



ADULT DEGREE PROGRAM

STUDENT HANDBOOK

2017-18

Geneva College
Beaver Falls, PA

August 2017

Geneva College offers programs that serve different student populations. The policies described in this student handbook are specific to adult, nontraditional students only.

Policies stated in this handbook are subject to change without notice. The most current edition of the ADP Handbook is available on the Geneva College website at www.geneva.edu under Adult Degree.

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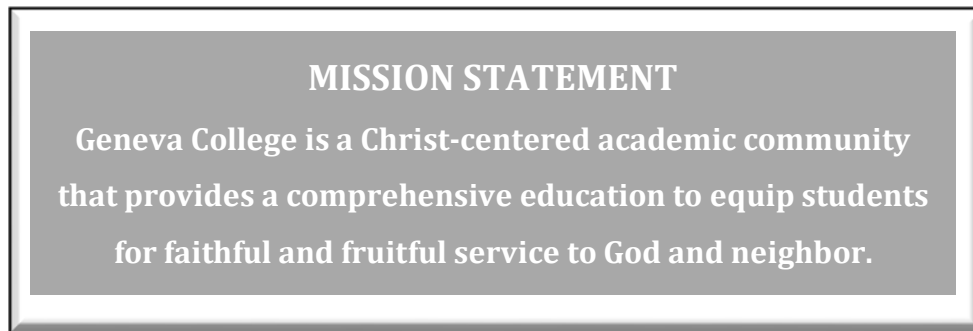
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INTRODUCTION

Geneva College offers programs that serve different student populations. The policies described in this student handbook are specific to adult, nontraditional students.

The purpose of the ADP Student Handbook is to outline College procedures and expectations and to describe the support services available to enable you to be a successful member of the Geneva College community. This ADP handbook does NOT constitute a contract between the College and students or faculty.

Students are expected to be familiar with and adhere to Geneva's community standards and academic policies. Course content and academic and conduct regulations are reviewed and revised frequently. The College reserves the right to withdraw or amend information in this handbook and in the curriculum without prior notice. The most up-to-date version of this ADP handbook will be posted on the Adult Degree Program portion of the Geneva College website at www.geneva.edu (click on the Adult Degree dropdown box). **Students are responsible to know the policies of the official Geneva College Catalog as well as the policies in this ADP Student Handbook.** Information on majors and courses available to ADP students can be found on the Geneva College website under Adult Degree.



NONDISCRIMINATION POLICY

Geneva College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

THE ADP AND THE COLLEGE MISSION

The Adult Degree Programs in the Department of Professional and Online Graduate Studies support the mission of Geneva College through their vision to offer nontraditional students Christ-centered degree programs in majors leading to high-demand occupations, with flexible delivery options.

The mission of the Department of Professional and Online Graduate Studies is to extend the reach of Geneva College and its ability to educate non-traditional students through the lens of the Biblical perspective. We deliver on that commitment by providing a rigorous, relevant education through innovative pedagogies, modalities, and programs designed to prepare students for professional life.

All of the policies and procedures of the ADP program are intended to support and maintain the mission of Geneva College.

SECTION ONE

ADP CONTACT INFORMATION

MAILING ADDRESS

Geneva College Adult Degree Programs
3200 College Avenue
Beaver Falls, PA 15010

EMAIL ADDRESS

adultdegree@geneva.edu

TELEPHONE NUMBERS

800-576-3111
Fax: 724-847-6839

TECHNOLOGY CENTER HELP DESK

724-847-6789 (Hours: M-F, 8 a.m. to 7 p.m. EST)

ADP ACADEMIC ADVISOR

Sue Starn 724-847-6758
sastarn@geneva.edu

ONLINE PROGRAM DIRECTOR

Matt Correll 724-847-6778
mjcorrell@geneva.edu

DEAN OF ADULT AND ONLINE PROGRAMS

John Gallo 724-847-6756
adultdegree@geneva.edu



The ADP must have your
updated contact information
to keep you informed of vital course
and student account details.

Please keep the
personal information in your
myGENEVA account up-to-date.

STUDENT SUCCESS TEAM

successcoach@geneva.edu

PROGRAM DIRECTOR FOR STUDENT EXPERIENCE

Kara Lee Mantinaos 724-847-6767
klmantin@geneva.edu

SECTION TWO

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS

Please note that all graduation requirements must be met within seven years of first attendance with Geneva's ADP. Taking longer than seven years to graduate will subject students to the graduation requirements of a later catalog than the one under which they first enrolled and, at a minimum, will require taking an additional four courses (twelve credit hours) in their major.

Summary of ADP Graduation Requirements for the Bachelor of Professional Studies Degree (BPS)

- **120 minimum total credits**
 - 36 ADP Required Major credit hours
 - + ___ Geneva ADP Minor credit hours (optional; see the list of Minors on the College website)
 - + ___ Geneva ADP Core credit hours (see the ADP Core & Elective list on the College website)
 - + ___ Geneva ADP Elective credit hours (see the ADP Core & Elective list on the College website)
 - + ___ Transfer and/or other credit hours accepted by the Geneva College Registrar
- **120 minimum total credit hours**
(In accordance with ADP entrance requirements and Geneva core and residency requirements)
- **2.0 GPA or higher** (see Grading System and Academic Standing Policies in this handbook)
- **Payment of all financial obligations to the College**

A minimum of 120 credit hours are required for a Bachelor of Professional Studies degree from Geneva College. Each of the ADP majors provide 36 of the minimum 120 credit hours. The remaining required credits (84 credit hours) are ideally obtained at Geneva College through ADP Major Electives and ADP Core and Elective courses (which can often lead to a minor) and are offered as fully online courses. ADP Core and Elective offerings help adult learners who have earned fewer than the 60 credits required to enter their selected major courses of the Adult Degree Programs or who need additional credits to complete their graduation requirements.

In support of the mission of Geneva College, the ADP is committed to a comprehensive education through the lens of a Biblical worldview. Therefore, the ADP requires its students to complete a certain number of “core” courses (known as general education courses at some institutions). To accomplish our goal of the integration of faith with an introduction to the liberal arts, a number of the core courses are required to be taken through Geneva College, and some are met by the 36 credits of major course requirements.

Please refer to the graduation requirements for your major for a complete list of the courses and credits required to graduate, as well as the list of ADP Core and Elective Courses (formerly known as the Bridge Program), which can be found [here](#) on the ADP website. All graduation requirements, minors, and core and elective courses can be found online in the [Adult Degree](#) section of the Geneva College website as well as in the [Geneva College Catalog](#).

Minors in the ADP

A student may find an 18 credit minor to be an attractive option as he/she accumulates the number of required electives to reach the total credits necessary to obtain a bachelor’s degree in the ADP. A student may declare a minor under the following stipulations:

1. Once a student matriculates, all courses for the minor must be taken in Geneva’s Adult Degree Program. Courses may be taken from the ADP Core and Elective offerings or from the curricula of ADP majors, except when a course is designated “for majors only”.
2. A student who took courses that are equivalencies for the requirements for a given minor before matriculation may transfer in up to two-thirds of the courses required for the minor.
3. Students must maintain a 2.0 grade point average in the minor.
4. Two minors are possible, provided the above stipulations are met for both.
5. All requirements for a minor must be met prior to graduation from Geneva College.

Please refer to the College website for a list of the minors available through the ADP.

Summary of ADP Graduation Requirements for the Associate's Degree in General Studies

- **60 minimum total credits**

In accordance with ADP entrance requirements and Geneva core and residency requirements:

- Minimum of 36 credits earned at Geneva College
- Up to 24 credits can be transferred

- **2.0 GPA or higher** *(see Grading and Academic Standing Policies in this handbook)*
- **Payment of all financial obligations to the College**

Please refer to the College website and the [College Catalog](#) for additional details on Associate's Degree requirements.

Policies stated in this ADP Handbook are subject to change without notice. The most current edition of the ADP Handbook is available on the Geneva College website at www.geneva.edu (click on the Adult Degree dropdown box).

SECTION THREE

TRANSFER POLICIES and GENEVA TRANSCRIPTS

TRANSFER CREDITS AND CREDITS FROM OTHER SOURCES

Please note: Transfer credits and proficiency examination credits may be used to meet the entrance and graduation requirements. Credits to meet entrance and graduation requirements may also be earned through successful completion of [Geneva's ADP Core and Elective](#) courses.

Geneva College accepts college level work from other accredited colleges and universities. Official transcripts must certify all credits and grades. Courses are accepted for meeting core (entrance or graduation) requirements or as elective credits with some restrictions and will not affect the student's grade point average for work taken at Geneva. The grades from transfer credit **AFTER** admission to Geneva College **WILL BE INLCUDED** in the calculation of the student's cumulative grade point average. A maximum of 84

credits (semester hours) are accepted from two-year and four-year accredited institutions. Credits relating to a trade (such as welding) do not transfer. Physical education credits are limited to eight.

The Geneva College
Registrar makes the final
decision on which courses
transfer to Geneva College
and which do not.

A maximum of 40 prior learning credits will be accepted for transfer. Prior learning includes standardized exams (e.g., CLEP, DANTES, AP), College faculty-developed exams (e.g., Bible Challenge exams), and evaluated non-college programs (e.g., ACE). **Non-collegiate training assessed by the American Council on Education (ACE), including military experience, may be evaluated for transfer. CLEP and DANTES credits are accepted for transfer (limit 24 credits) if the score meets the pre-determined standard set by the College. Students should contact their academic advisor for more information.**

Courses within an Adult Degree Program major (also known as "major course requirements") cannot be transferred in and must, therefore, be taken at Geneva College. Exceptions can only be made by written permission from the Dean of Adult and Online Programs.

If the total transfer credits and the 36 credits from the required ADP major curriculum do not total at least 120, students are encouraged to take ADP Core and Elective courses for additional credits. Prior approval from the Geneva Registrar is required for students wishing to apply transfer courses, CLEP exams, proficiency exams, or internships toward graduation requirements. Courses with grades lower than a C- do not transfer to Geneva after a student matriculates into Geneva College.

The Geneva College Registrar makes the final decision on which courses transfer to Geneva College and which do not.

COURSE APPROVAL POLICY AND PROCESS

Before taking any course at another institution that ADP students intend to apply toward a Geneva College graduation requirement, they are required to obtain written course approval from the College Registrar through the ADP Academic Advisor. Failure to do so may result in students taking courses that will not transfer. Geneva College is not responsible if students take nontransferable courses (whether it is a Geneva College course or a course from another institution) that were not first approved in writing by the ADP Registrar.

Students may obtain written course approval from the ADP Academic Advisor. Students should have the course title, number, total credit value, description, institution, and proposed enrollment date when contacting the advisor for a course approval. Students should also be prepared to indicate the class delivery format: classroom, online or hybrid.

TRANSCRIPTS

Current students may obtain unofficial transcripts online through the Student Information portal in myGeneva. Official Geneva College transcripts can be obtained by [submitting a request](#) through the National Student Clearinghouse. Official transcripts may also be ordered by sending a signed letter to the Registrar's Office. **Official transcripts are usually sent directly from Geneva College to schools, employers, agencies or others requiring transcripts.** Students may also request official transcripts to be mailed to them. **All indebtedness to the College must be satisfied before an official transcript will be issued.**

Former students of Geneva College may also request degree verifications and order transcripts online through the National Student Clearinghouse at [this link](#).

SECTION FOUR

GRADUATION and COMMENCEMENT

INTRODUCTION

There are three degree conferring dates during the year: December, May and August (transcripts and diplomas reflect the appropriate degree award date). There is, however, only one annual commencement ceremony, which is held in May of each year on Geneva's campus.

Graduation from your course of study and participation in the ceremony are by application only. Students may obtain an application for graduation on myGeneva.

GRADUATION APPLICATION POLICY

Eligible students **must apply to graduate and to participate** in the May commencement ceremony.

Failure to meet stipulated graduation application deadlines may result in students being excluded from graduation activities and may delay the receipt of their diploma.

GRADUATION APPLICATION DEADLINES

Estimated Graduation Date

May

August

December

Graduation Application Deadline

Spring of graduating year (date available on myGeneva)

Spring of graduating year (date available on myGeneva)

October 15 of graduating year

Once a student has earned 90 or more credits toward graduation, a "Graduation Application" tab will be available in October in myGeneva under Student Information. All graduation application deadlines are listed on myGeneva.

If more than 90 days have passed since you last logged into myGeneva and your application deadline is approaching, you will need to utilize the Password Reset function in myGeneva. For help, contact the [Tech Center Help Desk](#) or call 724-847-6789.

You can only apply to graduate once in myGeneva. Therefore, if your estimated graduation date changes, or there are any other changes to information on the graduation application you submitted in myGeneva, you must contact the Office of the Registrar at 724-847-6556.

YOU MUST APPLY TO:

1 - GRADUATE in order to
RECEIVE YOUR DEGREE
& DIPLOMA

2 - PARTICIPATE IN THE
COMMENCEMENT
CEREMONY

COMMENCEMENT CEREMONY PARTICIPATION POLICY

Only those students who have completed at least 120 credits are permitted to participate in the graduation ceremony each May. The only exception to this policy is those ADP students who fulfill **all** of the following requirements:

1. The student must have nine (9) or fewer credits remaining to reach the required minimum of 120 credits.

AND

2. The student, when he/she applies for graduation, must file a written plan with the ADP Academic Advisor indicating how he/she plans to complete all of the remaining credits by August 15.

AND

3. The student must provide proof of course registration for those courses that will enable him/her to achieve the minimum 120 credits by August 15.

To order a cap and gown, contact the Geneva College Campus Store at 724-847-6595.

DIPLOMAS

All diplomas will be mailed to students. No one will receive a diploma at the commencement ceremony in May. May graduates who do not participate in the ceremony will have their diplomas mailed to them after the graduation requirements of their major and at least 120 credits are completed and transcribed in the Registrar's Office. August graduates, whether they have participated in the May commencement ceremony or not, will also have their diplomas mailed to them after the graduation requirements of their major and at least 120 credits are completed and transcribed in the Registrar's Office.

Diplomas are mailed according to the following timeline:

December graduates – diplomas mailed after February 15

May graduates– diplomas mailed after June 15

August graduates – diplomas mailed after September 15

HONORS RECOGNITION PROGRAM

Superior performance by students in the ADP **who have earned a minimum of 60 credit hours at Geneva College** will be recognized in the following ways:

Graduation Honors Recognition

Cum Laude: at least 3.4 but less than 3.6 and no F's at the time of determination

Magna Cum Laude: at least 3.6 but less than 3.8 and no F's at time of determination

Summa Cum Laude: 3.8 or higher and no F's at the time of determination.

ADP Honors Recognition at Commencement

ADP students qualify for honors recognition at commencement according to the following policies:

- a. ADP students, like all Geneva College undergraduate students who are considered transfers, must have earned at least 60 credits at Geneva College to qualify.
- b. All credits earned at Geneva College (and other transferable credits taken at other accredited institutions after matriculation at Geneva) count toward the student's final grade point average.
- c. Students receiving a failing grade (F) in any course after matriculation will not be eligible for graduation honors even if the repeated course is graded A.

SECTION FIVE

ACADEMIC POLICIES of the ADP

PROVISIONAL AND PROBATIONARY ADMITTANCE

At the discretion of the Director of Enrollment and/or Dean of Adult and Online Programs, a student may be admitted to an ADP major provisionally (due to missing entrance requirements, under credit, age, etc.) or on academic probation (due to low GPA). In either case, a hold is placed on the student's record for review prior to continuing enrollment in a second semester. Enrollment/registration for another semester is contingent upon meeting the requirements stipulated in the acceptance letter (as well as a zero student account balance with Student Financial Services).

Please note that for students applying to the Adult Degree Program with less than 12 credits of college-level coursework, special approval by the Dean of Adult and Online Programs is required for admission. Those students who are granted approval will be accepted on probationary status and must meet the requirements set forth by the Dean in their acceptance letter.

TEXTBOOKS and COURSE MATERIALS

It is important that students be prepared for each course by purchasing the required books and materials well in advance of the first session or event (online). Updated book lists for online courses can be found on the College website under Adult Degree, [Online Course Login](#). Updated book lists for classroom courses can be found in eLearning.

While textbooks are an expense that may or may not be accounted for in financial aid packages, students must purchase books in advance of a course start date with their own money. They may later use any excess financial aid to reimburse themselves after their financial aid is disbursed.

ADP students can purchase or rent books through the Geneva College Bookstore website at www.genevacollegeshop.com or use the ISBN number provided on the book list to find the text(s) elsewhere online. Please be advised that renting books will require adherence to return deadlines; students are responsible for any expenses incurred as a result of failure to comply with these deadlines.

The ADP recommends that students obtain books for a course approximately one month prior to the first session. **Not having the textbook is not a valid reason for missing assignments or turning in late work.**

Learning objectives can only be met when students fully engage all of the materials that have been carefully selected for the course. Therefore, participation grades will be negatively affected when a student does not have the book(s) for the duration of the course. A lack of having read the materials in a course is obvious to instructors because assignments and assessments (quizzes, papers, postings, etc.)

reveal the level of engagement with a text and its concepts. Therefore, a lack of having read any of the materials will negatively affect a student's grade in a course, even beyond the participation facets of the course.

Other important textbook information:

- The ADP recommends that students do not purchase all the books for the ADP major at one time. Course content is updated regularly; therefore, the required texts change as well.
- The ADP will not change course texts less than four weeks prior to a class start date.
- Students should not sell a book after a class is completed until they are certain it will not be needed again; some books are used for multiple courses.

COURSE REGISTRATION

Due to the accelerated format of courses in the ADP, **students must be registered for a course by the class start date in order to take the course.** Late enrollment creates the potential for delayed purchase of textbooks/materials, missing the first assignment(s), early low grades, and generally being behind in the course from the beginning. In order to promote student success in ADP courses, no late registrations (beyond the course start date) will be accepted by the department. Exceptions to this policy may be granted with the express consent of the Dean of Adult and Online Programs.

Please note that ADP **online** students can take a **maximum of six credits per eight-week** Block (Fall A, Fall B, Spring A, Spring B, Summer). ADP classroom students can take additional online Core and Elective courses when the 36-credit major has been completed. Any exceptions to this policy can only be made by express consent of the Dean of Adult and Online Programs. Exceptions will be based upon the student's GPA, demonstrated academic success thus far (particularly in online courses), and their current employment demands.

STUDENT USE OF GENEVA EMAIL FOR ALL COLLEGE CORRESPONDENCE

**GENEVA COLLEGE
requires that all
students and employees
communicate using
their College-issued
email account**

Geneva College provides all students with a Geneva email account (e.g., username@geneva.edu) and a complimentary subscription to Geneva's Office 365 for Education, through which students can download and use the latest versions of Microsoft Office products, including Outlook email for use on their personal computers and mobile devices using Mac or Windows operating systems. **It is strongly recommended that students use the Microsoft Office products provided by Geneva to ensure compatibility with other students and the instructor for assignment submissions.**

The College requires that all students and employees correspond via email using only the Geneva email account issued by the Tech Center upon matriculation. There is a free Outlook app available for download (iPhone and Android) that students can use to conveniently access Geneva email from their mobile devices.

For technology account information, such as usernames and passwords, contact the Tech Center at 724-847-6789 Monday through Friday from 8:00 a.m. to 7:00 p.m. EST.

LEARNING AND PHYSICAL DISABILITIES POLICY

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive, ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this as early as possible.) Legally, no retroactive accommodations can be provided.

Accommodations for disabilities are available only as recommended by the SSC. Students whose accommodations are approved will be provided confidential letters which students should review and discuss with their professors in relation to particular course requirements.

Grievance Policy for Accommodations

If the student does not agree with the accommodations decided upon by the Director of the Student Success Center, the student should appeal the decision in writing to the Vice President of Student Development. The Vice President of Student Development, after consulting with the student and the Director of the SSC, will rule what accommodations will be granted in this situation. The ruling of the Vice President of Student Development will be binding.

For more details, visit [the Student Success Center website](#) or call 724-847-5005.

STUDENT SUCCESS TEAM

As a part of the educational experience at Geneva College, a Student Success Team is available to help students be successful in courses and, ultimately, in their journey through the ADP. With the help of instructors, the Student Success Team monitors courses to help students stay on track academically. Any questions or concerns regarding assignments or other coursework should be directed to the instructor first.

The Student Success Team will contact students periodically to make sure their academic progress is on track and that they have a workable degree plan in place. Should a student be absent from class, miss an assignment, or have another issue impacting academic progress, the instructor and the Student Success Team will work with the student to establish a plan to help the student persist.

If/when the Student Success Team contacts you, please respond immediately.

Questions or concerns regarding academic progress, degree plans, or other needs can be directed to the Student Success Team that is available to students and instructors to help students meet with success in Geneva's ADP. To reach the Student Success Team, contact the ADP offices at 724-847-6756 or via email at successcoach@geneva.edu.

THE GRADING SYSTEM IN THE ADP

The grading scale for the Adult Degree Program is A, B, C, D and F. Geneva includes pluses (+) and minuses (-) in the determination of GPA. Grade points are assigned for each term hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
A	93%-100%	4.0	Excellent
A-	90.0%-92.9%	3.7	
B+	87.0%-89.9%	3.3	
B	83.0%-86.9%	3.0	Good
B-	80.0%-82.9%	2.7	
C+	77.0%-79.9%	2.3	
C	73.0%-76.9%	2.0	Satisfactory
C-	70.0%-72.9%	1.7	
D+	67.0%-69.9%	1.3	
D	63.0%-66.9%	1.0	Less than satisfactory
D-	60.0%-62.9%	0.7	
F	< 60%	0.0	No credit given

GRADE REPORTING and STUDENT PRIVACY

The College is committed to students' privacy rights. Therefore, students can view final grades for courses in their unofficial transcript, found in the Student Information portal in myGeneva, which can only be accessed with their username and password. Further, no College offices or personnel are permitted to report final grades or GPA by phone, fax, email or letter/written form.

GRADE CHANGES

A final grade for a course cannot be changed after 30 days from the date of the last class session.

“F” GRADE

An **F** is given when course objectives are not satisfactorily achieved. An **F** grade can be cleared only by repeating the course.

INDEPENDENT STUDY

An Independent Study course is an alternative form of course completion available to students in extreme circumstances such as illness or personal hardship (extended illness of a spouse, child, or parent, and/or death in the family). An Independent Study for course completion purposes is arranged between the appropriate Program Director of the ADP and the instructor of record, and is then sent to the Dean of Adult and Online Programs for approval. If the Independent Study is approved, the Program Director and instructor will develop the Learning Contract for the course, specifying the responsibilities of both the student and the instructor, as well as a timeline for checkpoints and completion.

The Independent Study option should be viewed as an exception to the rule, and a privilege in an extenuating circumstance.

Conditions and limitations for Independent Studies include:

1. Minimum GPA of 2.5; student is under no academic provision or probation.
2. Not all courses are eligible for Independent Study.
3. Student will pay for any and all books and/or materials associated with the independent study course.
4. No more than six hours of independent study credit may be counted toward graduation.
5. The student will pay full tuition for any course taken as an independent study. Note: Independent Studies are often not covered by typical financial aid means, requiring the student to pay the tuition out-of-pocket.
6. Once the IS has been approved and the Learning Contract has been signed by both the student and instructor, the student must work with their advisor to register for the IS with the College Registrar.

ACADEMIC STANDING

Dean's List

Dean's List recognizes undergraduate students with high achievement. At the end of each semester, **full-time** students will be eligible for Dean's list based on their GPA. To be eligible for this recognition:

1. Students must have a GPA of 3.7 or greater with twelve Geneva College credits taken in the previous semester.
2. Those twelve credits may include any combination of courses taken at Geneva College, including Major courses, and Core and Elective courses (formerly called BRIDGE).
3. Students wishing to have their name published on the Geneva College website and in any Geneva College related publications will need to submit a release form to the Geneva College Marketing/PR department.

Academic Continuation

The academic status of each student is determined at the end of every semester (fall and spring) and is typically based on the criteria described below. Students are considered to be in "Academic Good Standing" unless their cumulative GPA falls below 2.00. Students who are not in "Academic Good Standing" fall into one of two categories: Academic Probation or Academic Dismissal. Students are typically placed in one of these categories based on academic performance as described below. Students who have GPAs that qualify them for these categories may be explicitly notified, but absence of such explicit notification does not exempt a student from the status or the consequences of the status. The college administration reserves the right to place a student on warning, probation, or dismissal for reasons other than the criteria described here. Criteria that might be used to make these judgments include, but are not limited to, specific patterns of poor academic performance, weak progress in completing attempted credit hours, student disciplinary history, poor class attendance, lack of conformance to academic regulations, and so forth.

Note that these statuses are based on term and cumulative GPAs. A term GPA is based only on coursework taken during that term. A cumulative GPA is based on both local hours and any transfer hours completed after matriculation.

Academic Warning

Students who have a cumulative GPA *or* a term GPA less than 2.20 at the end of a semester are on Academic Warning. This indicates that either 1) the student has a cumulative GPA that is sufficiently low to warrant concern about the student's ability to successfully meet the 2.00 minimum GPA required for graduation; or, 2) the student had a term GPA that is sufficiently low to warrant additional intervention with regard to academic progress. However, as long as the student's cumulative GPA remains at 2.00 or above, the student is in "Academic Good Standing."

Academic Probation

Students who have a cumulative GPA less than 2.00 at the end of a semester are on academic probation. Additionally, students who enter into ADP under probationary acceptance due to GPA are also on academic probation during their first semester. Academic probation status indicates that the student is not making satisfactory progress toward graduation. In order to help students become academically

successful, appropriate faculty and staff in the Department of Professional and Online Graduate Studies will determine what, if any, probationary conditions the student may have. Conditions could include, but are not limited to, limiting the student to part-time enrollment, requiring a weekly check-in with the Student Success Team in the Department of Professional and Online Graduate Studies, and so forth. Students on academic probation may be required to first re-take courses they have failed as the quickest means to raise their GPA, depending on course availability.

Students on academic probation are strongly encouraged to seek assistance from the Student Success Team in the Department of Professional and Online Graduate Studies for assistance in academic skills such as effective study habits and time management.

Students who stop out of one or more blocks will have their academic standing evaluated at the time of readmission. Academic standing will be determined by the Dean of Adult and Online Programs. The Dean will review the student's demonstrated coursework, attendance, and other relevant academic items to determine the student's academic standing.

Students can be on academic probation for multiple semesters, whether consecutive or not. Students on academic probation will return to Academic Good Standing if they raise their cumulative GPA to a 2.00 or above at the end of a probationary semester. Students on academic probation will not be eligible to graduate.

Academic Dismissal

Academic dismissal occurs when the student has attempted more than twelve local (Geneva) credits and both the student's term *and* cumulative GPA are below a 2.00 at the end of a semester **or** when the student's academic performance indicates that it is unreasonable to anticipate eventual completion of degree requirements. Since the dismissal is intended to be permanent, only the lapse of a year or more and a drastic change in circumstances can justify application for readmission to the Dean of Adult and Online Programs. The Dean will grant readmission of a dismissed student only in rare instances. Readmission following dismissal will be based on evidence of improved academic performance or evidence that past difficulties that have affected academic performance have been overcome, and that eventual completion of the requirements for a degree can be reasonably expected.

A student on academic dismissal may appeal to be moved to academic probation status by submitting a request in writing, along with any supporting documentation, to the Dean. Such an appeal must be made within 30 days of notice of academic dismissal. The appeal must be based on the assurance of improved academic performance. Such appeals will be granted only in cases where there is clear reason to expect immediate and marked improvement in academic performance and the demonstration that factors that have disrupted academic progress have been successfully addressed. The Dean may consult with appropriate college staff concerning the student's appeal.

Exceptions to any part of this policy may be granted with the express consent of the Dean.

GRADE APPEAL PROCESS FOR ADP STUDENTS

Instructors in the ADP assign grades on the basis of an assessment of students' achievement of stated criteria for a specific learning activity. Instructors assign grades based on their professional and academic judgment. A formal grade appeal process is in place for students who are able to demonstrate that a deliberate, improper bias or significant grading inconsistency has occurred with regard to their **final course grade**.

Please note that particularly for classroom courses, assessment of class participation or other unwritten work will NOT be considered in a grade appeal.

The Formal Grade Appeal Process below must be followed:

1. The student must submit an appeal of a grade in writing to the instructor of record on the course and to the appropriate Program Director of the ADP (see the contact information in beginning of this handbook) within **14 calendar days of receiving the grade**. The request made by the student should be in formal writing and sent via e-mail in order to document the request and subsequent response. The request must list 1) the specific assignments in question as they relate to the **final course grade** and 2) the steps that the student took to resolve the issue. The appeal should document why the student believes the final course grade is not an accurate representation of an assessment based on the stated grading guidelines.
 2. The instructor of record will respond to the appeal in writing within 14 calendar days with copies to the student and the appropriate Program Director. The response will justify why the grade should or should not be changed.
 3. In rare situations, the student may request a further review and will be asked to submit a clean copy of the paper(s) to the department. After reviewing the materials, the Program Director can take the following action:
 - a. Affirm the decision of the instructor and inform the student of that decision.
- OR**
- b. Ask another qualified instructor to read and grade the paper(s) in question and then make a final decision with input from their evaluations.
4. The Program Director will document the final decision in writing to the student with a copy to the instructor.
 5. If the student is not satisfied with the outcome of the appeal, a further appeal can be made in writing to the Dean of Adult and Online Programs within 14 calendar days of receiving the written decision of the Program Director. The Dean will assess the documentation of the appeal and will render a decision that either affirms or reverses the Program Director's decision. The Dean will respond to the student within 14 calendar days of receipt of the student's appeal.
 6. The decision of the Dean of Adult and Online Programs is final regarding the matter of the grade in question.

SECTION SIX

ATTENDANCE and WITHDRAWAL POLICIES

ATTENDANCE POLICIES

Students' consistent and timely participation in the classroom (face-to-face or online) is an integral component of the opportunity and responsibility that attends membership in a community of Christian learning. As such, students should attend all of the scheduled class sessions or academic events (online) for *each* of their courses.

Pregnant and Parenting Students

Pregnant and parenting students are held to the same learning objectives and academic expectations as all other ADP students. However, reasonable accommodations are available for pregnant and parenting students, such as an excused absence in the case of childbirth or a documented medical situation of a student's child. Further, the College prohibits discrimination, sex discrimination, and harassment against pregnant or parenting students. Students may inquire with the College's Title IX Coordinator at 724-847-6134 for more information concerning their rights in this regard.

ATTENDANCE in ONLINE COURSES

In the online environment, attendance is marked by the completion of an *academic event* within the given timeframe (typically Monday-Saturday in most online courses, defined herein as a *session*). Academic events include, but are not limited to, submission of a class assignment, participation in an online class discussion forum, completion of a quiz or exam, or contacting the instructor and/or the Student Success Team in the Department of Professional and Online Graduate Studies.

Non-Attendance in First Session (Online)

If no academic event is completed within the first session of a student's *online* course, the student will be administratively withdrawn from the course and will receive a refund in accordance with the [tuition refund policy](#). The course will not appear on the student's transcript.

If a student is enrolled in more than one course, an administrative withdrawal from one course for non-attendance in the first session does not necessarily withdraw the student from other courses or from Geneva College. However, if a student is administratively withdrawn from a course(s) and has no other registered hours, they will be withdrawn from Geneva College at large.

Non-Attendance after First Session (Online)

Beyond the first session, if no academic event is completed for a class session, the student will be considered absent from that session in that class. Each absence will result in **zeros on the missed assignments** as well as a **half-letter grade deduction** from a student's final course grade. The student may talk to his or her instructor regarding options for turning in missed assignments and earning points back, but accepting late work is at the discretion of the instructor and will still involve a late penalty, in addition to the half-letter grade deduction from the final course grade. Please note that students who make contact with the instructor and/or Student Success Team as an academic event will not receive a half-letter grade deduction, but will still receive zeros for any missing coursework.

If a student does not complete an academic event in two consecutive sessions during Weeks 2-4 of an eight-week course, the student will be administratively withdrawn from the course with a grade of WP, WF, or WX. If a student does not complete an academic event in two consecutive sessions during Weeks 5-8 of an eight-week course, the student will receive an F and must repeat the course.

If a student is enrolled in more than one course, an administrative withdrawal from one course for non-attendance after the first session does not necessarily withdraw the student from other courses or from Geneva College.

If a student anticipates a circumstance in which they will be unable to complete an academic event for a session, the student must notify the instructor *prior to the session* and make proper arrangements. Anticipated absences that are defined as *legitimate reasons* include: medical emergency or surgery, military involvement or work-related travel. If these are discussed with the instructor ahead of time, they may not be subject to the half-letter grade deduction penalty. This will be at the sole discretion of the instructor and may require written verification of the anticipated absence.

ATTENDANCE in CLASSROOM COURSES**Non-Attendance in First Class Session**

If a student does not attend the first session of a classroom course *and* makes no attempts to contact or respond to faculty and staff in the Department of Professional and Online Graduate Studies within 48 hours the student will be administratively withdrawn from the classroom course and will receive a refund in accordance with the classroom refund policy. The course will not appear on the student's transcript.

If a student is enrolled in more than one course, an administrative withdrawal from one course for non-attendance in the first session does not necessarily withdraw the student from other courses or from Geneva College. However, if a student is administratively withdrawn from a course(s) and has no other registered hours, they will be withdrawn from Geneva College at large.

Non-Attendance Beyond First Class Session

Attendance at all course sessions is mandatory because a large portion of the learning in the program takes place in class. Any anticipated absence should be communicated to the instructor or to the ADP office prior to that session.

One absence will result in a reduction of **one full letter grade** in the student's final course grade. Two absences will result in a reduction of **two full letter grades** in the student's final course grade.

Students who miss three class sessions for any reason (consecutive or not) will receive an **F** and must repeat the course. Full tuition will normally be charged per credit for a repeat.

In the classroom model, some courses are delivered in a hybrid format in which students attend the first and last sessions face-to-face, with four sessions conducted online (in between the face-to-face sessions). Students must attend both face-to-face sessions in the hybrid courses. Students who miss one of the face-to-face sessions for any reason will receive an F and must repeat the course. Full tuition will normally be charged per credit for a repeat.

Make-up Work & Grade Reduction in Classroom Courses

In the event a student misses a session, it is **his/her responsibility** to contact the instructor for a make-up assignment and to communicate that make-up work to the instructor. **If the make-up assignment is completed**, the final grade will only be reduced by a **half of a letter grade**. However, if it is not completed, the final grade will be reduced by **one letter grade**.

If a student misses two sessions, he/she will be responsible for two assignments. If both are completed, the final grade will be reduced by **one letter grade** (1/2 letter grade for each session missed). However, if they are not completed, the final letter grade will be reduced by two letter grades.

Make-up work is always required if students are absent from any class sessions. The only exceptions to the grade reduction policy are in cases of extreme extenuating circumstances, such as severe illness requiring hospitalization, which requires documentation from the doctor or hospital treating the student for the absence-causing condition.

If a student misses three sessions in a five-week course, he/she will receive a grade of **F** and **must repeat the course**.

ADP Tardiness Policy

The term "tardiness" is defined as "missing any portion of class" (i.e., being five or more minutes late to class, leaving before a class session is completed, returning to class late from break, etc.). Make-up work is normally not an option to make-up for tardiness.

A student who misses any portion of a class session can expect to have that reflected in their participation grade for the session, which results in a corresponding reduction in the final grade. If a student misses more than eight hours (40%) of a course due to tardiness, he or she will receive an F and must repeat the course.

Policy on Non-students in Class

ADP classrooms are for faculty, faculty-invited guests, and enrolled students only. Students are not allowed to bring guests, whether related or unrelated, to the classroom with them, and no exceptions will be made for children (including, but not limited to, children of instructors and of students) to remain in the classroom. Parents are responsible to make necessary provisions for their children to be cared for in a separate location than the class site. **Students who bring children or other guests to class or the site location will be asked to leave and will receive an unexcused absence for that class.** Note: Leaving children unattended in any College public area or site location, including empty classrooms, student lounges, campus lobbies, parking lots, etc. is prohibited. Pregnant and parenting students may inquire with the College's Title IX Coordinator at 724-847- 6134 for more information concerning their rights in this regard.

DROP AND WITHDRAWAL POLICIES

Dropping Courses

To drop or withdraw from a course, students must immediately communicate **in writing** with the Student Success Team (successcoach@geneva.edu) regarding intent to drop a class. Charges will continue to accrue until the ADP office receives written notice of withdrawal from the student. All [financial aid and tuition refund policies](#) apply.

Students may drop a course and not have the course appear on their transcript through approximately 20% of the course.

Students may **withdraw** from a course after approximately 20% of the course has transpired through approximately 66% of the course. For eight-week online courses, students may withdraw through the last class date of Week 5. For five-week classroom courses, students may withdraw through the class date of the Week 3 session. The grade on the transcript will be listed as WX (withdrawal before judgment could be formed), WP (withdrawal, passing) or WF (withdrawal, failing) as assigned by the course instructor. The grade will not impact the student's GPA.

Students are not able to withdraw from a course beyond the dates above and will receive the grade assigned by the course instructor.

Withdrawals and failing grades may result in the cancellation of financial aid and/or charges and financial obligations to Geneva College.

Financial aid must be adjusted according to federal guidelines for students who fail classes or withdraw.

ADP students should maintain regular communication with the ADP office regarding course withdrawals and failures because they impact financial aid and Geneva College student account balances.

Stop-outs

Students who do not enroll at Geneva for one or more semesters will be considered as withdrawn from the College and must apply for readmission. Students who do not take courses at Geneva for one 8-week block and have no future registrations will also need to complete a “fast-track” readmission process in order to re-enroll. Academic standing will be determined upon readmission. A student who anticipates a need to stop out of the program should contact the Department of Professional and Online Graduate Studies.

Withdrawal from the College

To withdraw from the College, the student must immediately communicate intent to withdraw, **in writing**, to the Student Success Team.

Refunds

Student refunds will be issued in accordance with the current tuition refund policy based on the date of withdrawal. The effective date of withdrawal is the date that the student contacts the ADP office. If students do not receive an immediate reply to emails, they should call the ADP office to confirm. ADP is not responsible for lost mail or emails sent to the wrong address, or for any other reason that communication of the intention to withdraw is not received in the ADP office.

Please visit [this webpage](#) for the current tuition refund policy.

Financial Aid

Withdrawals and failing grades may result in the **cancellation of financial aid and may result in charges and financial obligations to Geneva College**. In the event of dropping a course or withdrawing from the College, students **must** contact Student Financial Services at 724-847-6530 for more information.

Readmission

Students who do not enroll at Geneva for one or more semesters will be considered as withdrawn from the College and must apply for readmission. A student who anticipates a need to stop out of the program should contact the ADP office. Please note that all graduation requirements must be met within seven years of first attendance with Geneva’s ADP.

When a student is readmitted within seven years of their original matriculation date into the ADP, the student will be held to the graduation requirements in the Geneva College Catalog in effect at the time they first matriculated.

If seven or more years pass after a student first matriculates in the ADP, the re-entering student must meet the graduation requirements in the Geneva College Catalog in effect at the time of readmission, which may mean that the student must take additional courses beyond those required when the student first entered the ADP. At a minimum, a student readmitted after seven years must take an additional four courses (twelve credit hours) in their major.

MEDICAL WITHDRAWAL

Geneva College cares deeply about the physical and mental health of its students. At times, a student may experience extreme medical or psychological circumstances such that their ability to function is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward establishing health even if academic progress must be delayed. Geneva College supports students to initiate a self-care plan. The College may initiate actions that consider the welfare of the individual student and the Geneva College community.

Therefore, Medical Withdrawal is an option for students who, due to documented serious physical or psychological illness, need to leave the College during the semester without completing their coursework. Students granted a medical withdrawal are regarded as having permanently withdrawn from the College and need to apply for readmission through the appropriate enrollment office.

Initiation of Request for Medical Withdrawal

1) A student or his/her representative (e.g. health care provider) requesting a **medical withdrawal** must make the request in writing or in person to the Dean of Adult and Online Programs. The student will be asked to complete and sign a Request for Medical Withdrawal form, which can be obtained by calling the ADP offices at 724-847-6756.

2) The student must provide documentation from a physician, mental health provider or other qualified health care provider (may not be a family member or Geneva representative) stating that it is their recommendation to have the student medically withdrawn for the remainder of the semester. Documentation must include details that clearly indicate the student's need for medical withdrawal (e.g., diagnosis, treatment plan, course of action). The Dean may choose to consult with the student's health care giver.

Determination of Request

1) A decision approving or denying the medical leave request will be made by the Dean. If the Dean must consult with other appropriate personnel, the student may be asked to sign a release. This decision will be made within 48 hours of receiving a completed request form, provided there is no additional documentation required.

2) The Dean will provide a copy of the decision to the Program Director(s), the Student Success Team, the Registrar, and the Student Financial Services Department.

3) The Dean will notify appropriate offices on campus of the student's status and send a copy of the decision to the student for his/her records.

4) Copies of the decision will be maintained in the student's file. The appropriate Program Director will maintain original documentation of the student's medical records. These records will be purged after seven years after the date of withdrawal.

Deadline of Application for Medical Withdrawal

Requests must be initiated within two weeks of the student's last date of attendance. For online students, the last date of attendance will be the last day (usually Saturday) of the most recent week that the student was present (completed an academic event).

For online courses, the deadline for requesting medical withdrawal for the current semester must be made prior to the last two weeks of class. For classroom courses, the deadline for requesting medical withdrawal for the current semester must be made prior to the last week of a class.

Exceptions to this policy may be granted with the express consent of the Dean.

Grades and Completion of Academic and College Responsibilities

A student whose request for medical withdrawal is approved will be given either a grade of "WP" or "WF" (Withdrawal Passing or Withdrawal Failing) in each course for which he/she is registered. (Note: If a student medically withdraws from classes before the start date of another class in the same semester, the student will be dropped from all classes in that semester, but only the in-progress classes will receive grades. Also note that a grade of WP or WF is not granted during the first 20% of a class). No credit for any course is earned when medical withdrawal is granted. Any refund of charges is determined by the Student Financial Services Department.

Readmission Process

- 1) The student will be requested to provide documentation from his/her physician, mental health provider or other qualified caregiver concerning current medical/psychological status by three weeks prior to the intended start date.
- 2) The student may be asked to have an interview with the Dean or the appropriate Program Director.
- 3) All information will be reviewed and a plan for future success will be established by the Dean, the appropriate Program Director, and the Student Success Team.
- 4) The Dean will notify the Registrar. The Dean will notify the student and appropriate offices on campus.

Registration for Returning Students

A student on medical withdrawal cannot register for courses until readmission to the College is granted through the above procedures. The student must register for classes by the deadlines stipulated by the Department of Professional and Online Graduate Studies.

Any money paid to the College, such as deposits against tuition or charges anticipated for the following semester, will be refunded in full if the student does not return. Approval to return must be granted in order for registration to be considered final.

Financial Aid Implications

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

Refund of Tuition and Fees

Students who are granted medical withdrawal may be eligible for some refund. See the Student Financial Services Department for specific information.

Involuntary Medical Withdrawal

In order to provide a safe environment conducive to the achievement of the College's mission, the College may require a student to involuntarily take a medical withdrawal. This occurs when the student's behavior compromises minimal standards of academic performance and/or community life. At that time, the student would be qualified for medical withdrawal. This policy includes, but is not limited to, the following students:

- Students who are deemed to be a danger to others. Danger to others is here defined to include: threat of harm, risk of homicide, or assault substantially above the norm for college students which necessitate unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure the safety of others.
- Students whose behavior is severely disruptive to others. *Disruptive* is defined to include behavior which causes emotional and/or physical distress to other students and/or staff substantially above that normally experienced in daily life. Such disruption may be in the form of a single incident or a pattern of behavior.
- Students whose physical or psychological condition requires specialized services beyond those available through the Health and Wellness Center or some other service provider in the area.

The Dean will make the final decision in consultation with appropriate College officials and based on the contextual and individual circumstances. The Dean will notify the student, appropriate Program Directors, Registrar, and the other offices on campus. In order for the student to return to campus and resume course work, they must follow the guidelines listed under "*Readmission Process*".

All students are encouraged to meet with the Student Financial Services Department to learn what financial implications may result from their involuntary medical withdrawal.

A student placed on involuntary medical withdrawal may appeal the College's decision by following the Administrative/Policy Appeal process listed in the *Student Handbook*. Students have three days to request an appeal. During the appeal process, the student must honor the decision to withdraw. The guidelines listed above (i.e. *Grades and Completion of Academic Work, Readmission Process, and Registration for Returning Students*) apply to students who are granted a medical withdrawal and to students placed on medical withdrawal involuntarily.

ADMINISTRATIVE CONDUCT WITHDRAWAL

Geneva College may effect an administrative withdrawal, with or without the student's consent, for a variety of reasons. Situations which may lead to this action include, but are not limited to, the following:

- The student's behavior appears to pose a danger to the life, health, or safety of the student or other members of the College community, or to the College, its property, rental property, or property of another member of the College community.
- The student's behavior could pose a danger to the life, health, or safety of the student or other members of the College community, or to the College, its property, rental property, or property of another member of the College community.
- The student's behavior impedes or disrupts the educational process, living environment, or the authorized activities of other members of the College community.

When an appropriate College official judges that a student's behavior necessitates the administrative withdrawal of a student, the student will be notified, in writing, of this decision. When circumstances permit, the College will make an effort to consult with the student before a final decision is made. In certain cases, the College may require that the student seek professional assistance in dealing with the behavior issues (at the student's expense) as a condition of continuation. Refusal to follow through on such requirements will lead to administrative withdrawal.

Unless otherwise indicated in writing, a student who has been administratively withdrawn is prohibited from being in the classroom (online or face-to-face) for any reason.

SECTION SEVEN

GRIEVANCE and APPEAL PROCESS

ADMINISTRATIVE/POLICY GRIEVANCES and APPEALS

Institutional Grievance Process

If a student is able to demonstrate that he or she has been treated unfairly by the application of any administrative decision or College policy, that student may file a letter of grievance with the appropriate Program Director (see the contact information in the beginning of this handbook).

The formal grievance process below must be followed:

1. The student must submit a written letter of grievance to the appropriate Program Director within 14 calendar days of the administrative decision or action being contested. The letter should be mailed to the ADP office and should include:
 - a. Policy student believes was violated (please specify the year and page number of the ADP Student Handbook or Geneva College Catalog containing the policy);
 - b. Description of unfair application of named policy;
 - c. Hardship created by A and B; and,
 - d. Preferred resolution.
2. Letters of grievance will be reviewed by the Program Director, who will respond in writing with a resolution within 14 calendar days of receiving the initial letter of grievance.
3. Grievances will not be accepted after 14 calendars days after the administrative decision/action in question.
4. Grievances addressing graduation requirements and Commencement proceedings must be filed more than 30 days prior to the graduation date in question.
5. If the student is not satisfied with the Program Director's resolution(s), the student may then appeal to the Dean of Adult and Online Programs within 14 calendar days of receiving the Program Director's resolution(s). The appeal should include the original letter of grievance, and a letter explaining the student's points of disagreement with the Program Director's resolution(s). The Dean will assess the documentation of the appeal and will render a decision that:
 - a. Affirms the resolution(s) of the Program Director and inform the student of that decision;
 - b. Offers an alternative resolution(s); or,
 - c. Dismisses the grievance.

The decision of the Dean of Adult and Online Programs is final regarding the matter(s) indicated in the initial letter of grievance.

State Authorization

Geneva is an approved SARA institution in Pennsylvania. The National Council for State Authorization Reciprocity Agreements (NC-SARA) is a voluntary, regional approach to state oversight of postsecondary distance education. States and institutions that choose to participate agree to operate under common standards and procedures, providing a more uniform and less costly regulatory environment for institutions, more focused oversight responsibilities for states and better resolution of student complaints.

Students must first follow the appropriate institutional grievance/appeal processes as outlined above. If the matter is not resolved, students can access Student Complaint Contact Information for the appropriate state at www.geneva.edu/adult-degree/student-complaints. Grade appeals and student conduct appeals are not allowed under SARA.

PRIVACY ISSUES (FERPA)

The Family Educational Rights and Privacy Act (or FERPA) affords students certain rights with respect to their educational records and personal information. The following section specifies Geneva's policies in relation to FERPA.

College Communication

To protect students' rights under FERPA, Geneva College requires that all students and employees communicate using their College-issued email account. Geneva College provides all students with a Geneva email account (e.g., username@geneva.edu); it is the responsibility of the student to access, maintain, and communicate using this email address. Geneva is not responsible for any student repercussions due to lack of use of the College-issued email account.

Grade Reporting

Under FERPA, no College offices or personnel are permitted to report final grades for GPA by phone, fax, email, or letter/written form. Students can view final grades for courses in their unofficial transcript, found in the Student Information portal in myGeneva, which can only be accessed with their username and password.

Campus Directory Information

Under FERPA, Geneva College has designated certain personally identifiable student information as "directory information." This includes information for the online campus directory that is only viewable by administration, faculty, staff and other students. The only information the Online Campus Directory contains about a student is their name and the email address on record.

Campus Directory Policy

The myGeneva Online Campus Directory is the property of Geneva College. Any use of it or the information it contains must comply with applicable State and Federal laws including the Family Educational Rights and Privacy Act (FERPA). Any staff, faculty, or students requesting that specific information be withheld from this directory have been accommodated.

The availability of contact information is intended to facilitate ease of communication among members of the campus community. Directory information and emails shall not be used, rented, distributed or sold for commercial purpose such as advertising or solicitation.

The Campus Directory information is not available to the public (guests). Only internal (users) of myGeneva can view the information delineated above. Note that your personal info privacy settings only apply to the public view of the Campus Directory; your name and email will still be included in the internal directory. The Online Campus Directory does not show a photo of ADP students because they are not required to have ID photos taken.

Students Can Request Changes to Information in the Campus Directory

Student directory changes or updates can be submitted for review by the Registrar's Office. Requests for review of an individual's directory information can be submitted by editing his or her Biographical Info Tab in myGeneva and submitting the form. Note that updates submitted are not immediate. They will be reviewed by the Registrar and students should be able to view them within a few days.

Educational Records

- 1) A student has the right to inspect and review his/her education records within 45 days from the date the College receives a request for access.
- 2) A student should submit a written request that identifies the record(s) he/she wishes to inspect to the Registrar, head of academic department, or other appropriate official. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
- 3) A student has the right to request the amendment of the education record that the student believes is inaccurate or misleading. A student should write to the College official responsible for the record, clearly identifying the part of the record that they want to have changed, and specify why it is inaccurate or misleading.
- 4) If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student if the right of hearing is granted.
- 5) A student has the right to consent to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- 6) One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests, i.e. if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees or Board of Corporators; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in the performance of his or her tasks.
- 7) Upon request, the College may disclose education records without consent to officials of another school in which a student seeks to be enrolled.

8) A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

9) The College may also disclose personal information when a student's health/safety are in jeopardy or if/when a student poses a significant threat to self or others.

SECTION EIGHT

STANDARDS OF CONDUCT

Students in the Adult Degree Programs are required to comply with these Standards of Conduct.

POLICY ON ACADEMIC HONESTY

Geneva College has adopted a campus wide policy on academic honesty, the main portions of which are summarized here. Students should become aware of the fuller policy found in Appendix A of this student handbook.

When an instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible by the instructor and notification made to the ADP office.

Sanctions may be levied on the student, which could range from an informal warning to expulsion, based on the seriousness of the student's offense (see Appendix A of this student handbook).

Students may appeal any disciplinary action by following the procedure laid out in the College's policy on academic honesty (see Appendix A of this student handbook).

GUIDELINES FOR INTERACTION

As adult members of the Geneva College community, students accept certain standards considered essential to accomplish the corporate purpose. These standards provide reasonable boundaries within which freedom can be exercised by all without endangering the rights of others. May our concern be with the "spirit of the law" as well as the "letter of the law."

Please note that any violation of the following standards may result in disciplinary measures that could range from a reprimand to expulsion, depending on the nature, severity, and frequency of the offense.

Geneva College requires its students and faculty to abstain from possession, sale, use or influence of illegal drugs or alcoholic beverages or firearms while under the jurisdiction of the College. This policy applies to the College property, College rental facilities or College-sponsored events. Smoking is prohibited in College buildings, rental facilities and on the main campus.

In the classroom (in-person and online) and in conversations with fellow students, instructors, faculty, staff and/or administration, Geneva College requires that parties practice mutual respect and preserve a

climate free from hostility and from harassment of any kind. Inappropriate/demeaning/vulgar/abusive language in the classroom or in email or other forms of communication will not be tolerated.

Instructors, faculty, staff, and/or administration of Geneva College are encouraged to politely disconnect any caller who speaks disrespectfully to them or uses foul language. Foul language includes the use of God's name in vain, as well as the use of other profanity. If a student persists in rude, profane, and/or generally disrespectful or threatening language or behavior, the employee will direct the student to use email to carry out business. If abusive and/or threatening language or behavior of this nature persists, Geneva College will require communication to occur in written form, at which time the incident(s) will be referred to Geneva College legal counsel and may result in the dismissal of the student.

SEXUAL MISCONDUCT POLICY AND PROCEDURES

Geneva College is committed to providing a safe working, learning, and living environment—one that promotes personal integrity, civility, and mutual respect free from discrimination on the basis of sex. This includes all forms of sexual misconduct—which is contrary to the standards of the College community, as it violates an individual's fundamental rights and dignity as a person made in the image of God. We consider sexual misconduct, in all its forms, to be a serious offense and it will not be tolerated. We are dedicated to preventing and educating our students, faculty, and staff regarding sexual misconduct. This policy refers to all forms of sexual misconduct committed against members of our campus community, including but not limited to: unfair treatment based on sex, sexual harassment, sexual assault, domestic violence, dating violence, and stalking by other students, employees, or third parties.

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in zero tolerance for sex-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations.

The College uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the College never assumes a responding party is in violation of College policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

For further details regarding Geneva's sexual misconduct policies, please visit the College webpage dedicated to this topic at <http://www.geneva.edu/student-life/titleix/>.

USE OF ELECTRONIC DEVICES IN THE CLASSROOM (Classroom Courses Only)

Students will lose all attendance/participation points for a class session (marked absent) if the instructor determines that they were engaging in texting, taking phone calls (except emergency calls), and/or using their phones or laptops for purposes outside the learning exercises for the session. If the instructor

determines that such behaviors were disruptive to the atmosphere and objectives of the session, they will, at their discretion, adjust the students' participation grade for that session.

GUIDELINES FOR STUDENT INTERACTIONS IN THE ONLINE ENVIRONMENT

Academic Integrity in the Online Environment

Students in the online environment are held to Geneva College's campus-wide policy on academic honesty. Students should become aware of the fuller policy found in Appendix A of this student handbook.

Turnitin Policy

Students agree that by taking an ADP online course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site.

Student Identity Verification

For distance learning, Geneva College has established and will periodically evaluate its process to confirm that a student taking an examination is the student who registered to take the examination and that a student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, Geneva College will use one or more of the following methods for verification:

1. A secure login with username and password
2. Proctored examinations
3. New or emerging technologies and practices that are effective in verifying student identification

All methods of verifying student identity in distance education must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information and the College's privacy policy.

Personally identifiable information collected by the College may be used as the basis for identity verification. This information may include a combination of the following:

- Student ID Number
- Last four digits of student's Social Security Number
- At least two other pieces of information such as the student's email address on file, date of birth, address, or username

Procedure for Student Identity Verification

All students who enroll at the College are issued a Geneva email account and a student account in myGeneva (with secure student username and password). Students seeking registration in online courses must register using the secure login information. For classroom students in a hybrid course, the secure login information will be required to access, participate in, and submit online coursework in eLearning. For students enrolled in online courses in the course management system, a secure student username and password will be issued and required to access, participate in, and submit online coursework. The secure username and password for the course management system is provided to the student at his or her College-issued e-mail account, further authenticating the student's identity in the online course management systems. **Any online student work, assessments, or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity as noted above.**

Responsibilities in Student Identity Verification

Students are responsible for providing their complete and true identity information in any identification verification process. All users of the College's learning management system(s) are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. It is against College policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

Interacting in the Online Environment

The online classroom environment can be intimidating to adult learners, especially if it is your first experience in an online classroom or learning system. You may be apprehensive about composing and posting your comments and ideas knowing that those comments can be seen by all of your classmates. For many, this may be the first time that peers will be making comments and suggestions about your writing.

This document has been created to help clarify the expectations of Geneva College's ADP program for all its students, both online students and classroom students participating in discussion boards in Geneva's learning management system, eLearning. It is meant to serve as an addendum to class syllabi and expand upon the directions and procedures listed there.

For students in the classroom majors, there are hybrid courses in which students meet in the classroom for the first and last nights of class, with four online "classes" in the form of Discussion Boards in between. In these four online classes, students are expected to contribute the same level of preparation and involvement that they would contribute for a four hour night class. Because of the asynchronous nature of the online class, not all participants are online at the same time. You will be the best judge of when to contribute to the online discussions according to the requirements of the syllabus. For many of you it will be in the evening, but for some, it can be during the day, in the afternoon, or whenever you have the ability to concentrate, focus, and compose your thoughts.

In all online classes, the discussion posting typically consists of two parts:

1. Log into your online classroom and post a response to a question or prompt that appears in your syllabus; and,

2. Respond to your instructor's post and respond to at least two of your classmates' postings according to the syllabus.

The Geneva College ADP administration believes that by following this format and by students submitting quality posts, an engaging and beneficial discussion can take place in an online learning environment. Because this learning environment may be new to you and these discussions are graded, there are several typical questions that arise. Questions routinely received by the ADP Office include:

- How many postings do I have to make?
- How are they being graded – quantity or quality?
- Do I have to use proper grammar and APA formatting?
- Is there a limit or minimum number of words that my postings should contain?
- Am I allowed to respond directly to a student before the instructor responds?

The following guidelines have been developed to assist students in determining the answers to these questions.

To assist students in developing a quality academic posting, students should ensure that their posts include the following items:

1. A demonstration of thorough understanding of the course material being discussed.
 - a. Include proper use of terminology in the context of the answer or posting. The posting should not contain a regurgitation of material from the text. Instead the student should show understanding and comprehension of the readings by stating the material in his or her own words where possible.
 - b. Use multiple ideas from the reading materials. The student should preferably demonstrate the ability to relate concepts and themes that cross over multiple chapters or readings rather than simply concentrating on one detail or concept.
 - c. Include proper APA citation when referencing course textbooks and materials.
2. A demonstration of application and relevancy to the student.
 - a. Provide appropriate agreement/disagreement with the terms/concepts/questions and proper evidence given from the text readings for the position taken.
 - b. Provide an appropriate personal example to demonstrate familiarity and application.
 - c. If the question or concept being discussed does not currently exist in a student's organization, provide an example of how it could be incorporated or how it could be adapted or modified to fit a current situation.
 - d. Offer an analysis of how the idea or concept appears through an understanding of a Biblical worldview and, perhaps, how the student's perception of the idea may have changed as a result of the application of a Biblical perspective or critique.
 - e. Demonstrate the ability to view an idea from more than one perspective and to discuss why the perspectives differ.
3. Proper adherence to format, grammar, syntax, and the English language.
 - a. All posts should be made by the required deadline.
 - b. Sentences should be free from grammatical errors and misspellings.

- c. Students should not use emoticons, text messaging shorthand, or other forms of informal speech (slang, colloquialisms, etc.).
- d. A student's tone should be respectful of others' contributions even if opinions differ.
- e. Recognition and encouragement of others is always appropriate.

When responding back to the instructor, students should use the above criteria and also be sure that they respond to any questions asked.

When responding to classmates, students should utilize the above criteria and should feel encouraged to ask questions of classmates and provide additional insight from readings, outside research, or other experience. Remember to justify (back up) your views by an appeal to authority, to scientific evidence, or to careful description of anecdotal experiential evidence.

By adhering to these criteria, the Geneva College ADP believes that students will be able to provide substantive, quality postings which will be graded according to the requirements listed within the syllabus. If you would like to contribute additional responses to a lively discussion or to help a fellow classmate, you are encouraged to do so. Instructors, when grading, will look favorably on class citizenship behaviors. However, a quantity of postings does not compensate for a lack of quality postings as described above.

Also, please note that your instructor may have specific requirements for you or specific instructions to follow. In addition, they may provide you with a grading rubric showing you how you will be graded in your class discussions online. Please direct any specific questions you may have to your instructor.

Sunday Policy

Geneva College has a longstanding view of respecting Sunday as a day to refrain from work, a view emanating from the historical church tradition of the College. In light of this, it is the policy of Geneva Online that courses formally open on Monday and end on Saturday at 11:55 p.m. EST. Materials on the LMS are available in the online course all of the time. Thus, a student can go online Sunday and see the assignments for the week and begin reading or doing his or her work if he or she chooses to do so. However, we do not require assignments to be due on Sunday. Additionally, instructors are not required to respond to students or grade any work on a Sunday.

In coming to this policy, the College reflected on the following from the *Student Handbook*:

The College seeks to honor the Fourth Commandment ("Remember the Sabbath Day to keep it holy..."). In the New Testament era, the day of observance changed from the 7th day to the 1st day of the week (Sunday), and is referred to in Scripture as the Lord's Day. Geneva College believes that God has given His people the gift of the weekly Lord's Day in which people are given rest from their usual labor, and have the opportunity to engage in public worship. Therefore, in so far as is possible, the College orders its affairs such that instructors, staff, and students are not required to work on the Lord's Day. Of course, works of necessity (e.g., food service, security) and works of love and mercy are recognized as legitimate activity on the Lord's Day. However, classes, organized athletic competitions, programmed student activities and the like are not scheduled. In addition, College offices, recreation facilities, and the library, will be closed on the Lord's Day.

Regarding student concerns for assignments due on Saturday, please be aware that due dates are not when the assignment should be done, but rather the last date when the assignment is due. Students are free to upload their assignments anytime during the week before the due date.

APPENDIX A

GENEVA COLLEGE ACADEMIC INTEGRITY GUIDELINES FOR STUDENTS AND FACULTY¹

Introduction. Academic integrity is a serious matter. Dishonesty is an affront to the character and Law of God and an insult to the academy and to its professors. It destroys the basic building block for community and has been called a "crime against nature" and an "obscenity" within the educational context because it violates freedom and trust, which are absolutely essential for effective learning. It limits the ability of the student to reach his or her potential as a child of God and citizen of the Kingdom; therefore, it must be fully understood and closely monitored.

Definitions. *Honesty* is a personal quality of being authentic, truthful, whole or complete, and responsible. People who are honest will be trusted and respected by others. *Dishonesty* is the quality of being inauthentic and deceitful to others. It involves abusing or hiding the truth. It breaks trust between people, robs its victims of their sense of security and justice, and shows disrespect for biblical standards of righteousness.

There are several categories of dishonesty that are specific to the academic community. Some of these behaviors typically occur within the context of a specific academic course (categories 1-5 below) while others occur outside the classroom and therefore have broader community implications (categories 6-7 below).

1. Plagiarism (the misattribution or misrepresentation of the intellectual work of another person as one's own, including their ideas, pictorial/graphic materials, and words).
2. Inventing or falsifying information in an academic exercise (e.g., making up a fictitious source or quote; intentionally giving an incorrect citation).
3. Cheating (e.g., obtaining/attempting to obtain answers from another student for an academic test or exercise or using unauthorized notes during an exam).
4. Allowing one's own intellectual work to be dishonestly used by others (e.g., sharing a term paper, examination or diskette so that another student may cheat).
5. Misrepresenting or disguising one's actions in order to deceive the instructor (e.g., fabricating a reason for having missed a class or a deadline or turning in a paper for one class that was originally written for another class).
6. Preventing other students from successfully completing an academic assignment (e.g., theft of materials from the library; stealing a diskette, textbook or notes from another student; hiding materials in the library; or ruining a laboratory experiment).
7. Forging a signature on, or unauthorized alteration of, academic documents (e.g., transcripts, registration and drop/add forms, grade books).

¹This document is adapted from the Academic Integrity Policy passed by the Geneva College Faculty Senate on November 29, 2001.

Procedural Guidelines.

Detection. Where the instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible and all relevant materials confiscated where possible. If there is reasonable doubt about whether an offense has occurred, the instructor should warn the

student(s). While instructors must be careful to avoid false accusation, they are free to exercise their professional judgment.

Reporting Procedure. The instructor will confront the student(s) involved with evidence and then report the offense to the Program Director of the ADP. Prior to making a course-specific judgment about penalties to be imposed, the Dean of Adult and Online Programs will be notified about the offense, who will determine if additional disciplinary action may be called for. The Program Director of the ADP will inform the Dean of the details of the case.

Sanctions. For an offense in categories 1-5, several penalty options are available to the instructor, including (but not limited to) the following:

- informal or formal warning to the student(s) involved, requiring the assignment or test in question to be retaken, with a lower grade;
- requiring makeup work, with or without a lower grade being assigned;
- assigning a grade of F for the assignment in question;
- lowering the final grade for the course;
- giving the student a failing grade for the course.

In addition to the above sanctions, the instructor or Program Director or Dean may require for an offense in categories 6-7, sanctions that may include (but are not limited to):

- informal or formal apologies to the victim(s);
- restitution for lost or damaged material.

Upon recommendation of the Program Director of the ADP, the Dean of Adult and Online Programs may invoke further penalties as warranted by an offense, including:

- charging fines;
- placing the student on academic and/or disciplinary probation;
- suspension or dismissal from the institution;
- reporting the offense to external authorities.

Appeals Process. Students have the right to appeal disciplinary actions taken in response to academic dishonesty. An instructor's ruling can be appealed to the Program Director. If needed, further appeals are taken to the Dean of Adult and Online Programs, then to the Vice President of Academic Affairs, and, finally, to the President (whose decision is final).

APPENDIX B

CLASS CANCELLATIONS AND ADVERSE WEATHER POLICY

Adverse Weather Procedure

Should adverse weather conditions exist such that the instructor and the Dean of Adult and Online Programs agree the class should be canceled, or if the institutional site where your class is held has canceled its operations, someone in the ADP office will make every effort to contact the members of the class. If someone does not reach you, and/or if you are in doubt about the status of your class session, you should call the ADP office at 724-847-6756.

NOTE: Decisions about adverse weather cancellations will not be made prior to 3:00 p.m. EST the day of the class session in question.

As a general rule, if the instructor is able to meet the class, the class will be held even if all students are not able to attend. We do not encourage anyone to drive if they feel that to do so would be unsafe. An absence due to adverse weather will be viewed as excused and there will be no grade penalty for missing a class due to weather conditions if make-up work is completed in a timely manner. If bad weather develops during a class session, and a student or instructor believes it is necessary to leave early to be safe, parties are encouraged to do so. Again, students must initiate make-up assignments with the instructor.

The ADP office will do its best to keep abreast of the weather conditions affecting each class site. While the ADP office cannot guarantee advance notice, we will do our best to keep everyone informed. The guiding principle is that students should take responsibility for their own safety. Please be sure to check with the ADP office before leaving home if there is any doubt whether or not a class session will meet as scheduled.

Class Cancellations Become Online Discussion Forums

If a class is cancelled due to weather-related issues (or other unforeseen events requiring cancellation) that class session switches to the eLearning Discussion Forum. What would have been the in-class discussion moves to the Discussion Forum to keep within the mandated student engagement hours for a three-credit course. **The assignments due remain the same and are emailed or uploaded to the Discussion Forum (depending on the assignment and instructor's guidance).** At minimum, the now-online class discussion will require a post by each student, followed by responses to at least two classmates' posts (much like the Discussion Forums in a hybrid course).

Students are also advised to check eLearning for an announcement from their instructor for specific instructions for the week. Lack of submission of required elements will constitute an Unexcused Absence, for which makeup work will be required per the Attendance Policy detailed in the ADP Student Handbook.

In the rare case that a canceled class session must take place in person to reach the course objectives, such as a night of final oral presentations, the class will be held on the next scheduled class session date. Please refer to your class calendar and follow your instructor's specifications for the date of the next session. Should this occur, subsequent classes will be rescheduled as needed. If necessary, a revised class calendar will be issued.



APPENDIX C ACKNOWLEDGEMENTS PAGE

ADULT DEGREE PROGRAM 2017-2018 STUDENT ACKNOWLEDGEMENTS

If you transferred less than 84 credits to Geneva College, or if one or more core/graduation requirements have not been met, you will need credits in addition to the 36 credits of your major's requirements to graduate.

I UNDERSTAND THAT A MINIMUM OF 120 CREDIT HOURS AND COMPLETION OF THE GRADUATION REQUIREMENTS FOR THIS DEGREE PROGRAM ARE REQUIRED TO GRADUATE FROM GENEVA COLLEGE.

I was informed that if I do not complete my degree requirements within seven (7) years of first matriculating at Geneva, I may be required to take additional credits.

I understand that I need to receive permission from Geneva College before I take any course(s) for credit to be applied toward my graduation requirements.

I understand that to graduate with honors (*cum laude, magna cum laude, summa cum laude*) I must complete a minimum of 60 credit hours while matriculated at Geneva and achieve the requisite GPA according to the ADP Student Handbook.

1

Please print name legibly

ADP major

Date

Student signature

I acknowledge that federal and state background checks may be required for certain courses or program activities, and that entries on a criminal record (including offenses for which there were no convictions) could impede employment, regardless of the academic credentials I choose to pursue at Geneva College. I also understand that career options may require additional experience, training, or other factors beyond the successful completion of this degree program.

2

Student signature

I acknowledge that the College makes the ADP Student Handbook readily accessible at http://www.geneva.edu/adult-degree/adp_student_resources. I further acknowledge that it is my responsibility to read the handbook and to comply with the standards therein. I understand that the ADP Student Handbook is not a contract between myself and Geneva College and that the handbook may be updated regularly as changes occur.

3

Student signature

To return your signed form:

- ✓ Visit <https://mygeneva.edu/ics/Future-students>
- ✓ Use the menu on the left of your screen to click on "Upload Forms – Adult Degree Programs."
- ✓ Follow the screen instructions.