



# MORAVIAN GRADUATE

## **HANDBOOK FOR STUDENTS ENROLLED IN GRADUATE LEVEL AND DEGREE COMPLETION PROGRAMS AND COURSES**

**Effective Fall 2016**

**Updated 10/2017**



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**Effective Fall 2016**

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The information in this document is provided for the assistance of the students enrolled in graduate programs at the college. It is accurate 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 will be available at on the college website 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's Evening Programs, which include Graduate and Degree Completion programs.

## **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.

*Approved by President's Council 2/11/2014*

Inquiries concerning this policy may be directed to Mr. Mark F. Reed, vice president for finance and administration, Moravian College, Bethlehem, Pennsylvania 18018 (610 861-1360). Inquiries related specifically to issues of sex discrimination may be directed to Jon Conrad, Title IX Coordinator, Moravian College, Bethlehem, Pennsylvania 18018 (610-861-1527).

**[Student Handbook](#)**

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## College Administration

### **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.

### Students As Citizens/Exercise Rights of Citizenship

#### **Freedom in the Classroom**

The institution 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 unrelated opinions or beliefs held or expressed or conduct unrelated to legitimate institutional 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, the department chair, or the appropriate administrator for the division.

#### ***Protection against Improper Disclosure***

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

#### **Freedom of Inquiry, Expression, and Association**

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 institution. 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 institution unless otherwise authorized by the institution.

***If consideration is being given to a protest, organizers must discuss their plans in advance with the chief of campus police or designee. For purposes of this policy, a protest is defined as a gathering of students, faculty, and/or staff of Moravian College and/or 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 institution 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

institutional or other property; intimidate, harass, or threaten passers-by; include individuals who are not members of the institutional community; involve entry of buildings where their presence would disrupt the administrative, educational, or residential 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 Police 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 institution concerning the use of institutional facilities and equipment and the time, place, and manner of the activity. The institution 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 institution's [Community Standard's](#).

## Grievance Procedures

To see the institution's policies and procedures on grievances, please visit our webpage on [Grievance Procedures](#)

### Disciplinary Actions and Grievances - Master of Athletic Training Program

#### Disciplinary Procedures

The following procedures have been established to ensure the smooth operation of the Moravian College MSAT Program. Offenses of the rules and regulations of the College or the MSAT Program shall be deemed as either "minor offenses" or "disciplinary offenses".

The compilation of three minor offenses shall be the equivalent of one disciplinary offense. Each disciplinary offense shall require the student to appear before the MSAT Program Faculty for disciplinary action or dismissal from the MSAT Program. The following three steps indicate formal procedures resulting from disciplinary offenses of the Moravian College MSAT Program. All disciplinary actions by the Athletic Training Faculty shall be entered into the athletic training student's permanent file.

Step I: When applicable, two "minor offenses" by the student will result in a meeting with the MSAT Program Director. This meeting will serve as a warning that any further offenses of the MSAT Program rules and regulations will result in formal action against the athletic training student.

Step II: The initial "disciplinary offense" shall result in a student / MSAT Faculty formal meeting. Minutes of the meeting as well as a written response, including any disciplinary action to be taken, will be filed in the MSAT Program Director's office. One copy of the written response will be sent to the athletic training student's local address within ten (10) days. An additional copy will be placed in the student's permanent file.

Step III: A second "disciplinary offense meeting" with the MSAT Faculty will minimally result in a probationary period of one semester.

Step IV: The "third disciplinary offense" may result in immediate dismissal from the Moravian College MSAT Program.

Minor Offenses: Minor offenses include, but are not limited to, dress code violations, tardiness to assigned clinical education experiences, failure to attend mandatory meetings or failure to complete required documentation.

Disciplinary Offenses: Disciplinary offenses include, but are not limited to, failure to complete athletic training tasks as assigned by a Preceptor, failure to attend assigned clinical education experiences, insubordination, failure to perform duties in a professional manner or failure to act in a manner consistent with the standards of Moravian College, the MSAT Program, the National Athletic Trainers' Association Code of Ethics and / or the BOC Standards of Professional Practice.

**Appeals Policy:** Any athletic training student has the right to appeal all disciplinary decisions made by the MSAT Faculty. All appeals must be typed and submitted to the MSAT Program Director's office within ten (10) days of the date of the disciplinary written response. The MSAT faculty, in conjunction with the Chair of the Department of Rehabilitation Sciences, will review the appeal and submit a written response within ten (10) days of receipt of the appeal letter of the student. In the case that the Chair of the Department of Rehabilitation Sciences is a MSAT Program Faculty member, the Dean of the College of Natural and Health Sciences will be consulted in place of the Chair of the Department of Rehabilitation Sciences.

**Grievances:**

Students are to follow the policies identified in the Moravian College Student Handbook for any grade appeal. Any other grievances within the MSAT Program should utilize the following hierarchy:

1. Student discusses the concern with the faculty member directly responsible for the MSAT Program Class (academic concern) or with the Preceptor (clinical concern)
2. If the student does not feel the problem has been addressed, the student should then discuss the concern with the MSAT Program Director (academic concern) or with the Site Coordinator or Coordinator of Clinical Education (clinical concern)
3. If the student has continued concerns regarding the issue, he or she should discuss the concern with the Chair of the Department of Rehabilitation Sciences (academic or clinical concern)
4. If the student continues to feel that his or her concerns have not been addressed, the final level is with the Dean of the College of Natural Sciences and Health Sciences (academic or clinical concern)

## **Academic Life**

Important information related to your academic pursuits at the college can be accessed using these links.

[\*\*Academic - Academic Catalog\*\*](#)

[\*\*Academic - Policies and Regulations\*\*](#)

[\*\*Academic - Resources\*\*](#)

[\*\*Academic - Calendar\*\*](#)

[\*\*Academic - Code of Conduct\*\*](#)

## **Office of Campus Safety**

The mission of the Moravian College Office of Campus Police is to promote a safe and well-ordered environment for students, faculty, staff, and other members of the community by extending care and assistance, by overseeing the physical surroundings, and, when necessary, by enforcing laws and regulations, all carried out in a compassionate manner hallmarked by the values of respect, integrity, service, and excellence.

The campus police are responsible for protecting life and property, preventing and detecting crime on campus, and providing essential safety services to the College community. Their presence eliminates the necessity of depending upon outside agencies for public safety services, but the Campus Police Office works closely with area law enforcement agencies and fire departments.

Campus police officers are commissioned in accordance with 22 Pa.C.S.A. § 501, according to which "such policemen, so appointed, shall severally possess and exercise all the powers of a police officer in this Commonwealth, authority in and upon, and in the immediate and adjacent vicinity of all the property" of the College. In addition, campus police officers are certified under Act 235 -- Lethal Weapons Training Act and attend yearly update training under Act 120 -- the Pennsylvania Municipal Police Officers Training Act.

Campus police officers enforce the laws and regulations of the Commonwealth of Pennsylvania, ordinances of the City of Bethlehem, and the rules and policies of Moravian College.

Campus police officers patrol the campus on foot and in marked cars to ensure the safety of the College community. A police dog may accompany officers at times. Continual in-service training provides for professional delivery of law enforcement services.

Campus Police offers crime prevention programs, including RAD (rape defense); an engraving service for property registration; and an escort service. It also supervises and regulates parking. Publications explaining these and other services can be picked up at the Campus Police Office, the HUB desk, the Registrar's Office, or the Office of Student Affairs.

### [Timely Notification](#)

### [Emergency Notification System](#)

### [Safety & Security Report, Fire Report, Crime Log, and Special Alerts](#)

### [Sexually Violent Offender Registration](#)

### [Civil Protection Orders](#)

### [Missing Student Notification](#)

### [Student Transport Request Protocol](#)

### [Fire Alarm Response Procedures for Students](#)

### [Safety Reminders](#)

### [Emergency/Resource Telephone Numbers](#)

## [College 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 of the Handbook collects College policies that cannot be found in other sections of the Handbook. 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](#)[Fundraising and Sales](#)[Harassment](#)[Hazing](#)[HIV/AIDS](#)[ID Cards](#)[Inclusive Language](#)[Missing Students](#)[Registration Holds](#)[Sexual Misconduct](#)[Small Animal Policy in Residential and Academic Spaces](#)[Smoking](#)[Student Health Insurance](#)[Student Records](#)[Students at Risk](#)

## [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 regular academic year.

[Academic and Accessibility Support Center](#)[Admissions](#)[Bookstore](#)[Campus Police](#)

[Cashier](#)

[Center for Career and Civic Engagement](#)

[Counseling Center](#)

[Dining Services](#)

[Disability Support Services](#)

[Financial Aid](#)

[Hauptert Union Building](#)

[Information Technology Department](#)

[Intercultural Advancement and Global Inclusion](#)

[International Studies](#)

[Library](#)

[Mail Services](#)

[Parking](#)

[Registrar](#)

[Religious and Spiritual](#)

[Student Accounts](#)

[Student Affairs](#)

[Title IX](#)

## **Graduate and Adult Student Financial Obligations**

All 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. Attending classes without paying for them is grounds for separation from the College.

For more information including deferred payment plans and employee reimbursement, please visit our webpage about: [Tuition and Fees](#)

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

### ***Tuition Discounts***

If a student is eligible to receive a tuition discount, either upon acceptance or if they are eligible to receive a tuition discount after acceptance, the student will be responsible for notifying the institution via the [Tuition Discount Form](#) 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.

Students can only receive one discount at a time and will be granted the highest of the discounts available, not to exceed more than one discount.

## **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 nine (9) credits in a single semesters. 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 nine (9) credits in a single semester.

### **Matriculated (Degree) Student**

A matriculated (degree) student has been formally accepted into a degree program. Degree candidates maintain their degree status by continuous enrollment during the academic year. All subsequent courses are to be taken at Moravian College unless special approval is obtained from one of the deans 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.

### **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 appropriate program director or the dean of the appropriate school. A student must complete an ENR Term request form if he or she is unable to enroll for a fall or spring term.

### **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.

### **Degree Completion Student Eligibility to Take Day Courses**

Typically, baccalaureate degree candidates in the adult/graduate program take courses online or after 4PM. However, students may request to take courses during the day, if a needed course is not available in the evening. Such requests go to the dean of the relevant school. Pre-baccalaureate degree candidates are charged the evening rate for up to two (2) day courses in a given term. Post-baccalaureate students in undergraduate or teacher certification programs are charged the evening rate for all courses.

## **ADDITIONAL GRADUATE ACADEMIC INFORMATION**

Please note that graduate programs may have additional requirements for students to remain in good standing; please see program-specific requirements below.

### ***First time course registration***

First time course registration can be completed online via [AMOS](#).

### ***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 chair of graduate programming and accreditation.

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 chair of graduate programming and accreditation to enroll. Enrollment is at the discretion of the associate chair 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 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.

#### *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.

#### *GRADUATE OCCUPATIONAL THERAPY COURSES*

Enrollment in Occupational Therapy courses is restricted to those students who have been accepted into the Occupational Therapy Doctoral Program or by permission of the Occupational Therapy Program Director. Continued enrollment in Occupational Therapy courses is contingent upon meeting the retention criteria established by the Occupational Therapy Program.

#### [GRADUATE ATHLETIC TRAINING COURSES](#)

##### ***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.

##### ***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, 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, a grade of W may be possible with the proper authorization.

A student who wishes to withdraw from (drop) a course must complete a drop/add slip and turn it into the Registrar's 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 formally withdraws from 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. Please note that not all, but certain programs will require continuous full-time enrollment. 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 and receiving permission for an ENR Term (Enrolled but Not Registered). Please be advised that a student who takes a leave of absence from a full-time cohort program risks forfeiting his/her enrollment in any cohort, as space in each cohort is limited.

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 prior to the start of the term in question or along with the drop slip. ENR Term requests are normally approved by the appropriate dean 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 in the Registrar's Office and on the Moravian College 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 Moravian College and who does not complete an ENR Term request form (or whose ENR 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 and or financial aid.

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.

### **Transfer Credits and Credit by Examination**

Students who have earned a graduate degree from Moravian College or Moravian Theological Seminary are invited to pursue a second graduate 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 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 not more than 50% of the courses in each degree program is completed independently of the other.

A student will receive 6 units for the Nursing Licensure, meaning that student will only be allowed to receive another 2 units by examination.

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.

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 more than 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 either the Dean, School of Arts, Humanities, and Social Sciences, or the Dean, School of Natural and Health Sciences at least 14 calendar days prior to the first examination.

### **Academic Standing**

#### ***Grades and GPA***

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

### ***Other Grade Notations***

#### **A A- B+ B B- C+ C C- D+ D D- F**

4.0 3.67 3.33 3.0 2.67 2.33 2.0 1.67 1.33 1.0 0.67 0.00

**W** Withdrawal prior to the last day for withdrawal will not affect the GPA.

**WF** Withdrawal after the last day permitted for withdrawal with a W. WF is computed in the Grade Point Average as an F. In cases of illness or other extenuating circumstances, the appropriate 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 either the Dean, School of Arts, Humanities, and Social Sciences or the Dean, School of Natural and Health Sciences 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. 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 the director of chair of their program. If that matter is not satisfactorily resolved at this stage, then the student may appeal in writing, to the either the Dean, School of Arts, Humanities, and Social Sciences, or the Dean, School of Natural and Health Sciences. Any 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.

A 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 Academic Standards Committee for discussion and action. A dean will notify both the student and the instructor, in writing, of the Committee'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 either the Dean, School of Arts, Humanities, and Social Sciences, or the Dean, School of

Natural and Health Sciences directly. Doing so within the six-week window will preserve the student's appeal rights, through said Dean who 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](#)

### [Withdrawal from a Graduate or Degree Completion Program Form](#)

#### **Completion of Certificate or Certification Requirements**

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 Registrar's 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.

#### **Requirements Completed**

Fall term  
Spring term  
May or Summer terms

#### **Submit form:**

No earlier than September 1 but no later than October 1 No earlier than January 1, but no later than February 1 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.

Degree Requirements Completed:

Fall term	Submit application by December 1st
Spring term	Submit application by March 1st
May/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 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 [registrar@moravian.edu](mailto:registrar@moravian.edu).

### **[Commencement Participation Policy](#)**

## **Other Considerations, by Program**

### **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 chair of graduate programming and accreditation for permission to transfer up to 12 credits of graduate-level work. All courses – undergraduate or graduate – offered for transfer must be regularly transcribed offerings at the institution awarding the credit, must include a grade, and must be approved in advance by the associate chair of graduate programming and accreditation.

### **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, EDUC 702, 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 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 course work will result in termination of degree candidacy.

### **Master of Athletic Training - For Other Considerations: [Please see the MSAT Handbook](#)**

### **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.

### **[Policy on Academic Honesty at Moravian College](#)**

### **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, 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, 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.