all of the degree requirements have been completed and a “hold” will be put on the walker’s transcript until all degree requirements have been completed.

In order to participate in Commencement, a student whose application is approved must have registered and fully paid for the required summer session courses (to be taken at Moravian College) by April 15 of that year. Tuition for said summer courses is non-refundable. A student who receives a failing grade or has a pending incomplete in the spring term immediately prior to Commencement is not eligible to participate in the ceremony even as a “walker.”

A walker will be assessed a one-time deferred graduation fee in addition to the regular graduation fee.

Graduate Business Programs – Other Considerations

Students whose progress toward completion of their MBA, MHA or MSHRM degree is disrupted by an involuntary relocation of work may petition the associate dean of business and management programs for permission to transfer up to 12 credits of graduate-level work. All courses – undergraduate or graduate – offered for transfer must be regularly transcripted offerings at the institution awarding the credit, must include a grade, and must be approved in advance by the associate dean of business and management programs.

Graduate Education – Other Considerations

A degree candidate who fails to earn a B or higher after taking EDUC 700, EDUC 702, or EDUC 704 and 705 for a second time will be placed on academic probation. A third failed attempt to complete EDUC 700, EDUC702, or EDUC 704 and 705 with a B or higher will result in termination of degree candidacy.

Master of Science in Nursing (MSN) – Other Considerations

In order to enroll in program capstone and clinical internship courses, and/or to complete the degree, students must have earned an overall 3.0 or higher QPA, with no more than 2 grades lower than a B- and no unremediated grades of F. Failure to obtain a QPA of 3.0 after two semesters of taking approved graduate course work will result in termination of degree candidacy.

Graduate Academic Probation

When grades at the end of a Fall or Spring Semester indicate that the student's grade point average has fallen below a 3.0 cumulative grade point average (GPA), the minimum requirement for graduation, the student will be placed on academic probation. Students on academic probation must achieve at least a 3.0 grade point average in the next regular semester. Students who fail to achieve at least a 3.0 while on probation will be reviewed by the appropriate program director and may be discontinued from the program.

Any student who is placed on academic probation must obtain the signature of the Comenius Center dean or appropriate program director in order to register for any class.

INSTITUTIONAL POLICIES

Drug-Free Workplace Act, Drug-Free Schools and Communities Act

In support of the national strategy to combat illegal drug and alcohol abuse, Congress has enacted the Drug-Free Workplace and the Drug-Free Schools and Communities Act Amendments, which require that "... as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education or state/local educational agency must certify that it has adopted and implemented a program to prevent the unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol by students and employees." Moravian College and Moravian Theological Seminary have issued the following statement to inform the community of the seriousness of the use and abuse of drugs and alcohol and to set forth the standards of conduct regarding such activity by students and employees of the institution.

Community Responsibility

Moravian College and Moravian Theological Seminary students and employees are both citizens and members of the academic community. As citizens, they enjoy the same rights and obligations that all other citizens enjoy; and, as members of the academic community, they are subject to the rights and obligations that accrue to them by virtue of this membership. Students and employees are expected to be honorable and ethical in every regard and to have consideration for the welfare of others as individuals and for the community as a whole.

Standards of Conduct

The unlawful manufacture, possession, use, misuse, abuse or distribution of illegal drugs and alcohol on institutional property or off campus while conducting any officially sanctioned institutional activity is strictly prohibited. If found in violation of these standards students and employees will be subject to severe disciplinary action and may incur penalties prescribed by civil authorities.

Faculty and staff, as a condition of employment, must abide by the terms of this policy and report any convictions under criminal drug statutes for violations occurring on or off the premises while conducting business for the institution within five days of the conviction.

Sanctions for violation of any of the aforementioned standards imposed on employees may vary from mandatory participation in rehabilitation programs to termination of employment and referral for prosecution.

For students, sanctions imposed by the institution for violations of the above conditions may range from probation up to and including expulsion and referral for criminal prosecution.

Definition of Illicit Drugs and Alcohol

Illicit drugs refer to certain controlled substances not prescribed by the user's physician, including (but not limited to) marijuana (including hashish), stimulants (amphetamines, cocaine),

depressants, hallucinogens (including PCP), opiates or narcotics (heroin, morphine, opium), inhalants (sprays, solvents, glue), and "designer drugs" (synthetic drugs similar in effect to stimulants, hallucinogens, and narcotics, including GHB and Ecstasy).

Alcohol is a depressant that slows the activity of the central nervous system and the brain. Alcohol is a substance regulated by local, state, and federal agencies with respect to its purchase, transportation, consumption, and possession.

Health Risks

All drugs, including alcohol, can produce serious side effects. (This is true as well of prescription or other legal drugs, even when used as prescribed, but their risks are weighed against their benefits by medical professionals in the therapeutic context.) Because the drugs listed below impair the mind, they increase likelihood of accidents and violent behavior.

The many health risks associated with alcohol use are well documented. Small amounts may affect judgment and coordination, impairing performance of even simple, routine tasks. The repeated use of alcohol can lead to dependence, with multiple physical, emotional, and psychological complications. Effects of the prolonged use of alcohol may include damage to the central nervous system; malnutrition and anemia; damage to the heart, lungs, and liver; mental disorders; and death.

Health risks associated with the seven categories of illicit drugs may include:

- Marijuana: impaired memory, lung and pulmonary damage, chronic emphysema, cancer.
- Stimulants: paranoia, hallucinations, dizziness, headaches, abdominal cramps, malnutrition, overstimulation of the central nervous system, seizures, stroke, heart failure, death.
- Depressants: initial effects similar to alcohol inebriation, slowed reflexes, unstable mood, loss of memory, coma, death.
- Hallucinogens: distortion of reality, including illusions and hallucinations, injury of self or others, convulsions, brain damage, coma, death.
- Opiates (narcotics): skin abscesses, respiratory damage, malnutrition, pneumonia and hepatitis, heart disease, diabetes, coma, death.
- Inhalants: fatigue, weight loss, permanent damage to the nervous system, hepatitis, organ failure.
- Designer drugs: psychosis, instant paralysis and brain damage, death.

In addition, the "date-rape drugs" Rohypnol and GHB may cause a weakened or unconscious state often followed by amnesia.

Drug and alcohol abuse can reduce the body's resistance to infections and bring about malnutrition, organ damage, and mental illness. Overdoses of almost all these substances can cause psychosis, convulsions, coma, and death.

More information about drugs and alcohol can be found on the following web sites:

<http://www.nlm.nih.gov/medlineplus/ency/article/001945.htm> (drug abuse)

<http://www.nlm.nih.gov/medlineplus/ency/article/001522.htm> (drug abuse and dependence)

<http://www.nlm.nih.gov/medlineplus/ency/article/000944.htm> (alcoholism)

<http://www.nlm.nih.gov/medlineplus/ency/article/001944.htm> (alcohol use)

Counseling and Treatment

Students or employees who abuse controlled substances or alcohol are encouraged to seek assistance and referral through the Moravian College Health Center (610 861-1567), the Counseling Center (610 861-1510), or the Office of Human Resources (610 861-1527). Individual counseling is provided by the staff of the Counseling Center for short-term crisis intervention. Planning for continued treatment considers the situational context and individual needs and may include referral to off-campus agencies.

Many options are available in the Lehigh Valley and surrounding areas for students and employees in need of substance-abuse counseling. Some of these centers are listed here:

- Intake and referral: Lehigh Valley Drug and Alcohol Intake Unit, Northampton County-Bethlehem (610 923-0394)
- Support groups: Alcoholics Anonymous (610 882-0558); Narcotics Anonymous (610 439-1998); Al Anon/Ala-Teen (610 778-2066); Gamblers Anonymous (215 468-1991)
- Residential treatment: Caron Foundation, for adolescents and adults (800 678-2332); Penn Foundation, adults only (215 257-9999 for drugs and alcohol, 800 245-7366 for all services).
- Outpatient counseling: Confront (610 433-0148); Council on Alcohol and Drug Abuse (610 437-0801); Valley Counseling Group (610 974-8500); Riverside Care (610 868-0435); Livengrin Center (610 264-5521); Crisis Intervention Northampton County (610 252-9060); Crisis Intervention Lehigh County (610 782-3127).

This is only a partial listing of services and programs available in the greater Lehigh Valley and surrounding areas. A program or service on this list is not to be construed as the College's endorsement of the identified agency. Should any of these programs or agencies prove to be unsuitable for any reason, additional options may be explored with any of the Moravian offices noted above.

Legal Sanctions

In Pennsylvania, the purchase, consumption, transportation, or possession of alcoholic beverages by a person younger than 21 is punishable by a loss of driving privileges and fines of up to \$300 for the first offense and up to \$500 for subsequent offenses. 18 Pa.C.S.A. § 6308; 18 Pa.C.S.A. § 6310.4.

Misrepresentation of age to procure or have furnished alcoholic beverages for oneself is a summary offense punishable by a fine of up to \$300 for a first offense and is a misdemeanor punishable by a fine of up to \$500 for a subsequent offense. All such violations are also punishable by a loss of driving privileges. 18 Pa.C.S.A. § 6307. Misrepresentation of the age of another for the purpose of procuring alcoholic beverages for that person is a misdemeanor punishable by a fine of not less than \$300. 18 Pa.C.S.A. § 6309.

The intentional and knowing sale or furnishing of alcoholic beverages to a person less than 21 years of age is a misdemeanor punishable by a fine of not less than \$1,000 for a first offense and \$2500 for subsequent offenses. 18 Pa.C.S.A. § 6310.1.

Manufacturing, making, altering, selling or attempting to sell a false identification card is a misdemeanor punishable by a fine of not less than \$1,000 for a first offense and not less than \$2500 for subsequent offenses. 18 Pa.C.S.A. § 6310.2.

The penalties for the unlawful possession, use, or distribution of illicit drugs are more diverse than those governing underage drinking and vary depending up the nature of the drug involved and the nature of the activity. For example, unlawful possession of 30 grams or less of marijuana or 8 grams or less of hashish, for example, is a misdemeanor punishable by a term of imprisonment of up to 30 days and a fine of up to \$500 or both. 35 P.S. §780-113(a)(31) and (g).

On the other end of the scale, the manufacture, delivery, or possession with intent to manufacture or deliver heroin or other narcotics is a felony carrying a penalty punishable by a term of imprisonment of up to 15 years or a fine of up to \$250,000 or both. 75 P.S. § 780-104; 35 P.S. §780-113(a)(30) and (f)(1). A complete summary of penalties related to unlawful possession, use, or distribution of alcohol or illicit drugs can be found in the Campus Safety Office. Individuals seeking advice regarding drug-or alcohol-related laws should consult legal counsel.

Community Policy on Harassment and Inappropriate Conduct

Introduction

Moravian College and Moravian Theological Seminary are committed to providing a campus community in which all members are treated with respect and dignity and that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Sexual harassment within the community is unlawful, as is harassment based upon actual or perceived

race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws. It is also unlawful to retaliate against a member of the campus community for filing a complaint or for cooperating in an investigation of harassment.

This policy applies to all members of the community, which for purposes of this policy includes, but is not limited to, employees, students, independent contractors, consultants, leased employees, visitors, and others working on College or Seminary premises or with College or Seminary employees or students. The scope of this policy includes, but is not limited to, all settings in which members of the campus community may find themselves in connection with their employment, education, or other institutionally related activities, such as off-site meetings, conferences, social events, etc., including time spent traveling and socializing on the way to and from, and while at, such events. It also extends to other interactions between or among members of the campus community to the extent that a community member's right to a campus community free from harassment or other inappropriate conduct is involved.

The institution will not tolerate harassment of or retaliation against its employees, students, or any other members of the campus community by anyone, including other members of the community. Furthermore, the institution will also attempt to protect its community members from harassment by others who may be encountered within the community, such as vendors, customers, and service employees.

The director of human resources or a designee is responsible for overseeing the implementation of this policy in the case of administrators and support staff. In the case of faculty, the vice president for academic affairs will provide oversight.

Harassment and Inappropriate Conduct

The institution will not tolerate harassment of any community member based upon membership in a protected class by any other member of the community or others with whom community members interact in connection with employment, education, or other institutionally related activities.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, based on a person's protected status, such as actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws; and which has the effect of interfering unreasonably with another's work or academic performance, or creating an intimidating, offensive, or hostile environment.

Harassing conduct includes, but is not limited to: slurs; negative stereotyping; ethnic jokes; offensive written or graphic material; display of offensive objects; or threatening, intimidating, or hostile acts that denigrate or show hostility or aversion toward an individual or group because of membership in a protected group.

Note that conduct as described in this section may not be sufficiently severe or pervasive to constitute harassment in the legal sense. However, the institution considers any conduct of this nature to be inappropriate within the campus community, and complaints concerning such conduct should be brought to the institution's attention as set forth below.

Sexual Harassment

Sexual harassment is prohibited. This includes unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when: submission to such conduct is made, explicitly or implicitly, a term or condition of a community member's employment, education, or other participation in the community; submission to or rejection of such conduct is used as the basis for decisions affecting employment, education, or other participation in the community; or such conduct has the purpose or effect of unreasonable interference with work or academic performance or creates an intimidating, hostile, or offensive work or academic environment.

It is not possible to list all circumstances that may constitute sexual harassment. However, the following are examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its frequency or pervasiveness.

- Unwelcome sexual advances or propositions (whether or not they involve unwelcome physical touching).
- Explicitly or implicitly conditioning any terms of employment or education (e.g., continued employment, wages, evaluation, advancement, assigned duties, on-call assignments, grades) on provision of sexual favors.
- Inquiries into another's sexual experience, discussions of one's sexual activities, comments on an individual's body or about the individual's sexual activity, deficiencies, or prowess.
- Sexual innuendo, sexually suggestive comments, or use of sexually explicit or vulgar language.
- Sexually oriented teasing or practical jokes; "humor" about gender-specific traits.
- Suggestive body language or gestures.
- Display or transmission of sexually suggestive objects, pictures, posters, cartoons, or other printed or visual material.
- Leering, whistling, or physical contact such as unwelcome touching, patting, pinching, or brushing against another's body.
- Continued requests to socialize, on or off duty, on or off campus, when a community member has indicated rejection or lack of interest.
- Continued writing of sexually suggestive notes or letters when it is known or should be known that the addressee does not welcome them.
- Derogatory or provocative remarks relating to an employee's sex or sexual orientation.

Retaliation

No community member will be subject to retaliation for making a complaint of harassment or inappropriate conduct, cooperating in the investigation of such a complaint, or otherwise opposing unlawful harassment or other inappropriate conduct.

Complaints of Harassment or Retaliation

Because the institution takes allegations of harassment or retaliation seriously, it will respond promptly to complaints of such behavior. The institution strongly encourages any members of the community who believe they have been the target of harassment or inappropriate conduct to report the incident promptly, in writing. In addition, every member of the community is strongly encouraged to report, in writing, any such conduct observed, no matter who the target. A timely written report will enable the institution to respond rapidly in investigating the allegations and, where it is determined that harassment or inappropriate conduct has occurred, take the necessary steps to eliminate objectionable conduct or conditions and impose corrective action, where appropriate.

Should any community members believe that they are being harassed or subjected to inappropriate behavior, they may wish to notify the offender directly and immediately that the behavior is unwelcome and offensive and must stop. However, if for any reason a community member does not wish to discuss the matter directly with the offender or if the discussion does not successfully end the behavior, it is the community member's duty to report the conduct immediately. The institution is committed and may be required by law to take action if it learns of potential harassment or inappropriate conduct, even if the aggrieved party does not wish to file a formal complaint.

Depending on the identities of the complainant and the alleged perpetrator of prohibited conduct, the report should be made to the appropriate individual or office as set forth in the *Administrative/Support Staff Handbook*. If for any reason complainants are not comfortable reporting the conduct to the designated individuals, they may contact the assistant director of human resources or any vice president.

The Office of Human Resources, 610 861-1527, is available to discuss any concerns of community members and to provide information about this policy and the complaint process.

Investigation

A complaint of harassment will be investigated promptly and fairly. To the extent practicable, care will be taken to protect the identity of all parties to the complaint, consistent with a thorough and appropriate investigation.

Institutional investigation will include private interviews with the person reporting the incident; any witnesses; and the person alleged to have engaged in the harassment or inappropriate conduct. It is vital for all parties to the investigation to refrain from discussing any and all aspects of it, on or off campus. If investigation determines that harassment or inappropriate conduct has occurred, the institution will act promptly to eliminate the offending conduct and impose corrective action where appropriate. After the decision, the person who filed the complaint and the person alleged to have committed the offense will be informed of the results of the investigation and any corrective action to be taken. However, the complainant may not be informed of the specifics of any disciplinary action imposed upon the perpetrator to the extent that this might be an invasion of privacy. False statements made by any party in connection with a complaint of harassment or inappropriate conduct or during an investigation will constitute the occasion for appropriate corrective action, up to and including termination of the person's relationship with the institution.

Corrective Action

Employees: If it is determined that harassment or inappropriate conduct has occurred, corrective action may range from a verbal warning and counseling to termination of employment, and may include such other forms of corrective action as the institution deems appropriate.

Students: If it is determined that harassment or inappropriate conduct has occurred, corrective action may range from a written warning and disciplinary probation to expulsion, and may include such other forms of corrective action as the institution deems appropriate.

Reporting Allegations of Harassment and Inappropriate Behavior

Students should report allegations of harassment and inappropriate behavior.

- If the accused is a student, to the dean of the Comenius Center.
- If the accused is a member of the support staff or of the faculty, to the Comenius Center dean or the director of human resources.
- If the accused is an administrator, to the director of human resources.

This is a general statement of policy and no more. While this policy sets forth institutional goals of promoting a community free of harassment and other inappropriate conduct, it is not intended to limit the institution's authority to discipline or take remedial action for conduct it deems unacceptable. It does not constitute a term or provision of any contract of employment or implied contract of employment between Moravian College and Moravian Theological Seminary and their employees, nor does it create contractual obligations on behalf of the institution to any person. Likewise, it does not constitute a guarantee of continued student status to any person or otherwise create any obligation on the part of the institution.

Policy on Academic Honesty at Moravian College

Academic integrity is the foundation on which learning at Moravian College is built. Moravian expects its students to perform their academic work honestly and fairly. In addition, a Moravian student should neither hinder nor unfairly assist the efforts of other students to complete their work successfully. The College's expectations and the consequences of failure to meet those expectations are outlined below.

In an academic community, students are encouraged to help one another learn. Because no two students learn in exactly the same way or take exactly the same things away from a lecture, the

College encourages students to study together. The boundaries on what is or is not acceptable work may not always be clear; thus, if at any point in academic work at Moravian the student is uncertain about her or his responsibility as a scholar or about the propriety of a particular action, the instructor should be consulted. The list below is not to be considered complete but rather covers the most common areas of concern. In general, students should be guided by the following principles.

Various forms of academic dishonesty (including plagiarism, cheating, helping or hindering others, false testimony, and other inappropriate behaviors) and their consequences are discussed in Appendix G, along with student and faculty rights with regard to academic honesty allegations.

Policy on Readmission after Suspension or Expulsion

A student may be suspended temporarily or expelled and precluded from returning to the College ever again. Suspension or expulsion may result from action taken by the Discipline Review Committee (for non-academic issues) or the Comenius Council (for academic issues). In the event that a student is suspended or expelled for any reason (academic or non-academic), the student's permanent record will indicate suspension or expulsion, but this action will not be reported on the official (or unofficial) transcript. The transcript will reflect that the student withdrew from classes ("W" grades), except for any class in which there was a charge of academic dishonesty in the term of the suspension or expulsion; in that event, a grade of "F" will be recorded for the class(es) in question. If the coursework for the term was completed prior to the suspension or dismissal, the grades earned will be reflected on the transcript. Students on suspension are ineligible to register for classes offered by the College, Comenius Center, or Moravian Theological Seminary, including all courses offered in the Fall, Spring, May or Summer Terms, during the time of their suspension. Students who are expelled from the College are not eligible to register for classes in any term at the College, Comenius Center, or Moravian Theological Seminary after the date of their expulsion.

Moravian College Position Statement on AIDS (excerpts)

Moravian College recognizes the growing epidemic of Human Immunodeficiency Virus (HIV) infection at the global, national, and local levels. It is prudent, therefore, for the College to adopt policies and practices that presume the possibility of HIV presence.

Specific safeguards are felt to be important for seropositive individuals. These safeguards, listed below, are built primarily around issues of confidentiality and nondiscrimination.

- No student shall be denied enrollment and no individual shall be denied employment on the basis of HIV infection.
- Testing for seropositivity shall not be a requirement of admission or employment.
- Individuals who are seropositive, whether or not symptomatic, shall not be denied free and unrestricted access to all College facilities, programs, and events.
- HIV infection shall not be used as a reason to restrict participation in any College educational, recreational, or social activity.
- Any employee having questions regarding HIV infection and its relationship to employment or the workplace may address them to the director of human resources. All such questions or concerns shall be kept strictly confidential.
- No individual shall be denied access to residential housing nor otherwise isolated, restricted, or segregated on the basis of seropositivity.
- In accordance with the principle of confidentiality and current medical information, the College has no obligation to inform co-workers, instructors, roommates, or anyone else of another's HIV status.
- Parents, media, or other persons outside the College community seeking information regarding the status of HIV infection on campus or the institution's response to such infection shall be directed to the President of the College or a designee.

The College recognizes that, as information about AIDS is updated, periodic changes in the College's position and practices may be necessary.

DISCIPLINARY AND GRIEVANCE POLICIES

Introduction

The rights and responsibilities of students taking courses through the Moravian College Comenius Center have been discussed in earlier sections of this manual. As noted previously, the act of enrollment in any course signifies agreement to abide by the College's and the Comenius Center's established policies, regulations, and procedures. These include the procedures established by the College and Comenius Center for the resolution of disputes and the violation of policies, regulations, and procedures. Enrollment also signifies agreement to accept sanctions imposed for violation of these policies, regulations, and procedures.

The goal of College and Comenius Center policies, regulations, and procedures is to maintain an orderly community where all members of the community have the freedom to learn in an environment where they are respected as individuals. Violations are matters for concern because they threaten the integrity of this community. The primary purpose in addressing violations is to restore the relationships within the community. For this reason, the first step in conflict resolution within the Comenius Center involves an effort at informal reconciliation. This generally means a conversation between affected parties, although for sexual and other harassment, third-party mediation may be more appropriate. The emphasis on reconciliation is important in matters of both discipline and grievance. In many instances, dialog alone will resolve a conflict.

In the event of either repeated violations of policies, regulations, and procedure or egregious violations, sanctions may be applied, up to and including expulsion from the Comenius Center and the College. Students who have been sanctioned have a right to appeal the sanctions in accord with the relevant College or Comenius Center policy.

Following is the general disciplinary and grievance policy for non-academic matters. The policies for grade appeals and violations of the College's academic honesty policy are found later in this handbook. A specific policy for grieving compliance with the Americans with Disabilities Act is found in this manual, immediately following the general disciplinary and grievance policy.

General Disciplinary and Grievance Policy

Instances of Misbehavior or Alleged Misbehavior by a Student

INITIAL CONVERSATION

When inappropriate behavior occurs in the classroom or with an instructor outside of the classroom, the instructor should meet privately with the student to address the matter. If the behavior persists, the instructor should discuss the problem with either the Comenius Center dean or the director of the program. Together they will decide whether the instructor should continue to address the problem with the student or whether the dean/program director should do so.

If, in the instructor's judgment, the inappropriate behavior threatens the learning environment for others in the class, the instructor may require a student to leave the class. In such an event, the instructor must notify the dean of the Comenius Center within 24 hours of the incident. The dean will arrange a meeting with both the student and instructor at the earliest possible time.

Repeated problems or initial violations that are sufficiently serious to warrant sanctions must be brought to the Comenius Center dean for action.

Violations which are not directly connected to a course (for example, those occurring in the library or destruction of College property) will be brought directly to the dean of the Comenius Center for action.

SANCTIONS

For many problems, the process of airing the issues will be sufficient to resolve the matter. The dean or program director will keep a written record of the nature of the problem and resolution in

the student's advising file. (Advising files are separate from the official records which are maintained by the Registrar's office.)

Sanctions will vary with the nature, severity, and repetitiveness of the violation. Options may include (but are not limited to) a written reprimand, suspension from the College, dismissal from a program of study, or expulsion from the Comenius Center and Moravian College. The Comenius Center reserves the right to suspend and bar from campus a student who has been charged with a felony offense pending outcome of criminal prosecution, even if the offense has no connection with Moravian College.

APPEAL

A student who wishes to appeal a sanction that has been imposed by the Comenius Center dean must do so in writing to the President of Moravian College. The President will respond in writing to both the student and the dean. This will be the final resolution of the matter.

Grievances

INFORMAL RECONCILIATION

When a student believes that her or his rights have been violated, the first effort should be informal reconciliation. This may involve speaking directly with the other individual or speaking with a neutral person who can serve as mediator. In the event that the problem involves two members of the same class, the instructor for the course, the program director, or the Comenius Center dean may be approached and asked to serve as mediator. If the problem involves an instructor or any member of the faculty, staff, or administration (other than the Comenius Center dean), the dean should be asked to mediate. If the problem is with the dean, then the director of Human Resources should be asked to mediate.

FORMAL GRIEVANCE

If the student is not satisfied by the outcome of the informal reconciliation process, he or she may file a grievance. This must be done in writing and should specify the nature of the event and the right that the student believes has been violated. The grievance should be filed with the Comenius Center dean, except when the dean is the subject of the grievance. In the latter instance, the grievance should be filed with the director of Human Resources. The dean or Human Resources director will respond in writing to the grievance.

APPEAL

A student may appeal the decision of the dean or Human Resources director by appealing in writing to the President of Moravian College. The President will respond in writing to both the student and the dean or Human Resources director. This will be the final resolution of the matter.

Student Rights with Regard to Disciplinary Hearings

The student has the right

- To have the alleged violation and penalty described in writing.
- To receive assistance from a Comenius Center faculty/administrator in preparing an appeal to the Comenius Council.
- To receive a decision from the Comenius Council within a reasonable time.
- To have all records of the alleged violation removed from the student's file in the event of an acquittal.
- To have in attendance at the hearing a member of the faculty, administration, or student body who may provide support to the student but not participate in the hearing. Individuals other than those listed above (including but not limited to family members and attorneys) will not be admitted.

- To appear in person and present information in her or his own behalf, to call witnesses, and to ask questions of anyone present at a hearing. In determining the validity of and responsibility for the alleged violation, the Comenius Council will permit witnesses of fact but not character.
- To refuse to answer or make a statement. Decisions will be based on the available evidence.
- To elect not to attend a hearing, without penalty. The hearing will be conducted in the student's absence with the evidence available, and decisions will be based on that evidence.
- To receive written documentation of the outcome of a hearing and any sanctions imposed.
- To request an appeal of the process of any hearing by the Comenius Council. Appeals will be heard by the Vice President for Academic Affairs, who will determine whether proper procedures have been followed and return the case to the Comenius Council if he deems it appropriate.

Jurisdiction of the College

Disciplinary action will be taken against students whose activities on campus violate College policy and also may be taken if off-campus behavior adversely affects the College in the pursuit of its objectives or violates existing federal, commonwealth, or local laws or ordinances.

If activities of students result in violations of law, students are responsible for their actions and any consequences incurred with authorities outside the College. When student behavior is in violation of law and of the Comenius Center Code of Conduct, the College reserves the right to administer disciplinary action independent of and in addition to any action by civil or governmental agencies. The Center may elect to delay on-campus disciplinary action pending resolution of criminal charges.

Investigation of Student Premises or Property

Except under emergency circumstances and as necessary to secure College property, students' personal possessions or premises will not be searched unless authorization has been obtained from a Comenius Center dean or an appropriate legal authority. Such authorization must be made before a search is conducted, must specify the reasons for the search, and must enumerate the objects being sought. Any search should be conducted in the presence of the student unless circumstances make this inappropriate.

APPENDIX A

Moravian College Student Policy on Rape and Sexual Assault

Moravian College considers rape and sexual assault to be serious offenses, unacceptable within the College or any community. Offenders may be prosecuted under the Pennsylvania Crimes Code and also under the College's Judicial Code.

Definitions of Sexual Offenses

Rape is defined as forced sexual intercourse (vaginal, oral, or anal) that is perpetrated against the will of the victim. The assailant may be a stranger or someone known to the victim. The type of force may include physical violence, coercion, or threat of harm. Charges of rape also may be considered if the sexual offense involves penetration by a foreign object.

The legal definition of rape, according to the Pennsylvania Crimes Code, Section 3121, is as follows: "A person commits a felony of the first degree when he engages in sexual intercourse with another person . . . (1) by forcible compulsion; (2) by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; (3) who is unconscious; (4) who is so mentally deranged or deficient that such person is incapable of consent." The crime is punishable by a maximum penalty of 20 years imprisonment or fine of \$25,000 or both.

For the purpose of this policy, a person is not capable of giving consent when under the influence of alcohol or mind-altering substances or any substances that physically incapacitate the victim.

Under the Pennsylvania Crimes Code, there are a variety of types of sexual assault other than rape. These include indecent assault, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, and aggravated indecent assault. Each of these crimes had a different penalty, and some have multiple penalties depending upon the circumstances.

Reporting Offenses

All student members of the College community are encouraged to report any instance of a sexual offense to a primary support provider such as a Comenius Center administrator or advisor, the chaplain, Campus Safety, or the Health Center. Offenses to be reported include those perpetrated by other students, faculty, staff, other members of the College community, or non-members. Both men and women may be complainants of sexual offenses.

All chaplains and Health Center personnel will respect confidentiality and anonymity as dictated by their professions and, accordingly, will seek to maintain confidentiality to the extent permitted by law.

Campus Safety and Comenius Center administrators and advisors, while not bound by the same professional obligation of confidentiality, will honor requests made of them to the extent permitted by law. If victims agree to have their names released or if they opt to press charges, information about the incident and the names of the accusers and the accused will be shared with the Bethlehem Police Department and the Northampton County District Attorney's Office.

Except as set forth above and as necessary to assure adequate care for the student involved, all campus offices will seek to maintain confidentiality.

Victims are strongly encouraged to share information with their families so that they may provide comfort, love, and support at such a traumatic time. In order to create a more supportive climate for reporting offenses of this nature, College policy stops short of requiring parental notification when students are 18 years of age or older and able to make this decision for themselves. But if victims are so seriously injured that they are physically unable to make this decision, an administrator will contact the parent or guardian.

Victims of rape or sexual assault should seek medical assistance as soon as possible at St. Luke's Hospital or Lehigh Valley Hospital, both of which have rape-exam kits available. Early medical care is important because measures taken to prevent sexually transmitted diseases and pregnancy need to begin as soon as possible to be effective. Also, the preservation of physical evidence is critical in the event that the victim ultimately chooses to press charges. Showering, douching, changing clothes, and other such measures destroy physical evidence of rape and sexual assault.

The Campus Security Act (Clery Act) requires institutions to report "specified on-campus crimes that were reported to local police agencies or to any official of the institution with significant responsibility for student and campus activities." Colleges self-designate those who fall into this category. The Comenius Center list includes the following:

- Campus Safety personnel
- Comenius Center dean and assistant dean
- The president and all members of the president's staff

When an incident is reported to any of these, they are required to complete a form describing the incident. Completed forms are maintained in the Campus Safety Office and used for mandatory compilation of annual crime statistics.

The director of counseling, the counselor(s) and counseling intern(s), all chaplains, and Health Center personnel, though acknowledged to have a special charge to respect confidentiality as required by their professions to the extent permitted by law, are required to complete the form, maintaining the confidentiality of the victim.

A Northampton County memorandum of understanding requires that institutions notify the District Attorney's Office of any felonies alleged to have occurred in the county.

Process and Penalties

Sexual offenses are major violations of standards of conduct for Moravian College students. Anyone charged with such an offense may be subject to College judicial proceedings and possible disciplinary sanctions. The choice of whether to pursue charges of a sexual offense within the confines of campus discipline parameters always resides with the complainant.

When offenses are adjudicated, complainant and alleged perpetrator are entitled to the same opportunities: to have others present during a campus disciplinary proceeding, to be informed of the outcome, and to appeal the findings in accordance with College judicial guidelines.

No action of the College shall be construed to limit a complainant's right to initiate civil or criminal proceedings against the alleged perpetrator in the courts of the Commonwealth of Pennsylvania.

In keeping with the gravity of sexual offenses, sanctions considered in those cases brought before the College may bypass lesser punishments and start at the level of suspension and expulsion. When assigning sanctions, judicial proceedings will consider previous campus disciplinary referrals for alcohol, drug, and weapons violations.

Rights of the Complainant

Because of the physical and emotional trauma experienced by victims of sexual offenses and because Moravian College considers rape and sexual assault to be intolerable acts, the following rights are afforded to all complainants:

- To report the rape or sexual assault to a primary provider of support.
- To have every effort made to provide confidentiality except as set forth above and as necessary to assure adequate care for victims.
- To contact support agencies such as the Crime Victims Council.
- To have every effort made to provide freedom from intimidation or further harassment by the alleged perpetrator or others.
- To obtain a change of academic or living situation, subject to availability, while proceedings take place.
- To remain present during any judicial proceedings.
- To select a person from within the College community to accompany them during the College judicial processes.
- To protect against evidence of past sexual history during the process except to the extent permitted by College regulations or by law.
- To be informed of the outcome of the hearing.
- To make up any academic work missed as a consequence of the trauma and the judicial proceedings.

Rights of the Alleged Perpetrator

Similarly, the following rights will be afforded to all alleged perpetrators in all College hearing procedures:

To have every effort made to provide confidentiality, except in areas of the Higher Education Act of 1998 or any other state or federal regulation that requires disclosure; to take into account concerns about confidentiality in light of College, state, or federal regulations that would allow or require disclosure.

- To have every effort made to provide freedom from intimidation or harassment.
- To request a change of academic or living situation, subject to availability, while proceedings take place. An interim suspension from classes or residential facilities may be invoked to protect alleged perpetrators.
- To remain present during any judicial proceedings.

- To select a person within the College community to accompany them during any College judicial processes.
- To protect themselves against evidence of past sexual history during the process, except to the extent permitted in the College judicial process or by law.
- To be informed of the outcome of the hearing.
- To make up any academic work missed as a consequence of the trauma and the judicial proceedings if it is determined that an alleged perpetrator was wrongfully accused.

Victim Services

To report an offense, if you or someone you know has had an unwanted sexual experience, please call the **ADVOCATES for Survivors of Sexual Assault at 484 764-9242 (24 hours)**. Please note: Only female advocates can be reached at this number. If you wish to speak to a male advocate, you may call this number and ask the female advocate to put you in touch with a male.

For counseling, contact the **ADVOCATES for Survivors of Sexual Assault at 484 764-9242 (24 hours)**; additional resources include the Counseling Center (610 861-1510), the 24-hour hotline of Crime Victims Council (610 437-6611), or the Chaplain's Office (610 861-1583). Counseling services are free.

For medical help, contact the **ADVOCATES for Survivors of Sexual Assault at 484 764-9242 (24 hours)**; additional resources include the Health Center (610 861-1567), St. Luke's Hospital (610 954-1102), or Lehigh Valley Hospital/Muhlenberg (484 884-2522). Ask for a SAFE or SANE nurse, who is specially trained to work with victims of rape and sexual assault. Transportation can be requested by contacting the **ADVOCATES for Survivors of Sexual Assault at 484 764-9242 (24 hours)**.

For legal help, contact the **ADVOCATES for Survivors of Sexual Assault at 484 764-9242 (24 hours)**; additional resources include the Crime Victims Council (610 437-6611), the Attorney Referral and Information Service (610 258-6333), the 24-hour hotline of the Pennsylvania Coalition against Rape (888 772-7227), or the Pennsylvania Commission on Crime and Delinquency (PCCD) (800 233-2339).

For police help, contact Campus Safety and Police at 610 861-1241 (24 hours).

Remember . . .

- You have the right to request a female police officer and counselor.
- You do not have to speak with the police. While they will be called by the hospital, you can decline to speak with them. Let your nurse and/or advocate know this.
- If you are seen by a SAFE nurse and speak with a police officer, the PCCD will cover the ER charges. If you are 18 years of age or older, neither your insurance nor your parents will be notified without your permission.

APPENDIX B

Moravian College Risk-Management Policy for Student Activities and Organizations

The College's risk-management policy for student activities and organizations has been developed to reduce legal risks and liabilities facing the College, student organizations, and individuals that might arise from social events or other organized group activity. This policy is designed to enhance, not replace, existing College policies.

Alcohol

The possession, use, and/or consumption of alcoholic beverages on or in College property must be in compliance with any and all applicable laws of the commonwealth, county, city, and College.

No alcoholic beverages may be purchased for use by students with College funds, student organization funds, organization or club dues, or assessments of organization members.

The possession, use, or consumption of common containers (e.g., kegs and party balls) of alcohol is strictly prohibited.

Open parties—those with unrestricted access by non-members of the sponsoring group, without specific invitation—at which alcohol is present are prohibited.

The number of persons at a party shall meet fire- and safety-code standards for the facility in which the event occurs.

All membership recruitment activities of any student organization shall be conducted without the presence of alcoholic beverages.

No alcohol shall be present at any pledge, associate-, or new-member activity of any student organization.

No student organization or group may co-sponsor an event with an alcohol distributor or in a tavern, at which alcohol is given away, sold, provided, or promoted to those present.

Student organizations holding social events off campus (at hotels, banquet halls, etc.) shall utilize a cash-bar system rather than providing an open bar funded by the organization or its members.

Drugs

The possession, sale, or use of any illegal drugs or controlled substances at any organizational event is strictly illegal and prohibited.

Hazing

No student organization shall conduct hazing activities, defined by Pennsylvania law as actions or situations that recklessly or intentionally compromise the mental or physical health of students for the purpose of initiation, admission, or affiliation with the organization. Hazing includes but is not limited to brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any forced activity that could adversely affect the physical health, safety, or mental health of the student, such as sleep deprivation, exclusion from social contact, actions that could result in embarrassment, or any other activity that could adversely affect the mental health or dignity of the student. For the purpose of this definition, any activity as listed in this definition (though not limited to these) upon which initiation or admission into or affiliation with the organization is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding.

Sexual Abuse

No student organization will tolerate or condone any form of sexually abusive behavior, whether physical, mental, or emotional. This is to include any actions demeaning to women or men, including but not limited to rape, harassment, or intimidation.

Education

Every student and organization shall be instructed in writing about the College's risk-management policy for student activities and organizations.

Social organizations on campus, working in cooperation with the appropriate College officials, shall develop implementation guidelines, to be approved by the College, for the enforcement of this policy.

APPENDIX C

Policy for Acceptable Use of Computing Resources – Students

Effective December 2006

Please note: Logging into or otherwise connecting to the campus network implies acceptance of this Moravian College and Theological Seminary policy (Hereafter referred to as Moravian).

Moravian's computing equipment and network resources are dedicated to Moravian business to enhance and support the educational mission of Moravian College and Theological Seminary. These resources include all computers, workstations and multi-user computer systems along with local area networks as well as connections to other computer networks via the Internet. All students, faculty and staff are responsible for using Moravian's computing resources in a safe, effective, ethical, and lawful manner.

Use of Moravian's computer equipment and peripherals is a privilege that is available to users for occasional use on personal, important issues provided such use does not interfere with the job responsibilities of the individual or others. Students' personally owned computers, storage devices, and other peripherals are not included in the above statement. However, any data transmitted over Moravian assets or connections made through Moravian assets are included. Moravian has the right to inspect information stored on its system at any time, for any reason, and users can not and should not have any expectation of privacy with regard to any data, documents, electronic mail messages, or other computer files created or stored on computers within or connected to Moravian's network. All Internet data composed, transmitted, or received through Moravian's computer system is considered part of Moravian's records, and as such, subject at anytime to disclosure to Moravian officials, law enforcement, or third parties.

Moravian reserves the right to monitor user activities on all Moravian computer systems and to monitor communications utilizing Moravian's network to ensure compliance with Moravian policy and with federal, state and local law. Monitoring shall be performed only by individuals specifically authorized by the Vice President of Administration and will collect only the minimum data necessary to meet institutional requirements. Data collected through monitoring shall be made accessible only to individuals authorized by the Vice President of Administration. These individuals are responsible for maintaining its confidentiality.

The intent of this Acceptable Use Policy is to give an overview of acceptable and unacceptable uses of Moravian's computing resources without exhaustively enumerating all such uses and misuses.

This statement is intended as an addition to existing policies concerning academic honesty and the use of facilities.

The predominant goal of this policy is to safeguard Moravian's computing resources, promote honesty, respect for individuals, and respect for both physical and intellectual property. All expectations regarding academic honesty and professional ethics extend to assignments completed in electronic form. It is never permitted to use another person's computer authorization for any purpose or to provide your own authorization to another person. It is never permitted to access someone else's work without explicit permission. It is not permitted to engage in any activity that would harass others or impede their work. All members of the campus community are required to adhere to all copyright laws. As part of the Internet community, students connecting their computers to our network are required to take reasonable precautions against viruses, spyware, and adware.

While Moravian makes every effort to maintain the security of its systems, it should be noted that there is no guarantee of privacy of electronically stored information or electronic mail. Users of institution-operated computing resources should be aware that CIT actively monitors and scans its network for unauthorized network devices and services such as network switches and wireless access points, but the College makes no representation or warranty that the system is secure or that privacy of stored or transmitted information can be assured. Standards of ethics and behavior while computing should follow standards of ethics and behavior as outlined in other Moravian handbooks and policy documents. Disciplinary procedures for violations

may result in curtailment of network privileges and otherwise will follow standard institutional procedures.

The items below constitute examples of acceptable and unacceptable use:

Acceptable Use

- Use consistent with the mission of Moravian College and Theological Seminary.
- Use for purposes of, or in support of, education and research.
- Use related to administrative and other support activities considered consistent with the mission of Moravian College and Theological Seminary.
- Personal communications, as long as these do not interfere with the mission of the institution or overload system or network resources.

Unacceptable Use

- Use of Moravian computers or networks that violates federal, state or local laws or statutes.
- Providing, assisting in, or gaining unauthorized or inappropriate access to Moravian's computing resources.
- Use of Moravian computers or networks for unauthorized or inappropriate access to systems, software or data at other sites.
- Installing on the network unauthorized network devices and network services such as wireless access points, Internet address resolution servers, hubs, routers and switches.
- Use of Moravian's systems or networks to copy, store, display, prepare derivative works of, or distribute copyrighted material in any medium without the express permission of the copyright owner, except as otherwise allowed under copyright law.
- Installation of software on Moravian-owned computers that is not either in the public domain, or that legal licensing has not been acquired by the individual user, or by the institution, either by CIT or another department.
- Activities that interfere with the ability of others to use Moravian's computing resources or other network connected services effectively.
- Activities that result in the loss of another person's work or unauthorized access to another person's work.
- Connecting one's personal computer to Moravian's network without active and current anti-virus, anti-spyware, and adware protection.
- Distribution of obscene, abusive or threatening messages via electronic media such as email or instant messaging.
- Distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion of the network.
- Use of Moravian computers or networks for commercial use or profit-making enterprise, except as specifically agreed to with the institution.
- Use inconsistent with the acceptable use policies of PenTeleData. These policies are available on the Web site of PenTeleData.

Moravian Internet Peer-to-Peer File-Sharing Policy

Supplement to the Policy for Acceptable Use of Computing Resources

In recent years, Internet peer-to-peer file-sharing programs have made it easy to download and share music, movies, and software files. This has become a problem for Moravian and other institutions because it encourages violation of copyright law and causes Internet traffic congestion.

In dealing with these issues, Moravian will by policy and procedure:

- Ensure for all users adequate and equitable access to the Internet for academic purposes and personal communications.
- Respect our community's rights to privacy and confidentiality, freedom of speech, and academic freedom while using the network.
- Educate the network-user community on the technical, legal, and ethical aspects of copyright and intellectual property.
- Uphold copyright law as spelled out in the 1998 Digital Millennium Copyright Act and elsewhere. The act defines copyright and fair use in the digital age.

Moravian's Policy for Acceptable Use of Computing Resources prohibits "use of Moravian's systems or networks to copy, store, display, or distribute copyrighted material in any medium, or to prepare derivative works of such material, without the express permission of the copyright owner, except as otherwise allowed under copyright law." In addition to sanctions by the institution, copyright violators could be subject to felony charges under state and federal law and may be sued by the copyright holder.

Under copyright law, unless you have express permission from the copyright holder to engage in the copying, downloading, and sharing of files, you are in violation of the law. Peer-to-peer programs have no provision to acquire permission. In practice, therefore, their use for downloading music and movies may put you in violation of Moravian policy as well as the law.

Peer-to-peer file-sharing programs have legitimate uses for sharing information over the Internet. In addition, the Internet has allowed the democratization of the music industry, allowing musicians to distribute their works and gain audiences not possible before the Internet. However compelling they are, however, these arguments in no way absolve file-sharing users from the need to follow copyright law and respect intellectual property ownership.

Moravian's CIT does not intend to block peer-to-peer file-sharing programs, nor does it monitor the content of network traffic. However, it does monitor traffic patterns in order to guarantee acceptable network performance for all users. If CIT becomes aware of policy violations or illegal activities in the course of investigating network congestion or determining problems, it will investigate by inspecting content stored or shared on its network.

Moravian's acceptable-use policy also prohibits "activities that interfere with the ability of others to use Moravian's computing resources or other network- connected services effectively." This may apply to peer-to-peer file-sharing programs irrespective of copyright violations, as these programs consume huge amounts of network resources.

Violators of copyright law as well as those impeding network access by others will be warned to cease and desist. Repeat offenders will have their access to the Internet blocked. If necessary, they will be turned over to the College judicial process.

APPENDIX D

Moravian College and Moravian Theological Seminary World Wide Web Policy

The institution provides access to the Internet, including access to the World Wide Web, as part of the resources designed to enhance and support its educational mission. Use of the Internet includes dissemination as well as collection of information. The institution, its various departments and organizations, and its faculty members, administrators, staff members, and students may create electronic pages on the World Wide Web to disseminate information relevant to their role in the institution's mission.

The quality of information published through institutional means plays an important part in maintaining the reputation of Moravian College and Moravian Theological Seminary. This policy sets minimal standards that are meant to ensure that information published electronically is visually attractive and well written and follows the same high standards as other forms of published information.

Policy

Pages should follow good Web design practice and conform to current HTML standards. Content of all electronic pages must conform to existing local, state, and federal laws (including copyright laws) and must not contain links to other pages or computers in violation of those laws. Pages found to be in violation (including pages with links to pages or computers in violation) will be subject to disconnection. Pages that contain malicious code will be subject to disconnection and appropriate legal action. Pages that interfere with or provoke activity that interferes with the primary mission of the institution will be subject to disconnection.

Web pages may exist at three levels:

- *Official institutional pages*, maintained by the institutional Web manager. These include the institutional home page, the first encountered by anyone logging on to Moravian's site, and any dependent pages which pertain to the institution, its major divisions, or its functions and policies as a whole. Official pages may carry a statement of official status.
- *Departmental or organizational pages*, maintained by an entity consisting of more than one individual and reflecting that entity's activities, policies, and information. These may include academic or administrative departments, student organizations, or other units having a recognized collective purpose. Each electronic page must indicate that it is a departmental or organizational page and contain a statement of authorial responsibility. The e-mail address must be activated for e-mail feedback.
- *Personal pages*, maintained by individual faculty members, administrators, staff members, or students, reflecting the maker's interests, activities, and information. Institutional resources may not be used to create webpages for personal financial gain or for business activities. Photographs published in official institutional publications are protected by photographers' copyrights and restricted to official use; they may not be republished in personal pages without permission. Each electronic page must contain a statement of authorial responsibility and an indication that it is a personal page. The e-mail address must be activated for e-mail feedback.

The following are examples of statements that indicate the type of page, contain a statement of authorial responsibility, and contain an e-mail address:

- This official Moravian page is maintained by webmaster@moravian.edu.
- This departmental page is maintained by the History Department of Moravian College, history@moravian.edu.
- This organizational page is maintained by United Student Government of Moravian College, usg@moravian.edu.
- This personal page is maintained by John X. Doe, stjxd01@moravian.edu.

The following statement must appear on all personal pages and all student organizational pages: "The views expressed on this page are the responsibility of [name of individual or organization] and do not necessarily reflect Moravian College or Moravian Theological Seminary policies or official positions."

Responsibilities

The director of public relations, the College's Web manager, and the manager of the CIT networking team will share the responsibilities of the institutional webmaster, maintain official institutional pages, and determine the structure of links between various elements of the institution's website.

Department heads will be responsible for the content of departmental pages and organization presidents for organizational pages. Heads of departments and organizations may designate a member to be the coordinator for their pages.

Individual faculty members, administrators, staff members, and students will be responsible for the content of personal pages.

CIT will provide links from the institutional home page to departmental, organizational, and individual pages; monitor currency of updates; and replace or cancel links to outdated information.

The Web Policy Group (WPG), composed of representatives from the Public Relations office, CIT, other appropriate departments, and a student, will provide oversight regarding Web-related issues on campus and will review and change policy, procedures, or the structure of institutional pages as needed. The group will also review the content of departmental and organizational pages and offer technical assistance.

The Public Relations office, in conjunction with WPG, will evaluate and revise this policy for currency, take questions regarding this policy, forward complaints of policy violations to the appropriate offices, prepare and maintain style-and-content guidelines for construction of webpages, and evaluate and revise campus publishing procedures.

All authors of webpages (whether institutional, departmental, organizational, or personal) will observe copyright regulations, all local, state, and federal laws and Moravian policies, and follow standards of design and content that befit the public image of Moravian College and Moravian Theological Seminary.

The World Wide Web by its nature is a means of communicating with the world outside the institution. Authors of webpages mounted on equipment operated by the institution are expected to recognize that they are representatives of the institution. In the spirit of academic freedom, Web authors are not prohibited from expressing themselves as individuals, but the institution reserves the right to impose reasonable standards of conduct when the use of its facilities is involved (see also Appendix C). Webpage authors are cautioned to consider the seriousness of their actions and consequences of those actions before engaging in activities that might harm others or result in direct or indirect censure of Moravian College or Moravian Theological Seminary or harm the institution's reputation as a center of learning.

APPENDIX E

Moravian College Alcohol Policy

Moravian College recognizes that the role of alcohol consumption in our culture is reflected within the College environment. Without either condemning or condoning the use of alcoholic beverages, the College subscribes to an alcohol policy based on the principle of responsible use of alcohol, which encourages individuals to maintain a lively social atmosphere in which alcohol is not the primary factor.

The consumption of alcohol has the potential for abuse, and the College community will neither tolerate nor encourage inappropriate use of alcoholic beverages. Therefore, the College has developed guidelines to assure responsible conduct relating to the provision or consumption of

alcoholic beverages by members of the campus community. Students and organizations violating these guidelines are subject to disciplinary action. Students and organizations violating public laws will not be shielded from the legal authority of public agencies responsible for enforcing federal, state, and local laws, even when College disciplinary action is taken as well.

Moravian College students are subject to, and expected to respect, all federal, state, and local laws and ordinances while in attendance at the College, which places responsibility for obeying the law directly on students. Though a private institution, the College should not be regarded as providing immunity from the law or diminishing a student's or organization's responsibility to comply with any law.

Information concerning a student's or organization's responsibilities under the law can be obtained from Campus Safety (610 861-1421).

The College reserves the right to request that any student suspected of underage consumption of alcoholic beverages take a portable Breathalyzer test to confirm or disprove such consumption. Failure to comply with a request to take a Breathalyzer test will be taken as an admission of consumption for institutional disciplinary cases.

Consumption of Alcoholic Beverages Outdoors on College Property

Though tailgate parties at which alcoholic beverages are served have become an established part of Homecoming, they conflict with the College's policy of restricting the consumption of alcoholic beverages outdoors. Tailgating on College-owned property is permitted at Homecoming under the following conditions: that it is restricted to a clearly defined area; that beer kegs are not allowed; that signs be prominently displayed around the playing fields and spectator stands indicating that the consumption of alcohol is prohibited in those areas; that any announcement of tailgate parties (e.g., communications with alumni) clearly state the College's policy on underage drinking and alcohol abuse; and that the tailgate-party area be monitored by security personnel retained by the sponsoring organization. Tailgate parties are subject to all community laws and College policies on the consumption and dispensing of alcoholic beverages.

Consumption of Alcoholic Beverages Indoors on College Property

Gatherings at which alcohol may be present must be scheduled and registered with the Comenius Center Office (610-861-1400) whether the gathering is sponsored by students, alumni, faculty or advisors. Regardless of the sponsor, there must be a designated monitor for the event.

Sponsor's Responsibility

Actual control of the use of alcoholic beverage(s), adherence to College regulations, and cleanup of the facility and outside area are the responsibility of the sponsoring organization or individual(s) that register the event. For any student sponsored event, the individual(s) or organization must designate a reasonable number of readily identifiable students or authorized personnel to monitor compliance with Moravian College policy at the event. Student monitors must be currently registered at the College. Monitors, including students, alumni, faculty, or advisors, should not use alcoholic beverage(s) for the duration of the event. Specific responsibilities for the group or individual(s) are outlined in the Guidelines for Social Functions and Risk-Management Policy.

Guidelines for Enforcement

The Comenius Center and Campus Safety have joint responsibility for enforcing the Comenius Center's rules and regulations concerning possession and consumption of alcoholic beverages on campus. These rules and regulations comply with the laws of the Commonwealth of Pennsylvania and maintain a standard of conduct consistent with the mission of Moravian College. As commissioned police officers, the Campus Police are responsible for enforcing the law and have the power of arrest if circumstances warrant its exercise.

The primary means of enforcing the College's policy will be the Comenius Center Disciplinary Policy, which provides for disciplinary action for violations of College policy. However, if the investigating officer considers the incident to be particularly serious, the officer may invoke criminal procedures in

addition to action through the Comenius Center's Code of Conduct. The director of campus safety normally consults with police officers prior to the filing of charges with a magistrate.

APPENDIX F

Smoking Policy

Smoking is prohibited in all campus buildings.

ID Policy

Because of security and emergency concerns, students are expected to carry their ID cards on campus. They enable Campus Safety officers or others to identify students when assistance is needed and to identify persons who do not belong on campus. Moravian ID cards are needed for library use and access to computer labs.

Campus Safety officers will not ask students to produce an ID unless such a request is merited because of an emergency or as the result of a particular behavior. Students may be asked to produce their cards in the case of a medical problem or other situation in which rapid identification is critical. Similarly, students may be asked to produce their cards in situations involving alleged violations of College regulations or of local, state, or federal laws. Those not carrying cards may be assessed additional disciplinary sanctions on top of any sanction resulting from the violation.

Questions and concerns about ID cards should be directed to the Campus Safety Office (610 861-1421).

APPENDIX G

Academic Honesty

Plagiarism

A major form of academic dishonesty is plagiarism, which the College defines as the use, deliberate or not, of any outside source without proper acknowledgment. While the work of others often constitutes a necessary resource for academic research, such work must be properly used and credited to the original author. This principle applies to professional scholars as well as to students.

An "outside source" is any work (published or unpublished) composed, written, or created by any person other than the student who submitted the work. (This definition is adapted from *Napolitano v. Princeton*, which established the accepted legal standard.)

All work that students submit or present as part of course assignments or requirements must be their original work unless otherwise expressly permitted by the instructor. This includes any work presented, in written, oral, or electronic form or in any other technical or artistic medium. When students use the specific thoughts, ideas, writings, or expressions of others, they must accompany each instance of use with some form of attribution to the source. Direct quotes from any source (including the Internet) must be placed in quotation marks (or otherwise marked appropriately) and accompanied by proper citation, following the preferred bibliographic conventions of the department or instructor. It is the instructor's responsibility to make clear to all students in the class the preferred or required citation style for student work. Ignorance on the student's part of bibliographic convention and citation procedures is not a valid excuse for having committed plagiarism.

When writing creative or research papers in a foreign language, students may not use electronic translation services. Utilizing such tools without express permission of the instructor constitutes plagiarism. The use of electronic dictionaries for single-word inquiries or short idiomatic expressions is permissible at the discretion of professors in the Department of Foreign Languages.

A student may not present oral or written reports written by others as her or his own work. This includes incorporating formal lecture notes written or dictated by someone other than the student.

Students may not use writing or research obtained from a term-paper service or purchased from any person or entity, unless they fully disclose such activity to the instructor and are given express permission. They may not use writings or research obtained from any other student previously or currently enrolled at Moravian or elsewhere or from the files of any student organization (such as fraternity or sorority files) unless expressly permitted to do so by the instructor.

Students may not submit or present work prepared in whole or in part to fulfill course requirements in more than one course, unless expressly permitted to do so by all instructors involved. This includes work submitted for courses at other institutions as well as in previous semesters at Moravian College.

Students must keep all notes, drafts, and materials used in preparing assignments until a final course grade is given. For work in electronic form, they may be asked to keep all intermediate drafts and notes electronically or in hard copy until final grades are given. All such materials must be available for inspection by the instructor at any time.

Cheating

Students may not submit homework, computer solutions, lab reports, or any other coursework prepared by, copied from, or dictated by others. If the student is employing the services of a tutor (whether from the College community or elsewhere), the tutor may not prepare the student's work for class.

Students may not provide or receive unauthorized help in taking examinations, tests, or quizzes, or in preparing any other requirements for a course. Such restrictions are illustrated by but not limited to the following:

- Using unauthorized material in an examination, test, or quiz.
- Using crib notes in any form, regardless of who prepared them.
- Using calculators or any other hand-held electronic devices unless authorized by the instructor.
- Using e-mail or text messaging during any exam without the permission of the instructor.
- Stealing, using, or transmitting in writing, electronically, or verbally, actual examinations, tests, quizzes or portions thereof prior to or during an exam.
- Reading or observing another's work without her or his consent, whether it be on paper, electronically, or in any other form.
- Soliciting or using a proxy test-taker or acting in that capacity.

Helping or Hindering Others

Students may not tamper with, damage, or otherwise hinder the work of others to complete their assignments successfully.

Students may not collaborate during an in-class examination, test, or quiz, nor work with others on out-of-class assignments, exams, or projects unless expressly allowed or directed to do so by the course instructor. If they have any reservations about their role in any out-of-class assignments, they must consult with the course instructor.

False Testimony

Students may not submit or present a falsified excuse for an absence from an examination, test, quiz, or other course requirement, directly or through another source.

Students may not falsify laboratory results, research data, or results. They may not invent bibliographical entries for research papers, websites, or handouts. They may not falsify information about the date of submission for any coursework.

Other Inappropriate Behaviors

In the preparation of course, program, or degree work, students are directed to comply with the copyright law of the United States (Title XVII, United States Code, available in Reeves Library). Violations of copyright law and violations of regulations regarding the use of copyrighted material for educational purposes are violations of this policy.

Damage to or abuse of library, media, computing, or other academic resources is prohibited by the laws of the Commonwealth of Pennsylvania.

Students may not copy print or non-print media or download copyrighted files (including music) from the Internet beyond accepted norms. Consult with the Reeves Library staff concerning United States copyright policies on "fair use" for educational purposes.

Consequences of Violating the Academic Honesty Policy

An instructor who suspects a student of violating the policy on academic honesty with regard to an assignment, requirement, examination, test, or quiz will consult with the department chair or another full-time faculty member in the department, using a blind copy of the work in question, to verify the violation. If the charge is verified, the instructor will, in almost all cases, assign either a grade of 0 to the academic work in question or a failing grade in the course in which the violation occurred. The student must be informed in writing of the alleged violation and penalty. A copy of this memo must be sent to the Comenius Center dean, who will keep it until the student has completed her or his degree or certification program, at which point all references to the incident will be removed from the student's permanent record. Anonymous information will be maintained by the Comenius Center office for statistical purposes only.

Accusations of violations of the Academic Honesty Policy must be presented to the Comenius Center dean by the end of the drop/add period of the subsequent term. No charges may be brought after that date.

If a faculty member wishes to impose a penalty other than course failure or assignment failure, he or she must confer with the Comenius Center dean before notifying the student of the penalty. If a student wishes to appeal either the charge of dishonesty or the penalty, he or she should first consult with the faculty member. If the student is dissatisfied with the result of that consultation, he or she should meet with the Comenius Center dean. If the student wishes to seek an appeal beyond this, he or she should do so in writing to the Comenius Council, chaired by the Comenius Center dean. Student appeals must be filed within one month of the instructor's filing of the violation. The faculty member will be asked to explain in writing the charge and circumstances surrounding it. Letters from material witnesses may be submitted by either the faculty member or the student, but letters in support of the student's character will not be accepted or considered by the Comenius Council. If the student does not elect to appeal to the Comenius Council, the Comenius Center dean will, nonetheless, notify the Council of the action taken.

In the event of a second charge, the case will be automatically referred to the Comenius Council for a formal hearing. No significant others, relatives, or friends may be present. Material witnesses will be asked to submit testimony in writing and may be asked to testify in person. No character witnesses or written statements from such parties are permitted. The student may consult with her or his academic faculty administrator in preparing an appeal or defense for the Comenius Council. Should the Comenius Council determine that a student has violated this policy for the second time, the result shall be immediate expulsion. The president of the College will hear appeals of the decision of the Comenius Council at his discretion.

Any member of the Comenius Council who feels he or she has a conflict of interest in reviewing the case must be recused from the discussion and vote. For a case to be reviewed, a simple quorum is required. If more than two members (faculty or administrative) of the Comenius Council choose to recuse themselves from the deliberations, the Comenius Center dean will temporarily appoint replacements from the faculty or administration to review the case.

A student may not withdraw from a course in which he or she has been charged with a breach of

this policy. If the student's appeal is successful and the charge overturned, the student may choose to withdraw with a W from this course without the assessment of a late fee.

Student Rights with Regard to Academic Honesty Allegations

The student has the right:

- To have the alleged violation and penalty described in writing.
- To discuss with the instructor the alleged violation and the penalty.
- To review all material submitted to the Comenius Council before it makes its determination as to whether a policy infraction has occurred, and the option to respond to it orally or in writing.
- Within one month of the filing of the alleged violation, to appeal in writing the alleged violation or the penalty to the Comenius Council, through the Comenius Center dean.
- To receive assistance from a Comenius Center faculty/administrator in preparing an appeal to the Comenius Council.
- To receive a decision from the Comenius Council within a reasonable time.
- To have all records of the alleged violation removed from the student's file in the event of an acquittal.
- To have in attendance at the hearing a member of the faculty, administration, or student body who may provide support to the student but not participate in the hearing. Individuals other than those listed above (including but not limited to family members and attorneys) will not be admitted.
- To appear in person and present information in her or his own behalf, to call witnesses, and to ask questions of anyone present at a hearing. In determining the validity of and responsibility for the alleged violation, the Comenius Council will permit witnesses of fact but not character.
- To refuse to answer or make a statement. Decisions will be based on the available evidence.
- To elect not to attend a hearing, without penalty. The hearing will be conducted in the student's absence with the evidence available, and decisions will be based on that evidence.
- To have all records of the violation(s) removed from the student's permanent record and from the files of the Comenius Center, at the time the student graduates.
- To receive written documentation of the outcome of a hearing and any sanctions imposed.
- To request an appeal of the process of any hearing by the Comenius Council. Appeals will be heard by the Vice President for Academic Affairs, who will determine whether proper procedures have been followed and return the case to the Comenius Council if he deems it appropriate.

Faculty Rights with Regard to Academic Honesty Allegations

The faculty member filing the academic honesty violation has the right:

- To have the program director or other faculty member present in meetings with the student.
- To confer with the Comenius Center dean or department chair on an appropriate penalty for the alleged violation.
- To negotiate with the Comenius Center dean an alternative penalty if the instructor feels there are mitigating circumstances.
- To submit to the Comenius Council any and all materials relevant to the decision.
- To review the student's written appeal and respond in writing to the Comenius Council before the case is reviewed.
- To be apprised of the Comenius Council's decision.