



MORAVIAN GRADUATE

HANDBOOK for
GRADUATE and ADULT UNDERGRADUATE
STUDENTS
Effective Fall 2020

HANDBOOK for GRADUATE and ADULT UNDERGRADUATE STUDENTS

Effective Fall 2020; Updated 08/2020

The information in this document is provided for the assistance of the students enrolled in Moravian College graduate and adult undergraduate programs. Note that all students, including graduate and adult undergraduate students, are subject to the policies outlined in the [Student Handbook](#) and the [College Catalog](#), except where stated specifically in this document. Unless specifically noted otherwise all policy referrals to Moravian College, Moravian, the College, the Institution, are intended to include all graduate and adult undergraduate programs.

This document should be considered an accurate reflection of college policy at the time of printing but is subject to change from time to time as deemed appropriate by Moravian 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 is available on the [Moravian College website](#) <http://moravian.edu> or via [Access Moravian Online Services \(AMOS\)](#) at <http://amos.moravian.edu>.

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Nondiscrimination Policy

Deep respect for others is fundamental to the Moravian College community. Moravian College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived race, ethnicity, color, sex, religion, age, ancestry, national origin, sexual orientation, gender identity or expression, genetic information, pregnancy, familial status, marital status, citizenship status, veteran/military status, disability status, or any other protected category under applicable local, state, or federal laws. In compliance with the requirements of Title IX,

Moravian College does not discriminate on the basis of sex in its educational program and activity.

Concerns regarding all forms of discrimination, including sexual harassment and/or sex discrimination:

Leah M. Naso

Executive Director for Equity and Compliance (Title IX Coordinator)

210 Colonial Hall

Moravian College

1200 Main St.

Bethlehem, Pennsylvania 18018

(610) 861-1529

TitleIX@moravian.edu

Concerns regarding gender and equity in athletics:

Rebecca May

Fitness Center Director/Assistant Athletic Director (Deputy Title IX Coordinator)

148 Johnston Hall

Moravian College

1200 Main St.

Bethlehem, Pennsylvania 18018

(610) 625-7791

mayr@moravian.edu

Concerns regarding the application of Title IX:

U.S. Department of Education

Office of Civil Rights

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

(215) 656-8541

ocr.philadelphia@ed.gov

Report sexual harassment/sex discrimination online anytime (can be anonymous) at www.moravian.edu/titleix. The full policy and grievance procedures can be found in the College's [Equal Opportunity, Harassment, and Non-Discrimination Policy](#).

Grievance Procedures

To see the institution's policies and procedures on grievances, please visit our webpage

on [Grievance Procedures](#).

Individual graduate programs may have specific grievance policies and procedures. Some graduate programs have grievance policies that are more stringent than the institutional policy which have been approved by the administration. More stringent program or departmental policies supersede institutional policy. Please refer to your specific program Handbook for more information.

Student Status Categories

Full-Time vs Part-Time Status

For most graduate programs, to be considered a full-time student for financial aid purposes, a student must be enrolled in at least nine (9) credits in a single semester. Any combination of undergraduate pre-requisite or business competency courses and graduate courses can comprise the 9 credits. A part-time student is one who is enrolled in less than 9 credits in a single semester.

Department of Defense (DoD) / Department of Veterans Affairs (VA) Students

Graduate students using DoD or VA educational benefits to pursue specific cohort-based programs (Masters of Science in Occupational Therapy, Athletic Training, Speech-Language Pathology, and Nurse Practitioner) are considered full-time for the purposes of educational benefits when they are fully enrolled in the cohort program as outlined in the respective programmatic Student Handbook.

Graduate students pursuing a Masters in Education or Masters in Teaching using DoD or VA educational benefits will be considered full-time when enrolled in 6 credit hours or more during the Fall or Spring terms. They will be considered full time for the Summer term when enrolled in at least 3 credit hours.

Matriculated Student

A matriculated student has been formally accepted into a program resulting in a credential (degree or certificate). Candidates maintain their status by continuous enrollment during appropriate terms, unless taking Leave of Absence or Withdrawal. For most programs, this requires fall and spring term enrollment, but graduate students should consult their program handbook to determine if summer term enrollment is required. All subsequent courses are to be taken at Moravian College unless approval is

obtained from the program director or appropriate school dean. A student must meet with their Student Experience Mentor or the Dean of Student Success if they will not enroll for an upcoming term (see [Withdrawal](#) or [Leave of Absence](#)).

Non-Matriculated (Non-Degree) Student

Non-degree-seeking students may take courses on a limited basis. Typically, a student may take for credit up to 50% of any degree or certificate program at Moravian College as a non-degree candidate. Further courses would require approval from the Provost's Office. Non-degree-seeking students may audit courses, limited only by course and seating availability, as well as evidence that the student has met any relevant prerequisites.

In general, graduate courses in cohort programs (AT, OT, PT, SLP) are not open to students who are not matriculated in that graduate program. To enroll as a non-matriculated student in other graduate programs, exceptions can be made with the approval of the departmental admissions committee or appropriate program director.

Master of Education seminars in teaching and learning (600-series courses) are open to practicing K-12 teachers holding appropriate state certification with permission.

Non-matriculated students must meet all prerequisites for a course and are not eligible to enroll in independent study or internship courses. No more than half of any program's requirements may be satisfied by a student in non-matriculated status.

Adult Undergraduate Student Eligibility to Take Day Courses

While most courses designed for the baccalaureate degree candidates in the adult/graduate program occur online or after 4:00pm (eastern standard time), students may request to take courses during the day, if needed. Such requests go to the Vice Provost, and are granted based on space availability and student need.

Post-baccalaureate students in undergraduate or teacher certification programs are charged as adult undergraduates for all courses, regardless meeting time or modality.

Graduate and Adult Student Financial Obligations

Each term, Moravian College students are expected to pay for courses or enroll in a

deferred payment or Employer Reimbursement Payment plan prior to attending any class meetings (online or otherwise). Students expecting to receive funding through Veteran Affairs are expected to provide a certificate of eligibility prior to attending classes. Attending classes without providing payment or verifying financial support may constitute grounds for separation from the College.

For more information including deferred payment plans and employee reimbursement, please visit our [webpage on student account payments](#).

For additional information on financial aid, please visit our webpage about: [Financial Aid for Graduate and Adult Enrollment](#).

Registration changes and impacts on tuition

Students are billed based on course registration. Students registered full time will not have their billing impacted from changes in their course schedule provided they remain at full-time status.

Part-time students are billed by course, and changes in the number of courses enrolled will impact their tuition.

Students who adjust their schedule during the add/drop period (including changing status between full-time and part-time status) will have their tuition adjusted accordingly.

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.

Tuition Discounts

If a student is eligible to receive a tuition discount, either upon acceptance or after acceptance, the student will be responsible for notifying the institution via their Student Experience Mentor in order for the student's account to be properly updated. This verification process will be annual and should be given to the Graduate and Adult Enrollment Department three (3) weeks prior to the start of each semester to ensure accurate billing.

Any one-time exceptions to that deadline would be for the student's first semester of enrollment. Any other changes would take place in the upcoming semester; discounts will not be applied retroactively if a student misses the deadline or for who becomes eligible after the deadline for the turning in the required form.

Please see the [Tuition and Fees site](#) for more information.

Academic Policies

Except where a specific program has more stringent requirements than the institution, students are expected to adhere to the policies as outlined in the [Moravian College Catalog](#).

This section is intended to provide links to relevant sections of the catalog and highlight areas where graduate or adult education programs in general differ from what is stated in those locations.

Moravian Academic Calendar

The [Moravian Academic Calendar](#) outlines the start and end dates of terms, as well as relevant holidays and key registration deadlines. Note that some programs (e.g. accelerated nursing) may have different registration deadlines. Refer to the relevant graduate program handbook or guidance for key deadlines specific to the program.

Note that students in any online courses may be required to continue the work of their classes on days indicated as “offices closed.”

Course registration

First time course registration

Upon initial acceptance and deposit for a graduate or adult-undergraduate program, students will work with their Student Experience Mentor or an academic advisor to register for their first term of courses. For students in a cohort program, registration is typically automatic. Students can review their course schedule through AMOS.

Students pursuing multiple degrees through Moravian College

Students who have earned a degree from Moravian College or Moravian Theological Seminary are invited to pursue a second degree from the institution. Students must apply for admission to the new degree program and fulfill all requirements of that degree program. The program director/department chair of the second degree program will determine if credits from the previous degree may be applied to the new degree program, up to a maximum of 50% of the new degree program. Students who are simultaneously enrolled in two master's programs may count courses towards both degrees, as long as at least 50% of the courses in each degree program is completed

independently of the other.

A student with licensure as a registered nurse enrolling in the RN-BSN program will receive 6 units towards their degree for the RN licensure. These 6 units count towards the institution's overall limit on students earning no more than 8 course units through credit by examination for any undergraduate degree.

Some external accrediting bodies may have policies on transfer and sharing of credits between degree programs. Where these policies are more stringent or specific than the Moravian College policy stated above, the accreditation policies take precedence.

Courses taken at other institutions

Please see the catalog for information about [transfer of credit from other institutions](#).

Credit by Examination

Within the scope of program accreditation, and with permission of the program director, graduate students may be able to earn a limited number of credits through examination or prior learning assessment (up to, but not exceeding, 25% of the degree program). Consult with the appropriate program director on the possibility of such credit for a specific program.

Prior Learning Assessment

Prior Learning Assessment (PLA) is a process that allows students to gain college credit (no grade) for learning gained in non-traditional ways, that is to say, outside of the classroom environment. [See the PLA guide for more information](#).

Changes to schedules and Add/Drop Period

The add/drop period and official withdrawal deadlines are specified on the Academic Calendar for each term. No course may be added after the add/drop period.

Students in graduate or cohort programs must consult with their program handbook for policies connected to adding or dropping courses. The decision to drop a course in cohort based programs may delay anticipated graduation. Students in cohort programs should speak with their program's director or their student experience mentor before dropping a course.

Course withdrawals

After the end of the add/drop period, a successful request to drop a course will result in a W on the transcript. This W notation will not affect the student's grade point average.

A student may request to withdraw from a course up until the last date of withdrawal as indicated on the academic calendar. Note that students in cohort-programs must consult with their SEM or program director before withdrawing from a course, as doing so may impact their ability to progress in the program. All withdrawals require the permission of the academic advisor and course faculty member except in special circumstances.

The process for withdrawing from a course is outlined in AMOS. Students may not withdraw from a class once the course has concluded.

Withdrawals or leaves of absence

Please see the relevant catalog pages if considering a [Withdrawal from the College](#) or a [Leave of Absence](#). Students enrolled in graduate or cohort-based programs should refer to their program handbook for implications or conditions for taking a leave of absence.

Attendance Policy

Students should review the [college's attendance policy statement](#). Note that specific programs and individual faculty instructors may provide more specific requirements regarding attendance. Students should review both [their program handbook](#) (for students in graduate programs) as well as their course syllabus for specifics on the attendance requirements.

Grade Appeal Procedure

The [policy and timeline for grade appeals](#) is outlined in the College Catalog.

Note that students in graduate programs should appeal to their program director before forwarding an appeal to the appropriate school dean.

Academic Standing

The College policy for [academic probation and dismissal](#) for both graduate and undergraduate programs is provided in the college catalog.

Note that for most graduate programs, the minimum GPA requirement for good standing and graduation is 3.0 (rather than the 2.0 requirement for undergraduate programs).

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 Academic Standards

Committee (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. 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 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 or Moravian Theological Seminary after the date of their expulsion.

Completion of Certificate or Certification Requirements

A student who anticipates graduating or completing any certificate (including a second major) or certification program must submit an Application for Graduation or Completion of Certificate or Certification form (as appropriate) to the Registrar's Office by the dates provided by the registrar. 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.

Students interested in participating in the graduation ceremony should refer to the [Commencement Participation Policy](#) in the catalog.

Additional Academic Policies

Below are links to additional academic policies. Students in graduate programs should review [their program handbook](#) for cases where program policies supersede college-wide policies.

- [Academic - Code of Conduct](#)
- [Grades and quality points](#)
- [Student Records \(FERPA\)](#)

Other Campus Policies

The College has established a variety of regulations, policies, and procedures to ensure the proper operation of the institution and achievement of its goals. The [Student Handbook web site](#) exists, in part, to organize and provide access to these policies. This section highlights particular items from college policy likely to be of interest to graduate

and adult undergraduate students. However, students should read and become familiar with all sections of the [Handbook](#), as they may be held accountable for violations of any and all policies.

- [Advertising](#)
- [Alcohol](#)
- [Computing Resources](#)
- [Digital and Social Media Content Creation Policy](#)
- [Drug-Free Workplace and Drug-Free Schools and Communities Acts](#)
- [Financial Aid \(including Financial Aid Handbook\)](#)
- [Fundraising and Sales](#)
- [Harassment](#)
- [Hazing](#)
- [ID Cards](#)
- [Inclusive Language](#)
- [Missing Students](#)
- [Office of Campus Police](#) (policies and procedures)
- [Small Animal Policy in Residential and Academic Spaces](#)
- [Smoking](#)
- [Title IX Reporting](#)

Campus Offices and Services

Moravian College provides many services to meet students' needs for information or assistance. Most College offices are open Monday through Friday between the hours of 8:00 a.m. to 4:30 p.m. during the Fall and Spring semesters.

- [Academic Support Services](#)
- [Accessibility Services Center](#)
- [Admissions](#)
- [Bookstore](#)
- [Campus Police](#)
- [Center for Career and Civic Engagement](#)
- [Center for Global Education](#)
- [Counseling Center](#)
- [Dining Services](#)
- [Financial Aid Office](#)
- [Information Technology Department](#)
- [Office of Diversity, Equity, and Inclusion](#)

- [Office of Spirituality and Inclusion](#)
- [Mail Services](#)
- Parking (available through [Campus Police](#) website)
- [Reeves Library](#)
- [Registrar](#)
- [Student Accounts](#)
- [Title IX](#)
- [Veteran and Military Services](#)

Information for specific graduate programs

This section provides links and information for the graduate programs. Academic policies and procedures may differ based on the particular graduate program. Students enrolled in a graduate program are subject to the policies described in the corresponding handbook listed below.

Graduate Business Programs

A student enrolled in a graduate business program may begin taking graduate-level business courses when they have completed all of the program prerequisite/ business competency courses with a GPA of 2.8 or higher.

Graduate Education Programs

A candidate for the MAT or MEDU must complete all courses with a grade of B or better and maintain an overall GPA of 3.00. A student whose overall GPA dips below 3.00 may be placed on probation or dismissed from the program. A grade of B or better is required in all 700-level courses in Education. Students who do not achieve the grade of B or better must repeat the relevant course in order to be awarded the degree, even if that student's overall GPA is 3.00 or higher. Students in this situation may only repeat the 700-level courses twice (three total attempts) in order to achieve the required B grade. Failure to do so will result in dismissal from the degree program.

Enrollment in all graduate level EDUC courses is, in general, restricted to students holding current state teaching certification or pursuing state teaching certification. Post-baccalaureate students admitted to the Moravian College teacher certification program may enroll in certain graduate level EDUC courses.

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 GPA 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 GPA 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.

Teacher certification candidates must pass the PAPA exam, Core exam or obtain a testing exemption prior to enrolling in courses aligned with stage 3 student teaching and higher.

Graduate Nursing Programs

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

Students in the Master of Science in Nursing (MSN) programs are required to have current Pennsylvania Registered Licensure prior to enrolling in specialty courses for the Nurse Practitioner, Nurse Educator, Nurse Administrator and Clinical Nurse Leader. MSN Nurse Practitioner students must also be licensed with the New Jersey State Board of Nursing prior to taking clinical nurse practitioner courses.

MSN students in the Nursing Administration track may be eligible to obtain a Master of Business Administration (MBA) degree either as second degrees for alumni or as dual degrees upon simultaneous completion of all MSN and MBA course and degree requirements. Individuals currently matriculated in or graduated from other MSN programs may be permitted to enroll in MSN courses, with permission of the School of Nursing Chairperson and MSN Program Director. Students in the BSN and RN to BSN programs who meet eligibility requirements may be eligible to take graduate level nursing courses and are advised to refer to the Undergraduate Nursing Handbook the policy found [here](#).

Please refer to the following links to graduate nursing programs:

- [Adult-Gerontology Nurse Practitioner, Acute Care](#)
- [Adult-Gerontology Nurse Practitioner, Primary Care](#)
- [Family Nurse Practitioner](#)
- [Clinical Nurse Leader](#)
- [Nurse Educator](#)
- [Nurse Administrator](#)
- [Nurse Administrator MSN/MBA](#)
- [Post Master's Certificates](#)

Graduate Rehabilitation Sciences Programs

Please refer to the respective programmatic Handbooks linked below for further information.

- [Master of Science in Athletic Training Handbook](#)
- [Master of Science in Occupational Therapy Handbook](#)
- [Master of Science in Speech-Language Pathology Handbook](#)
- [Doctor of Athletic Training Handbook](#)
- [Doctor of Physical Therapy Handbook](#)