

# GENERAL ACADEMIC INFORMATION

## Academic Programs of Study

### HEGIS Codes

**Note:** Enrollment in other than registered or otherwise approved programs by the State Education Department may jeopardize eligibility for certain student aid awards.

### Bachelor of Science/Master of Science (B.S. /M.S.)

Program	code
Accounting	0502.00

### Bachelor of Business Administration Degrees (B.B.A.)

Program	code
Business Administration	0506.00
Information Systems	0506.00

### Bachelor of Professional Studies (B. P.S.)

Program	code
Health Information Management	1215.00

### Bachelor of Science Degrees (B.S.)

Program	code
Applied Mathematics	1703.00
Biology	0401.00
Business Administration	0506.00
Business Administration: Overseas International Student Transfer Program	0506.00
Business Administration-Management Information Systems	0506.00
Communication	0605.00
Criminal Justice	2105.00
eSports Management	0599.00
General Studies	4901.00
Homeland Security	2105.00
Liberal Studies	4901.00
Liberal Studies: Overseas International Student Transfer Program	4901.00
Mathematics	1701.00
Mathematics: Overseas International Students Transfer Program	1701.00
Sport Communications	0601.00
Sport Management	0599.00
Veterinary Technology	0104.00

### Bachelor of Science in Education Degrees (B.S.Ed.)

Program	code
Adolescent Teaching: Biology, Students with Disabilities Ext & Generalist 7-12	0808.00

Adolescent Teaching: English, Students with Disabilities Ext & Generalist 7-12	0808.00
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Adolescent Teaching: Mathematics, Students with Disabilities Ext & Generalist 7-12	0808.00
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Adolescent Teaching: Social Studies, Students with Disabilities Ext & Generalist 7-12	0808.00
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Education: Early Childhood (Birth-2)/Childhood (1-6)	0802.00
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### Bachelor of Arts Degrees (B.A.)

Program	code
English	1501.00
English: Oversees International Student Transfer Program	1501.00
International Studies	2210.00
Psychology	2001.00

### Associate in Science Degrees (A.S.)

Program	code
Business	5001.00
General Studies	5649.00
Liberal Studies	5649.00
Veterinary Technology	5402.00

### Associate in Applied Science (A.A.S.)

Program	code
Veterinary Technology	5402.00

### Certificates

Program	code
Alcohol and Substance Abuse	5506.00
Counseling [Postsecondary certificate (> = 1 year, < 2 years)]	
Cyber Crime Investigation	2105.00

### Academic Major

When choosing a major program of study, Medaille College encourages students to consider their interests, abilities, work and/or volunteer experiences. Students are encouraged to discuss their educational and career goals with their Academic Advisor, as well as Medaille College support staff, faculty, and administrators. Medaille College is committed to assisting students determine a suitable major program of study for all enrolled at the institution. Students should read the Undergraduate Catalog's description of each program and its required courses.

### Academic Minors

Academic minors are available to students pursuing a baccalaureate degree. Each minor consists of 15-25 credit hours of course work. At least six hours in a minor must be completed at the College. Students may not select a minor from the same discipline as their major program. Students wishing to declare a minor must do so by the beginning of their junior year (completion of 60 credit hours). Students transferring in more than 60 credit hours must declare a minor by the end of their first semester at Medaille. Students are permitted to take a maximum of

two minors. A listing of Academic Minors can be found in the Academic Minors section of the Academic Catalog.

## Concentrations

Concentrations are available in certain baccalaureate degree programs. Each concentration consists of a minimum of 12 credits of coursework. Students are required to declare a concentration by the time they have earned 60 credit hours and are considered to have junior standing. Students transferring in more than 60 credit hours must declare a concentration by the end of their first semester at Medaille College. Students are allowed a maximum of one concentration and/or two minors. Some programs may require a concentration selection at the time of major declaration. Please inquire with Admissions or Academic Advisor to discuss these programs.

## Undeclared Program

Students are required to declare a major by the time they have successfully completed 48 credit hours, however, they may declare a major program of study sooner. Remaining undeclared allows students the opportunity to take courses in various majors, take advantage of interest inventories and additional career resources available from Academic Advisors, career counselors, and other faculty and staff at the College in order to determine their major.

## Matriculation Toward the Associate Degree and the Baccalaureate Degree

Students may matriculate for either an associate or baccalaureate degree. Those who initially matriculate for an associate degree and successfully complete the requirements are entitled to apply for matriculation to a baccalaureate program. Those who initially matriculate for a baccalaureate degree may apply for an associate degree by completing a Change of Status ([https://www.medaille.edu/sites/default/files/2020-08/change-of-status-form\\_updated-081417.pdf](https://www.medaille.edu/sites/default/files/2020-08/change-of-status-form_updated-081417.pdf)) form.

A Change of Status form must be approved prior to the completion of 45 credit hours, and, if applicable, the student may be required to meet the pertinent program's cumulative grade point average.

## Day Classes

Operating on a fall and spring semester, Buffalo Campus day classes normally run Monday through Friday from 8:00 a.m. to 6:00 p.m. However, on occasion, day students may be required to take a day program course offered in the evening after 6:00 p.m. Typically, day classes are scheduled either on a Monday, Wednesday, and Friday or a Tuesday and Thursday basis.

Most students take five courses and 15-16 credits per semester. Those who wish to be full-time students must register for a minimum of 12 credits per semester. Students are limited to 18 credits per semester, unless granted a waiver by the appropriate College official.

## Unit of Academic Credit

Medaille College adheres to NYSED's definition of a semester hour in order to determine instructional time for all courses, regardless of delivery format.

Medaille College has established the following definition for an academic unit of credit, or credit hour assignment: one credit represents the equivalent of one hour of lecture or recitation or at least two hours of

laboratory work each week and at least 30 hours of supplementary assignments for one semester term or its equivalent.

Semester hour(s) / Credit(s) earned	Minutes of instructional time (minimum)
1	750
2	1,500
3	2,250
4	3,000

## Time-on-Task for Online Courses

In order to ensure adequate time-on-task for online courses, students are expected to complete a minimum time-on-task for learning activities. Please refer to list below for minimal time-on-task requirements:

Course credit (7 weeks)	Total time-on task for course
1	45 hours
2	90 hours
3	135 hours
4	180 hours

## Student Classification

A matriculated student is one following a prescribed program of study. A non-degree or non-matriculated student is one taking classes but not applying for a degree or certificate. A student must matriculate after completing 15 credit hours.

## Class Load

The normal class load of a full-time undergraduate student each semester is 12-18 hours. A student must meet the criteria listed below to carry more than 18 credit hours during one semester. A student is not allowed to carry more than 21 credits in any one semester. All students will be charged additional tuition for those semester hours over 18 during one semester.

The overload policy is as follows:

- Freshmen: no overload permitted
- Sophomores: no overload permitted
- Juniors and Seniors: must have GPA of 3.0 or higher

Before a student is permitted to register online for an overload, the student's Academic Advisor must first certify in writing to the Registrar's Office and the Vice President for Academic Affairs or designee that the student meets the following overload criteria:

1. junior or senior standing and
2. GPA of 3.0 or higher.

## Class Standing

Class standing is determined by the number of semester hours a student has completed in the program of study. For sophomore standing, a student must have a minimum of 30 semester hours of accumulated credits; for junior standing, a minimum of 60 hours; for senior standing, a minimum of 90 hours. The student should consult the Registrar concerning any questions pertaining to class standing.

## Course Numbering

Course numbers indicate the following:

- 100-299 undergraduate, lower level courses, primarily for freshmen and sophomores
- 300-499 undergraduate, upper level courses, primarily for juniors and seniors
- 500-599 graduate, primarily foundation courses
- 600-900 graduate, advanced courses

## Graduation Placement

Higher Education Opportunity Act: Federal Disclosure and Reporting information and representative institutional data is available to the public on the Medaille College HEOA Student Right to Know (<https://www.medaille.edu/about-medaille/heoa-students-right-to-know/>) page.

## General Requirements for College Degrees

Graduation from the College with the award of the appropriate degree will be granted only upon fulfillment of the following general requirements:

- The student must complete all prescribed courses in a specific program and sufficient elective credits to make up the minimum total required credit hours with a cumulative grade point average of at least 2.0. A minimum 2.0 grade point average is also required of students in their major (core and elective courses). Any student pursuing a Bachelor of Science in Education degree must attain a minimum 2.5 cumulative grade point average for graduation.
- The student must earn the final 30 credits at Medaille College if enrolled in a bachelor's degree program and the final 15 credits at Medaille College if enrolled in an associate degree program.
- All College property on loan to the student must be returned in satisfactory condition to the College and all financial obligations to the College must be met prior to degree conferral, and the release of diplomas and/or transcripts.
- To be reviewed for degree conferral, all students are required to apply for graduation regardless of intention to attend or not attend the Commencement Ceremony.
- Any person who wishes to participate in the annual Commencement Ceremony, held in May, must complete all academic requirements for graduation in order to participate. The following exceptions apply: those students in the process of completing requirements in the semester during which Commencement takes place and those students lacking one to six credit hours who, prior to the ceremony, register to take those outstanding credits during the summer session of their graduation year.

## Dual Major

The following are guidelines for dual major status:

- All requirements for both majors must be fulfilled to qualify for dual major status.
- A dual major generally occurs when the student pursues a second program leading to one degree.
- A Liberal Studies or General Studies degree may not be part of a dual major.

## Dual Degree

The following are guidelines for dual degree status:

- Dual degree status is distinguished by the pursuance of two separate and unrelated fields of study in which two degrees are awarded during the same year upon successful completion of each program.
- A student seeking a second baccalaureate degree must complete an additional minimum of thirty (30) Medaille credit hours of study beyond the work taken for the initial baccalaureate degree.
- A student seeking a second associate degree must complete an additional minimum of fifteen (15) Medaille credit hours of study beyond the work taken for the initial associate degree.
- A Liberal Studies or General Studies degree may not be part of a dual degree.

In all cases, all academic course requirements for both degree programs must be satisfied to qualify for dual degree award.

## Course or Policy Waiver

Deviation from a prescribed policy will be permitted only under extraordinary circumstances. An Academic Policy Waiver ([https://www.medaille.edu/sites/default/files/Registrar/course-substitution\\_policy-waiver-request-form\\_updated-11317.pdf](https://www.medaille.edu/sites/default/files/Registrar/course-substitution_policy-waiver-request-form_updated-11317.pdf)) must be approved by the student's Academic Advisor (where appropriate), Department Chair, the Registrar, and the Vice President for Academic Affairs or designee. If the waiver is approved, the student will receive a copy of the completed Academic Policy Waiver form. No policy waiver will be granted retroactively.

## Academic Alternative Credit

Medaille College recognizes that adult students may possess knowledge and experiences distinguishing them from the traditional college student. Therefore, Medaille College offers adult students the opportunity to obtain credit for this knowledge and those experiences through Academic Alternatives.

**Note:** Academic Alternatives are restricted to enrolled Medaille students in undergraduate programs.

The Academic Alternative process deals solely with college-level knowledge obtained outside the accredited college classroom. This includes, for example:

- formal learning gained through successful completion of coursework sponsored by business, military, and government institutions;
- it also may include, for example, knowledge obtained through career experiences, business expertise, and volunteer work.

The most essential thing to keep in mind about Academic Alternatives is that credit is not awarded for experience (no matter how sophisticated) but for the student's ability to demonstrate that these experiences, knowledge, and/or skills are comparable to what is required within Medaille College's degree programs and courses.

Any new students interested in academic alternatives should first meet with Medaille College Admissions to begin the process of applying to the College.

Credits earned through academic alternatives are posted on the transcript as a separate designation during the semester in which the credit is awarded. There is an indication of which alternative was

pursued. For new and currently enrolled students, the total number of credits earned through any combination of academic alternatives cannot exceed 60 for the baccalaureate degree or 30 for the associate degree. All students working toward the bachelor's degree must earn the last 30 credits in coursework at Medaille College; for the associate degree, the last 15 credits.

## Prior Learning Assessment (PLA)

Students have the opportunity to work with the Academic Alternatives Advisor to prepare a portfolio, which demonstrates college-level knowledge/skills that have been acquired through career and life experiences. The portfolio is directed at addressing objectives for a particular course(s) at Medaille College. Students must discuss policies, procedures, and possible courses for a PLA with the Academic Alternatives Advisor. Satisfactory/Unsatisfactory grades are issued for a PLA. Fee: \$100 non-refundable, non-transferable application fee for each course; \$75 for each credit earned.

**Note:** A person who applies for PLA credit must first be admitted to and currently registered at the College, either part-time or full-time, before the application will be processed.

## Challenge Exams

Students who think they have the knowledge base for a particular course may be able to take a challenge exam instead of enrolling in the course. Contact the Academic Alternatives Advisor to see which courses are available for challenge exams. This is the only Academic Alternative given residential credit; Satisfactory/Unsatisfactory grades are issued for challenge exams. Fee: \$100 for each exam; non-refundable, non-transferable. Exams must be taken within one year of the date of the official letter from the Office of Academic Affairs.

## DSST

Medaille College offers DSST exams administered on campus. Students do not need to be enrolled at Medaille College. The DSST offers approximately 38 examinations in subject areas that include physical science, applied technology, math, business, humanities, and social sciences; all are in a multiple-choice format (the speech includes an audio recording). Additional information and fact sheets are available at: <https://getcollegedcredit.com/>. Fee: \$145 for each exam, non-refundable. In the event that an exam has to be rescheduled, there will be a \$10 fee for each rescheduling.

The following academic alternatives are options taken at other institutions and are eligible for possible transfer credit at Medaille College.

## Other Academic Alternatives

### ACE (American Council on Education) Military Program

There are formal courses offered through the armed services that may be eligible for College transfer credit. A DD214 form should be submitted during the Admissions process; evaluation is conducted by the Medaille College's Registrar's Office. Additional information is available at <http://www.acenet.edu> (<http://www.acenet.edu/>) (search for "Military Programs").

### ACE CCRS (American Council on Education College Credit Recommendation Service)

This service provides access to academic credit for formal courses taken through corporations, volunteer associations, and other non-collegiate

organizations. Additional information is available at [www.acenet.edu](http://www.acenet.edu) (<http://www.acenet.edu>) (select "Higher Education Topics").

## AP (Advanced Placement) Exams

High school students may take College-level courses through their high schools. Minimum passing score is 3. A formal examination at the completion of the course is required with scoring processed through the College Board. Additional information is available here: [www.collegeboard.com/student/testing/ap/about.html](http://www.collegeboard.com/student/testing/ap/about.html) (<http://www.collegeboard.com/student/testing/ap/about.html>)

## CLEP (College Level Examination Program)

Offered through CLEP are a series of general and specific exams, administered via the computer, that measure achievement primarily in the first two years of college. Minimum passing score is 50. There are five general areas for exams:

- Composition and Literature
- Science and Mathematics
- Foreign Language
- History and Social Sciences, and
- Business.

Most tests are multiple-choice and have a 90-minute time limit. Additional information and locations for exams is available at: <http://clep.collegeboard.org> (<http://clep.collegeboard.org/>). Fee: \$80 for each exam and a \$25 college administrative fee determined by the institution. Please see website for specific payment instructions.

## Excelsior College Examinations

There are approximately 51 Excelsior College Exams in the arts and sciences, business, nursing, and education. Exams are computer delivered and taken at Pearson VUE Testing Centers. Additional information, exam guides, deadlines, and registration procedures are available here: <http://www.excelsior.edu/>.

## Cross-Registration

Medaille College belongs to the Western New York Consortium of Higher Education, which permits full-time students that have attended Medaille for at least one full semester to register for individual courses in any of the participant colleges or universities. A student may only cross-register for one course per semester. Cross-registration is valid only during the fall and spring semesters. There is no additional tuition for courses taken through the Consortium, provided the student's total class load does not exceed 18 hours, at least 12 of which are being taken at Medaille. Students are responsible for the cost of books and any associated college fees. Forms for cross-registration are obtained from the Registrar's Office.

## Independent/Directed Study

### Independent Study

Independent Study is the student's self-directed pursuit of academic competence in an autonomous manner, which requires a rigorous search into a specified body of knowledge in which the course content, learning activities, and evaluative criteria are developed by the student in collaboration with the faculty mentor. It is a demonstration, which provides evidence of capability in self-directed learning. Independent Study is limited to four courses per baccalaureate degree, and normally no more than one may be undertaken at a time. Also, freshmen and sophomores normally will not be allowed to take an Independent Study. Generally, applications will be approved for students who have GPAs above 2.7 and who have demonstrated the ability to pursue a topic in an

academically rigorous manner. The faculty and College do not guarantee that this is available during any particular semester. Students may not take an Independent Study to replace a course in which a failing grade was earned.

### Directed Study

Directed Study is individualized instruction identical regarding the title, course objectives, course content, and evaluative criteria of the course. Directed Study is generally limited to two courses per baccalaureate degree and is usually implemented to fulfill a graduation requirement. Application approval will usually be granted to seniors for courses required for graduation provided that the course(s) is not otherwise available to the student. GPAs of 2.0 are required of undergraduate students who wish to undertake Directed Study. Students may not take a Directed Study to replace a course in which a failing grade was earned. Graduate students may not take a Directed Study to replace a course in which a failing grade was earned unless they obtain a waiver signed by the Program Director for their program and the appropriate Department Chair. Before completing an application, a student should discuss the matter with the appropriate instructor, and in the case of graduate programs, with the Program Director. The instructor should be aware of what the student intends to accomplish and be willing to direct the study. The student and the instructor must agree on the time that will be devoted to supervision and the manner in which the instructor will evaluate the study.

### Reserve Officers' Training Corps (ROTC)

Medaille College has a special cross-enrollment, tuition-free arrangement with Canisius College for students desiring leadership education through the Reserve Officers' Training Corps (ROTC) Program.

### Field Experience

Experience-based, hands-on learning is essential to students' overall education at Medaille College, both inside and outside the classroom. The College's curriculum stresses the importance of students gaining work experience and engaging in applied, out-of-class learning related to their major program of study. Consequently, most academic majors offer one or several required field experiences. Through field experiences students earn academic credit, apply classroom theory to life experience, enrich their career-related skills, and network in the profession and community in ways that enhance opportunities for future employment. Field experiences may occur in Buffalo, Western New York, or anywhere in the nation or the world. For more information and a complete description of each program's field experience requirements, students should contact the appropriate Department Chair.

### Field Experience Minimum GPA Requirement

A College minimum of a 2.0 cumulative grade point average is required for any student seeking entry into field experiences. Individual programs may establish their own minimum cumulative grade point requirements with the College minimum as a base.

### Internships

Please refer to Medaille College's internship web site, available here: <https://www.medaille.edu/internships> (<https://www.medaille.edu/internships/>). This site provides extensive resources for students completing their internship experiences.

## Grading System

Description	Letter Grade	GPA
<b>Excellent</b>	A	4
	A-	3.7
<b>High Achievement</b>	B+	3.3
	B	3
	B-	2.7
<b>Average Achievement</b>	C+	2.3
	C	2
<b>Below Average (passing)</b>	C-	1.7
	D+	1.3
	D	1
	D-	0.7
<b>Failure</b>	F	0
<b>Withdrawal</b>	W	
<b>Incomplete</b>	I	
<b>Pass/Fail</b>	P/F	
<b>Satisfactory/Unsatisfactory</b>	S/U	
<b>Audit</b>	AU	
<b>Credit Pending</b>	CP	

**Note:** Approved by the Undergraduate Academic Standards Committee on January 8, 2009.

### Performance-Based Letter Grade Descriptions

A = Student's performance is excellent. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines and anticipates next steps in progression of ideas.

B = Student grasps subject matter at a level considered to be very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements.

C = Student demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student. Has a generally acceptable understanding of all basic concepts.

D = The quality and quantity of the student's work in and out of class is below average and barely acceptable.

F = The quality and quantity of the student's work in and out of class is unacceptable.

### (GPA) Grade Point Average

Grades received earn quality points as indicated on the preceding table. A grade point average is computed by dividing the number of quality points earned by the total number of credit hours for which a student is registered. Grade point averages may be computed for one semester's courses or on a cumulative basis. To compute a semester grade point average, multiply the number of quality points earned for the grade (see preceding table) by the number of credits awarded for the course; add

the quality points and divide by the number of quality credits for the semester.

## Cumulative Average

The cumulative average is computed for all of the courses a student has taken at Medaille College. It changes whenever a new semester's grades are calculated and reflects how a student is doing in all of the student's work. In cases of repeated courses, only the last grade earned is utilized in the cumulative GPA calculations.

## (P/F) Pass/Fail

### Traditional Day Undergraduate

Medaille College offers the P/F grade primarily as an encouragement for students to take more challenging courses than they might without endangering their grade point average. Students earn credits, but not quality points, for courses in which they earn a Pass (P) grade. A grade of Fail (F) is punitive and is factored into the quality point average.

Students may take a limited number of courses on a P/F basis. Although there is no limit to the number of courses to be taken P/F during a single semester, no more than ten percent (10%) of the total degree or certificate program may be taken P/F. Students may not take General Education Core courses P/F. Students must consult their department office for a list of acceptable courses within their program.

P/F grades are student initiated. Pass/Fail (<https://www.medaille.edu/sites/default/files/2020-07/Pass%20Fail%20Form%2004022020.pdf>) forms are available in the Registrar's Office. Arrangements must be made within the deadline prescribed. Students requesting to take a course on a P/F basis must sign and return the form to the Registrar's Office. Arrangements to take a course on such a basis are final.

Since colleges differ on acceptance of P/F grades, students interested in advanced study at other institutions should investigate the acceptance of such grades by specific graduate schools.

## Online Students

The P/F grade is offered as an option for students in the undergraduate program who are taking courses outside their program sequence (in order to meet degree requirements) and who wish to take more challenging courses without endangering their grade point average. Students earn credits, but not quality points, for courses in which they earn a "P" grade. A grade of "F" is punitive and is factored into the quality point average.

Students may take a limited number of courses on a P/F basis. No more than ten percent (10%) of the total degree or certification program may be taken P/F. Students must consult with Student Services to determine whether the course is acceptable within their program. Required classes and general education courses are not eligible for P/F.

P/F grades are student-initiated. Pass/Fail (<https://www.medaille.edu/sites/default/files/2020-07/Pass%20Fail%20Form%2004022020.pdf>) forms are available from Student Services. Arrangements must be made within the deadline prescribed. Students requesting to take a course on a P/F basis must sign and return the form to Student Services. Arrangements to take a course on such a basis are final. Requests for P/F courses must be submitted on or before the 4th night of class.

Since colleges differ on acceptance of P/F grades, students interested in advanced study at other institutions should investigate the acceptance of such grades by specific graduate schools.

## (S/U) Satisfactory/Unsatisfactory

Due to their nature, certain courses are offered only with grades of S/U. These grades are instructor or department initiated; courses taught on this basis are not included in the limit for classes taken Pass/Fail (P/F).

## (I) Incomplete

An Incomplete (I) grade is given only for a good and sufficient reason as determined by the instructor. It is completed in a manner determined by mutual agreement of student and instructor as indicated on the Incomplete Grade (<https://www.medaille.edu/sites/default/files/2020-07/Record%20of%20Incomplete%20Form%20SU20%20ONLY.pdf>) form, which must be signed by both student and instructor. An Incomplete Grade form must be obtained by the instructor in the Registrar's Office. It is the responsibility of the student to complete the requirements of the Incomplete by the date stated on the form, which is not to exceed the termination of the semester immediately following the initiation of the Incomplete. The student assumes the risk of not being able to complete the study if a faculty member is no longer at the College. All information must be complete when the form is submitted to the Registrar's Office. If any part of the Incomplete Grade form is left unanswered, the form will be sent back to the instructor and no grade will be issued until the form is correctly filed. If no change of grade is submitted by instructor, an Incomplete (I) grade will change to an "F" at the end of the semester following the semester in which the Incomplete (I) was issued. Exceptions will be made to this rule only prior to the stated deadline and under compelling circumstances with the approval of the Vice President for Academic Affairs or designee. Any student receiving an Incomplete (I) grade will not be considered for Dean's List or status during the semester in which the Incomplete was issued.

## (W) Course Withdrawal

While it is impossible to assess **all** consequences of a course withdrawal, please consider the following questions to ensure this is the best action to take.

- Is this a course withdrawal and not a College withdrawal? There is a difference between withdrawing from a course and withdrawing from the college.
- Has the deadline to withdraw from courses passed?
- Has there been a consultation with the Academic Advisor?
- Has there been a consultation with Financial Aid?
- Has there been a consultation with Student Accounts?

A Course Withdrawal (<https://www.medaille.edu/student-services/registrar/>) form is initiated with the Advisement office. If a student withdraws from a course prior to the withdrawal deadline (see the current Academic Calendar (<https://www.medaille.edu/academics/course-catalogs/>)), a grade of 'W' is issued for the class.

Attempted course withdrawals after the deadline will not be processed and a grade will be issued for classwork completed at that time. A course withdrawal may increase the amount of time needed to complete a student's program. Students on probation must have approval from their academic advisor to withdraw from a course.

Dropping below 12 credit hours may affect financial aid. In addition, lack of academic progress may also affect future aid. Always consult with the Financial Aid Office (<https://www.medaille.edu/admissions/financial-aid/>) when considering a course withdrawal.

<https://apply.medaille.edu/apply/>

Students are liable for all tuition and fees attached to each course, depending upon Last Date of Attendance/Academic Activity (LDA), in accordance with the Liability Schedule (<http://catalog.medaille.edu/undergraduate/financial-information/>).

Students who complete a program sequence have one year in which to finish any outstanding credits needed to earn their degree. Students who fail to do so may be subject to new program requirements that have been instituted since the date of their completion.

Medaille College supports the unique needs of military personnel who are called to active duty during their enrollment at Medaille. For more information on withdrawal procedures for active duty military personnel, contact the Admissions Office (<https://www.medaille.edu/admissions/undergraduate/>).

**Note:** Discontinuance of attendance in one or all classes does not constitute an official withdrawal. A student who does not follow the proper procedure and/or stops attending class (an unofficial withdrawal) will receive from the instructor the grade earned according to the student's performance. The failure of a student to notify the College in writing of withdrawal may delay the refund of tuition due pursuant to the Section 5002 of the Education Law.

### (CP) Credit Pending

It is the policy of Medaille College that Credits Pending (CP) grades are issued for field experience, student teaching, thesis guidance, or internship courses only. Credit Pending grades will not be issued for any other course. All credit-pending grades must be changed within thirty (30) days of the date of the original grade submission, or a Failure (F) or Unsatisfactory (U) grade will be administratively issued.

### (AU) Audit

A student desiring to audit a course must receive the approval of the appropriate instructor and complete the normal registration process. Students taking a course on an Audit basis are registered after all students requiring the course for their program have been registered. Only officially audited classes will appear on the transcript. Students who audit are expected to attend classes, but their work is not subject to review by the instructor and they will receive no grade at the completion of the class. Medaille College alumni may audit a course for \$100 per course. New and/or current students may audit a course for \$350 per credit hour.

## Graduation Honors

The cumulative grade point average determines graduation honors. A student must have 48 credits in residence for baccalaureate degree graduation honors and 24 credits in residence for associate degree graduation honors. If a student has

- a cumulative GPA for all coursework of 3.5, the student is eligible for Cum Laude;
- an average of 3.7, Magna Cum Laude;
- an average of 3.9, Summa Cum Laude.

Students who qualify for honors at the end of the fall semester preceding Commencement will have these honors announced during the graduation ceremony.

## Repeating a Course Policy

In cases of repeated courses, only the last grade earned, whether higher or lower, is used in calculating the grade point average. All grades earned for courses taken at Medaille, however, remain a part of the student's permanent record.

Students should take note that unless the repeated class is required by the College, New York State will not allow the credit hours for the course to be counted in determining the minimum course load required for financial aid purposes.

Students may not take a Directed Study, Independent Study, Challenge Exam, or have a course transferred from another college to replace a course in which a failing grade was earned at Medaille College.

If "W" grade is received for a second attempt, the grade received for the first attempt remains.

## Academic Honors

At the end of each semester, the College announces the names of the full-time students who are recorded on the Dean's List. Students who take a minimum of 12 credit hours and who earn a grade point average of 3.5 or higher for all credit hours carried during that semester are placed on the Dean's List. Pass ("P") and Satisfactory ("S") grades are not included in the minimum 12 credit hours required for Dean's List qualification. Any student receiving an Incomplete ("I") grade will not be considered for Dean's List status during the semester in which the Incomplete was issued. A student who attains Dean's List status for four semesters is eligible for the Medaille Medal, which is awarded at the College's annual Honors Convocation.

Full- and part-time status for academic honors is determined at the conclusion of the drop/add deadline.

## Medaille College Honors Program

**Note:** Only traditional, day program students are eligible to participate in this program.

The Medaille College Honors Program is a distinctive academic community that brings together talented and highly motivated undergraduate students, outstanding and enthusiastic faculty, and dedicated staff and administrators with the shared goal of promoting a rich, dynamic intellectual environment within and beyond the classroom. The purpose of this innovative program is to enhance the educational experiences of honors students by combining a sequence of eight honors-level General Education courses with an array of co-curricular events and projects designed to nurture deep intellectual inquiry, develop academic integrity and leadership skills, and foster a sense of shared moral commitment within the communities of Buffalo, Western New York, and the world.

### Benefits to Students in the Honors Program Include

- A rigorous and conceptually integrated curriculum of honors courses designed to introduce and reinforce important critical thinking tools, communication skills, and scholarly ideas;
- Participation in special events, such as special honors receptions, presentations, symposia, service projects, and social events;
- Unique opportunities for personal mentoring from honors faculty, administrators, and staff, as well as the chance to connect with other outstanding and passionate students;

- Flexible advisement and registration procedures to ensure enrollment in honors courses on schedule and in sequence;
- A unique housing grant for all honors students choosing to live on campus;
- Preferred parking for freshman commuter students;
- Official recognition at commencement and on the diploma.

Since the curriculum of the Honors Program is structured around versions of Medaille's General Education courses, qualified students pursuing any undergraduate baccalaureate degree program are potentially eligible to participate. For more information about the Honors Program, visit: <http://www.medaille.edu/academics/honors-program> (<http://www.medaille.edu/academics/honors-program/>).

## Academic Progress Report

Students who are in danger of failing a course receive a warning via the Academic Progress Report. Students who receive a warning should immediately contact their instructor in order to determine how to improve their classroom performance and grades.

## College Consortium: Overview, Policies, and Procedures

### Overview of College Consortium

Students who need to complete a course for retention purposes, to be able to move forward in their program, may take an online course offered through the Council of Independent Colleges (CIC) College Consortium (CC) online course-sharing program. Permission to take a course is needed by the student's Academic Advisor. Enrollment in a course through the CIC CC will be offered when Medaille is not offering the course at that time. As a member of the CIC CC, the grade that the student earns will replace the grade previously reported on the student's Medaille College transcript.

Academeum's College Consortium utilizes an Academic Sharing Platform™ (ASP) that facilitates online course and enrollment sharing between institutions belonging to the consortium, which powers immediate course availability to improve retention and completion. More than 200 public, private and independent colleges and universities leverage Academeum's Academic Sharing Platform™ (ASP). At Medaille, students who need to complete a course for retention purposes have the opportunity to take online courses offered through Academeum's College Consortium (CC) online course-sharing program. With permission from their Academic Advisor, students may enroll in online courses offered through the College Consortium if Medaille does not offer a required course at the time when the student needs to take it in order to progress academically. The grade that the student earns in the CC course will replace the grade previously reported on the student's Medaille College transcript.

Medaille College demonstrates commitment to student success by providing access to a range of online courses included within the College Consortium, a collaboration of accredited colleges and universities sharing online courses. The College Consortium shared courses afford an added path to degree completion and academic success because of the variety of courses and sessions offered, as well as the opportunity for students to advance in coursework or to increase grade-point average by retaking a course. Courses completed through the consortium will affect a student's grade-point average, just like a Medaille course. Medaille College students can access a list of pre-approved transfer courses on College Consortium. These consortia courses have been pre-approved by

Medaille College for students to request registration. Students must click the link below, sign up for an account using their Medaille College student email, verify their Medaille College student email, and register for pre-approved courses. Please note that all registrations are still dependent on Medaille College approval on a student-by-student basis. If you have any questions, please contact your academic advisor directly or call student advisement at 716-880-2227.

Link to College Consortium Student Portal: <https://collegeconsortium.org/institutions/medaille-college> (<https://collegeconsortium.org/institutions/medaille-college/>)

### Policies Regarding College Consortium (CC) Courses at Medaille

- Registration in a CC course must be approved by a student's Advisor and the Department Chair
- Students may only take two CC courses per degree, if approved.
- The grade a student receives on a CC course replaces a failing grade earned prior on the student's transcript
- Students may only take a CC course if it is not being offered by Medaille during that semester
- CC courses are only open to matriculated undergraduate students
- International students have additional restrictions and must see the Registrar's Office for approval to take CC courses
- Students taking CC courses have a responsibility to comply with any add, drop, withdrawal deadlines of course
- Note: taking CC courses will result in additional fees that may not be covered by scholarships, grants, financial aid, etc.

## Academic Standards Policies

The College's Undergraduate Academic Standards Committee meets at the conclusion of each semester to review all undergraduate students' academic progress and applies the policies described below to make decisions about their academic status.

### Good Standing

All students with a cumulative GPA of 2.0 or higher are defined as being in good academic standing and therefore immune from academic probation or suspension for academic reasons except under extraordinary circumstances.

### Academic Alert

All students whose semester grade point average (GPA) falls below a 2.0 will receive an academic alert letter, even when their cumulative grade point average is a 2.0 or higher.

### Academic Probation

Any student whose cumulative GPA falls below the applicable good academic standing minimums cited above is automatically subject to academic probation or suspension the following semester. A probationary semester is designed to give students the opportunity to take corrective action and progressively demonstrate their ability to meet the College's academic standards. Academic probation is not subject to appeal.

Failure to sign an Undergraduate Probationary Contract or comply with the conditions of it on a regular basis are grounds for administrative withdrawal from the College at any time during the contract period. Failure to fulfill all the specific conditions of an Undergraduate



Probationary Contract may affect the Undergraduate Academic Standards Committee's decision regarding continued probation or suspension for students who do not return to good standing at the conclusion of the probationary semester.

The Undergraduate Academic Standards Committee determines probation at its discretion on a case-by-case basis. Committee members may skip probation and decide to suspend a student. Normally, the Undergraduate Academic Standards Committee will not grant any student more than two semesters of academic probation during her/his academic career at the College before suspending her/him. The Committee will award a third probationary semester only if extraordinary, documented mitigating circumstances apply.

### Suspension

The Undergraduate Academic Standards Committee has the discretion to suspend students who fail to maintain good standing rather than offer academic probation. Suspension is automatic for students unable to return to good standing after two consecutive semesters on academic probation.

### Appeal Process

Reinstatement from suspension is not automatic but based on a careful consideration of available evidence regarding academic performance. Students may seek immediate reinstatement or wait for a full semester or longer to pursue reinstatement. Students denied immediate reinstatement must wait one full semester before appealing again. The Vice President for Academic Affairs or designee's decision regarding reinstatement is final.

### Immediate Reinstatement

Students seeking reinstatement must submit an appeal letter to the Vice President for Academic Affairs or designee. The letter should

1. explain mitigating circumstances that may have affected one's academic performance
2. make a compelling case for reinstatement and
3. outline a plan for improving one's academic performance.

Students suspended at the conclusion of a semester who seek immediate reinstatement for the upcoming semester must submit their appeal letter to the Vice President for Academic Affairs or designee by the deadline date indicated on the suspension letter. Students seeking reinstatement after a period of more than one semester on suspension should contact the Vice President for Academic Affairs or designee at least two weeks before the start of the semester in which they wish to return.

### Delayed Reinstatement

Students seeking reinstatement must submit an appeal letter to the Vice President for Academic Affairs or designee. The letter should

1. explain mitigating circumstances that may have affected one's academic performance
2. make a compelling case for reinstatement and
3. outline a plan for improving one's academic performance.

Students seeking reinstatement after a period of more than one semester on suspension should contact the Vice President for Academic Affairs or designee at least two weeks before the start of the semester in which they wish to return. Any student experiencing a period of absence because of suspension is encouraged to take steps to prepare for a successful return to Medaille College, if reinstated. Steps might include

passing new courses at another accredited college or university (see College policies on transfer credits and repeating a course), enrolling in academic skills workshops, or obtaining tutorial assistance. In addition, evidence of intellectual and personal growth through work, community service, counseling, or other means would strengthen a student's reinstatement appeal.

Reinstated students making substantial academic progress while under an Undergraduate Probationary Contract may have their reinstatement automatically continued for a second consecutive semester in order to give them reasonable time to return to good academic standing.

### Dismissal

Students dismissed for academic reasons may not appeal for immediate reinstatement to the College but must wait at least one full academic year before petitioning for re-admittance as a matriculated student through the Office of Undergraduate Admissions. Students seeking reinstatement after dismissal must submit an appeal letter to the Vice President for Academic Affairs or designee. The letter should

1. explain mitigating circumstances that may have affected one's academic performance
2. make a compelling case for reinstatement and
3. outline a plan for improving one's academic performance.

Students seeking reinstatement after dismissal should contact the Vice President for Academic Affairs or designee at least two weeks before the start of the semester in which they wish to return. Students re-admitted are subject to the academic requirements in effect at the time of their return. They also return as probationary students and must either return to good standing by the end of one semester or to demonstrate significant progress toward it by earning a minimum semester GPA of 2.0 in order to avoid automatic dismissal. Students re-admitted from dismissal must return to good standing by the end of their second semester of study or be automatically dismissed again.

### Department of Education Undergraduate Dismissal Policy

This policy applies to students enrolled in the following B.S.Ed. degree programs:

- Adolescent Teaching: Biology 7–12 & Students with Disabilities
- Adolescent Teaching: English 7–12 & Students with Disabilities
- Adolescent Teaching: Social Studies 7–12 & Students with Disabilities
- Education: Early Childhood/Childhood (B-6) Generalist

All B.S.Ed. majors must meet the NYSED mandated 2.5 cumulative GPA at the conclusion of their sophomore year (completion of 60 credit hours). Students who do not meet this requirement will be dismissed from their Education program. Students will also be dismissed from their Education program when referred to the Department of Education Professional Disposition Committee during any two (2) semesters prior to their senior year (completion of 90 credit hours). In both cases, students wishing to appeal dismissal and seek reinstatement must do so in writing within thirty (30) days following the end of the semester. This written appeal should be directed to the Department of Education Chair. The appeal will be carefully reviewed based upon available evidence. Their decision regarding reinstatement is final.

## Department of Education Dismissal Policy

A teacher candidate may be immediately suspended or dismissed from Medaille College's Department of Education for a crime or act indicating lack of "good moral character," such as

- physical or sexual abuse of a student or minor;
- sale, possession, or use of illegal drugs;
- any crime committed either on any school property or while in the performance of teaching duties; or
- other acts which bring into question the teacher candidate's "good moral character."

## Attendance and Participation

Regular attendance and participation are expected in all classes and academic activities related to a course (e.g., field trips) unless otherwise specified. Individual faculty members establish the specific attendance requirements for their courses.

Excessive absences may be detrimental to student learning and performance and may affect certain types of financial aid. Discontinuance of attendance and/or participation in a course or courses does not constitute an official withdrawal. Students intending to withdraw from classes must file the appropriate paperwork with administrative offices. Withdrawal (<https://www.medaille.edu/student-services/registrar/>) forms are available in the Registrar's Office.

Medaille College subscribes to the "Guidelines on Students and Religious Observance" adopted by the Commission on Independent Colleges and Universities (<https://cicu.org/>). Absence does not excuse a student from coursework and responsibility for its completion.

## Roster Reconciliation

The College utilizes a Roster Reconciliation process in which faculty validate their class rosters each term/semester prior to the Census date. Any student who is not present in classes may be administratively withdrawn during Roster Reconciliation.

The classes a student is enrolled in and attending/participating in as of the roster reconciliation date will determine the amount of Title IV monies a student will receive.

## Official Online Class Attendance/Participation/Absence Policy

Completion and submission of required weekly assignments is expected of all students in online courses.

**Attendance/ participation** in an online course involves the completion and submission of a *minimum* of one of the following activities per week documented within the online course:

- Student submission of an exam, quiz, or academic assignment
- Documented student participation in an interactive tutorial or computer-assisted instruction
- Discussion forum post(s) by the student showing the student's participation in an online discussion about academic matters
- Email(s) or in-course messages from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about an academic subject studied in the course.

**Last date of attendance** in an online course is determined by the last date on which the student completes any of the actions listed under the Official Class Attendance/Participation/Absence Policy and any activity that the College determines as an Academically Related Activity (ARA).

Logging into a course, clicking on a syllabus or other course document, or clicking on any other assignments within the course, **does not constitute attendance**.

Because of the unique characteristics of online learning, students should review the following attendance and participation guidelines:

- If a student does not attend the online course (see attendance and participation definition above) by the add/ drop date, the student will be dropped from the course.
- Each course must be completed during the established time period. Courses may not be extended over additional terms unless an Incomplete (I) grade has been issued.
- Communication has always played a key role in higher education. In online courses, communication is both more essential and more formal. Students are expected to adhere to standard netiquette rules for course communications. Please review the Online Netiquette Expectations (<http://catalog.medaille.edu/undergraduate/post-traditional-programs-study/>).
- Attendance/ participation records are maintained through Blackboard.
- It is the student's responsibility to complete all required weekly course assignments.
- Computers and the Internet are easily accessed and highly portable; online courses do not require any synchronous meeting times. Therefore, students may plan to complete course work at remote locations, during travel, or when confined to the home. Only extreme hardship, military deployment, serious illness, or other documented extraordinary circumstances will be considered as a valid excuse for weeklong absences from the virtual classroom.
- A grade of Incomplete (I) is given only in very special circumstances. The student must furnish documentation to the instructor that coursework cannot be completed due to illness or other circumstance beyond the student's control. The student must participate in the course and have done satisfactory work up until the last two weeks of the course. All work must be completed within seven weeks from the final meeting date of the course.
- Students are responsible for all weekly course work. Students who miss weekly assignments or discussion boards should contact their instructor to account for their absence. Each individual faculty member will establish and publish the consequences of missed deadlines. It is the student's responsibility to contact the instructor about making up missed work.
- Students will be allowed to make up missed class work with no penalty if the absence was caused by documented illness, death of immediate family member, or participation in College sponsored activities. Otherwise, the instructor has no obligation to allow students to make up work.

## Course Syllabus Policy

At the beginning of every course, the instructor distributes a written or digital course syllabus to all students. The syllabus describes the objectives and content for the course and the method by which students'

work will be evaluated for grades. Students are required to maintain copies of all syllabi for their reference.

## Evaluation of Students' Work

An evaluation system is required for each course. Examinations are ordinarily part of the evaluation system, but alternative methods of overall evaluation may be employed. At the first-class meeting of the semester, the instructor will inform students, through the course syllabus, of the type of evaluation system that will be used for that course throughout the semester.

## Student Opinion Surveys

Information regarding Student Opinion Surveys is available in Policy Manual Faculty Handbook (<https://www.medaille.edu/about-medaille/policy-handbooks/?keyphrase=faculty%20handbook>)/Volume IV paragraph 4.5.4.6.

## Academic Integrity

Overview: Medaille College expects students to fulfill academic assignments independently and honestly. Any cheating, plagiarism or other forms of academic dishonesty at Medaille College will be penalized, with sanctions ranging from an "F" on a specific assignment to expulsion from the College. A variety of means may be employed to check against plagiarism, including the use of proprietary databases such as Turnitin.

**Note:** The Academic Integrity policy was originally published in Medaille College's Policy Manual Volume VI Selected Undergraduate Academic and Enrollment Policies. This policy manual has since been incorporated into the Medaille College Catalog. **For the sake of consistency, the original numeration of the section has been preserved.**

### 6.1.1.1 Academic Integrity

All course syllabi contain the following statement: "Medaille's faculty and administration expect all students to complete their academic assignments with honesty and integrity. Students who engage in any form of academic dishonesty (e.g., plagiarism, cheating on a test, forging a signature or an entire College document) will be dealt with severely, with penalties ranging from an "F" on a given assignment to failing a course or even academic suspension.

#### 6.1.1.1.1 Definition

Medaille College expects students to fulfill academic assignments independently and honestly. Any cheating, plagiarism or other forms of academic dishonesty at Medaille College will be penalized, with sanctions ranging from an "F" on a specific assignment to expulsion from the College.

1. Cheating refers to the use of unauthorized assistance on academic assignments. Unauthorized aid may include, but is not limited to, the use of printed material, equipment, personal notes or other people. Students should assume that assistance should not be used unless it has been expressly permitted. It is the students' responsibility to know the limits of assistance, if any, permitted on any assignment.
2. The faculty of Medaille College abide by the definitions of plagiarism offered by James D. Lester in *Writing Research Papers*, 4th ed., pages 95-96 (Glenview, Illinois: Scott, Foresman and Company). The following is reprinted with permission of Scott, Foresman and Company: "Fundamentally, plagiarism is the offering of words or ideas of another person as one's own. While the most blatant violation is the use of other students' work, the most common is

the unintentional misuse of the reference sources. An obvious form of plagiarism is copying direct quotations from a source material without crediting the source. A more subtle form, but equally improper, is the paraphrasing of material or use of an original idea that is not properly introduced and documented. Use of source materials requires students to conform to a few rules of conduct:

- a. Acknowledge borrowed materials within the text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. This practice serves to indicate where the borrowed materials began.
  - b. Enclose within quotation marks all quoted materials.
  - c. Make certain that paraphrased material is rewritten in own style and language. The simple rearrangement of sentence patterns is unacceptable.
  - d. Provide specific documentation for each borrowed item.
  - e. Provide an entry in [bibliography] for every book or journal [or Internet site] that is referred to in the paper."
3. Other possible examples of academic dishonesty include:
    - a. Falsely claiming to have done work or obtained data.
    - b. Misrepresenting reasons for not completing assignments or taking examinations as scheduled.
    - c. Submitting the same work in different courses without the prior approval of the instructor.
    - d. Forging a signature on any College document.
    - e. Damaging or stealing college documents and/or equipment from the library, computer center, classrooms, or other academic resources areas.
    - f. Cheating on a test or other in class assignments.

### 6.1.1.1.2 Student Charged with Academic Dishonesty – First Offense

1. An instructor who discovers evidence of cheating, plagiarism or other forms of academic dishonesty will meet with the student and orally inform the student of the suspected violation and evidence upon which it is based as soon as possible after the offense is discovered.

This meeting affords the student an opportunity to present an explanation or defense and possibly resolve to the instructor's satisfaction what may be a simple misunderstanding. After talking with the student, the instructor may choose not to pursue the matter or invoke any penalty. No formal charge may be filed against the student or a penalty imposed until the faculty member has met with the student (or made a reasonable effort to do so).

In situations where the suspected transgression is not discovered until after the close of a semester, the instructor should submit a grade of "Incomplete" and make a reasonable effort to contact the student as soon as possible either by phone or letter to discuss the instructor's suspicion of academic dishonesty. If for some reason the student cannot be reached, or fails to respond within two weeks, an instructor may proceed to levy formal charges and impose course-related sanctions without having met with the student.

2. If still convinced that a violation of academic honesty has occurred, the faculty member will charge the student with academic dishonesty in a written statement that
  - a. details the specifics of the violation and
  - b. clearly states the course penalty (ies) to be imposed. The penalty may include an "F" for the specific assignment in question, an "F" for the entire course, or other course-related sanction deemed

appropriate by the instructor. The instructor must report the action in writing to the appropriate Department Chair.

The appropriate College official will function as the College's records manager for cases of acknowledged and/or proven academic dishonesty. Each case of alleged academic dishonesty will be handled confidentially, with information shared on a limited, need-to-know basis. All records will be placed in the student's permanent official records file in the Registrar's Office.

### 6.1.1.1.3 Student Appeal Process

1. A student may accept an instructor's charge of academic dishonesty and the imposed course penalty (ies) or appeal the decision. In sequence, appeals may be made to the faculty member's Department Chair, the Academic Standards Committee and, finally, to the Vice President for Academic Affairs or designee. In cases where a Department Chair is the faculty member levying the charge of academic dishonesty, a student should appeal directly to the Academic Standards Committee through the Vice President for Academic Affairs or designee (as described below). At any stage of the appeal, the Department Chair, the Academic Standards Committee, the Vice President for Academic Affairs or designee may dismiss or reaffirm the charge based on interviews with all relevant parties and a thorough review of the evidence.

If the charges against the student are dismissed at any stage of the process, all the parties involved in the decision will be informed in writing. All parties have the right to appeal any decision except for the Vice President for Academic Affairs or designee, which is final.

2. To appeal an instructor's decision, the student must send a letter of appeal to the faculty member's Department Chair within five working days of receiving the instructor's written charge of academic dishonesty. After interviewing the student and instructor (and other relevant persons as needed) and reviewing the evidence, the chairperson will render a decision in writing within five working days of receiving the student's appeal letter. A copy of this letter will also be placed in the student's permanent, official file in the Registrar's Office.

The student's letter of appeal should contain:

- a. the course name, number, and section
- b. the instructor's name;
- c. the nature of the violation;
- d. reasons why the student believes academic dishonesty did not occur or a rationale explaining why the penalty imposed is too severe; and
- e. supporting documentation.

A student intending to file an appeal is advised to consult with a faculty or staff member for assistance in composing an appeal letter.

3. To appeal a chairperson's decision, the student should notify the Vice President for Academic Affairs or designee of the student's intent to appeal in writing within five working days of receiving the Department Chair's written decision. The Vice President for Academic Affairs or designee will review the case evidence, meet with the student and decide whether or not to convene the Academic Standards Committee.

If the Vice President for Academic Affairs or designee determines the student has presented an insufficient basis for further appeal, the Vice

President for Academic Affairs or designee will notify the student in writing of the Vice President for Academic Affairs designee's decision to uphold the charge of academic dishonesty within five working days of meeting with the student. The faculty member levying the original charge and the Department Chair involved will receive copies of the Vice President for Academic Affairs or designee's letter. A copy of this letter will also be placed in the student's permanent, official record file in the Registrar's office.

With cases determined to warrant further consideration, the Vice President for Academic Affairs or designee will convene the Academic Standards Committee within ten working days after receiving the student's appeal. After conducting a thorough hearing and review of the evidence (not to exceed two weeks' time), the Academic Standards Committee will render its decision in writing and communicate it to the Vice President for Academic Affairs or designee who will inform the student in writing of the Committee's decision within five working days after its receipt, with copies sent to the appropriate faculty member, Department Chair, and the Registrar's Office.

At an Academic Standards Committee hearing on academic dishonesty, the student may be accompanied by anyone serving in an advisory capacity and has the right to call witnesses. However, during the hearing, no party may be represented by legal counsel.

### 6.1.1.1.4 Documentation in Student Records

1. A final, official letter documenting a violation of the College's Academic Honesty Policy will be placed in the student's confidential file in the Registrar's office in all instances of proven and/or acknowledged academic misconduct.
2. If a student is exonerated of a charge of academic dishonesty, the incident will not be documented as part of the student's permanent academic record, and all communication pertaining to the case will be destroyed.

### 6.1.1.1.5 Note on Sanctions

1. An individual instructor's sanctions for a specific case of academic dishonesty are limited to course-related penalties; however if a student's violation is determined to be extremely serious, an instructor may request that the appropriate Department Chair review the case and send it to the Academic Standards Committee for recommendations on further sanctions, including expulsion from the College.

### 6.1.1.1.6 Repeat Offenses

As described in detail below, the process for handling cases of alleged academic dishonesty involving previous offenders omits the involvement of Department Chair, although they will be informed of the matter. All alleged repeat offenses and student appeals, if any, go directly to the Academic Standards Committee for a full hearing.

1. When the Vice President for Academic Affairs or designee, as the institution's records manager for cases of academic misconduct, becomes aware of a second (or more) reported charge of alleged academic dishonesty, the Vice President for Academic Affairs or designee will immediately contact both the student charged and the faculty member bringing the charge and inform them of the date and time of a mandatory Academic Standards Committee hearing to adjudicate the current charge of academic misconduct. The Vice President for Academic Affairs or designee will convene the

Academic Standards Committee within ten working days after receipt of the most recent charge.

2. The Academic Standards committee will conduct a hearing to review the case and hear the student's appeal, if any, of the charges and course-related sanctions imposed already by the instructor. The student may be accompanied by anyone serving in an advisory capacity and has the right to call witnesses. However, during the hearing no party may be represented by legal counsel.

If the Academic Standards Committee dismisses the charge, the student and the faculty member bringing the charge will be informed in writing. The faculty member has the right to appeal the Committee's decision. If the Academic Standards Committee finds the student guilty, it may either simply affirm the instructor's course-related sanctions, impose an additional penalty or it may recommend that the Vice President for Academic Affairs or designee dismiss the student from the College.

The Academic Standards Committee will render its recommendation in writing to the Vice President for Academic Affairs or designee within five working days after completing its hearing. The Vice President for Academic Affairs or designee will communicate the Vice President for Academic Affairs or designee's decision about penalties in writing within ten working days of the Academic Standards Committee hearing, with copies sent to the appropriate faculty member, Department Chair, and the Registrar's Office.

3. A final, official letter documenting a second or additional act of acknowledged or proven academic dishonesty will be placed in the student's confidential file in the Registrar's Office.
4. A student dismissed for academic dishonesty may appeal for reinstatement to Medaille College through the Vice President for Academic Affairs or designee after a period no less than one full academic year after the time of dismissal. The Vice President for Academic Affairs or designee will consult with the Academic Standards Committee before deciding on reinstatement.

## Academic Policies

### Academic Decorum

Medaille College is committed to providing an environment free from discrimination on the basis of sex. Medaille College provides many resources to students, faculty and staff to address concerns relating to discrimination on the basis of sex, which includes sexual misconduct. More information can be found here: <http://www.medaille.edu/offices/human-resources/title-ix> (<http://www.medaille.edu/offices/human-resources/title-ix/>)

Medaille College does not tolerate sexual or racial harassment of students or employees by College faculty, staff, or students. Students are legally protected from such activity by both state and federal legislation and are asked to report any occurrence to the Office for Academic Affairs without fear of recrimination.

The College does not tolerate immature or abusive behavior in the classroom setting. Upon receipt of a written complaint from the instructor, the Vice President for Academic Affairs or designee may immediately remove the student from the class. The Vice President for Academic Affairs or designee and the Vice President for Student Development will review the evidence and render a final decision within 30 days.

### Academic Classroom Conduct

Medaille students<sup>1</sup> are members of a unique and privileged community of learners. They are expected to cooperate with their faculty<sup>2</sup>, fellow students, all campus educators<sup>3</sup> and college officials<sup>4</sup> to promote intellectual curiosity and foster respect for diverse people, ideas, points of views, and fields of study in the advancement of learning.

Maintaining a classroom environment that fosters mutual respect, freedom of expression without embarrassment or ridicule, and active, collaborative engagement in learning is essential to achieving these intended outcomes of higher education. Medaille College expects all students and faculty to contribute to the creation of classroom environments where learning can flourish, and to conduct themselves in a mature, responsible, and civil manner.

Students who engage in disruptive or threatening classroom behaviors interfere with the rights of fellow students who wish to learn and impede their faculty's ability to provide instruction. Medaille College will not tolerate rude, disruptive, or threatening conduct and will deal with infractions appropriately, from an initial verbal warning to temporary removal of the offending student(s) from class to formal disciplinary action and possible expulsion. Any student removed from class will be required to meet with the appropriate College officials at which time they will

- reiterate the negative effect on the learning environment of the continued, repeated misconduct in question;
- explore the causes of it;
- discuss appropriate corrective behavior; and
- review again the possible consequences of any further classroom disruptions, including faculty-imposed, course-embedded academic sanctions ranging from a reduced assignment grade on a paper, exam, or project to lowering the final course grade.

See the Medaille College Academic Classroom Conduct- Policy and Procedures below for details.

Apart from avoiding uncivil classroom conduct, the College expects all students, beginning in their first semester, to engage in positive behaviors and decision-making that ensures a fruitful and effective learning environment for all.

1

The term "student" includes all persons taking courses at Medaille, full - either time or part-time, pursuing undergraduate or professional studies.

2

The term "faculty" means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.

3

The term "campus educators" includes faculty as well as individuals who may conduct classroom or teaching activities at the request of the college.

4

The term "college officials" includes any person employed by the college performing assigned administrative or professional responsibilities

### Academic Classroom Conduct-Policy and Procedures

The Medaille College Academic Classroom Conduct-Policy and Procedures identifies two levels of inappropriate student conduct, both

of which interfere significantly with creating and sustaining the kind of learning environment described above. The Policy and Procedures Statement also outlines the institutional processes for educating students about community standards for classroom behavior and for sanctioning any individuals who fail to conduct themselves in accordance with them.

It should be noted that appropriate academic conduct extends beyond the traditional physical classroom setting and applies equally to other College – related and sanctioned learning environments that include but are not limited to laboratories, clinical and internship sites, field trips, off-site facilities, and online learning environments. Specific information regarding conduct outside of the academic classroom setting is addressed in VOL. VII, Student Life and Residence Policies, of the Medaille College Institutional Manuals, available through the College's website.

**Note:** Specific degree and licensed programs (i.e. Education, Veterinary Technology) may have additional requirements and professional behaviors that also need to be adhered to, which also includes their own accountabilities (legal and ethical) and resolution procedures.

## Violations of Academic Decorum and Resolution Procedures

### Level I Misconduct

Disrespectful and/or Disruptive to Learning, is defined by inappropriate classroom behaviors that are disrespectful and/or disruptive to learning. Examples may include, but are not limited to:

- Arriving late to class
- Leaving early, without informing the instructor
- Inappropriate, unauthorized use of electronic devices
- Sleeping in class
- Engaging in non-class related activities
- Persistent speaking without permission
- Disruptive behavior with other students or their faculty
- Inappropriate comments or personal insults
- Loud, prolonged side conversations

If faculty members and instructors make the determination that the behavior is disrespectful and/or disruptive, they are required to address Level I behaviors by using the following Informal Resolution Process. The goal is to correct student behavior through a supportive, developmental, mentoring approach.

### Informal Resolution Process

Faculty members and instructors are required to address initial Level I misconduct behaviors through the following process in the order indicated below:

- Speak directly with the offending student(s) either in class at the time of an incident or as soon as possible after class. Depending upon the nature of the initial infraction, the faculty or campus educator may direct a student(s) to leave the classroom.
- Issue a verbal warning and explain why the behavior is inappropriate in the classroom setting (or another educational context) and disruptive to learning. Describe appropriate behavior and the possible consequences if the misconduct persists.
- Contact other appropriate College officials (i.e. Program Director, Department Chair) and/or issue an academic warning in order to

ask for assistance in intervening with the offending student (s) in an effort to defuse and/or resolve a situation before it progresses to a formal warning or dismissal of the student from class.

After issuing a warning(s), faculty or instructors may direct a student(s) to leave the classroom if disruptive behavior continues during a class period or persists regularly over a span of time. If the disruption becomes serious or the student(s) refuses to leave, faculty or instructors are to contact Public Safety to escort the student(s) from the classroom and off campus grounds. In the event the class is conducted at a sanctioned learning environment such as a laboratory, clinical and internship site, field trip or off-site facilities, the host site will contact its security personnel or the police to remove the student(s) from its property according to the organization's policy for removing a disruptive or threatening individual.

### First Classroom Dismissal and Sanctions (Level I Misconduct)

After being dismissed from a class for the first time, the faculty member or instructor must inform the student(s) in writing that a meeting must be arranged with the faculty member or instructor in an attempt to resolve the matter before the next class meeting. Faculty or instructors should ask their Department Chair, or another appropriate institutional official to participate in an effort to facilitate a positive resolution. The student(s) will not be allowed to return to class until this required meeting has taken place.

At this meeting, College officials will

- reiterate the negative effect on the learning environment of the continued, repeated misconduct in question;
- explore the causes of it;
- discuss appropriate corrective behavior; and
- review again the possible consequences of any further classroom disruptions, including faculty-imposed, course-embedded academic sanctions ranging from a reduced assignment grade on a paper, exam, or project to lowering the final course grade.

Students dismissed from class the first time are also subject to a Letter of Warning from the appropriate College official.

### Second Classroom Dismissal and Academic Withdrawal (Level I Misconduct)

Any student(s) dismissed from class for a second time, after a previous meeting with College officials regarding Level I misconduct determined by a faculty member or instructor to be disrespectful and/or disruptive as well as chronic, is/are subject to administrative withdrawal from the course or courses where the infractions have occurred.

A faculty member or instructor who has dismissed a student from her/his classroom a second time may pursue the administrative withdrawal of the student(s) through the Office of Academic Affairs within three working days. At the written request of a faculty member or instructor, the appropriate college official will review the documentation available regarding chronic misconduct and make a recommendation to the Vice President for Academic Affairs or designee within three working days of receiving the written request. The decision of the Vice President for Academic Affairs or designee is final.

### Level II Misconduct

Threatening and Safety Endangering, is defined by any behavior that threatens or jeopardizes the health and safety of the faculty member or

instructor, or other students and staff<sup>1</sup>. Examples may include but are not limited to:

- Physical harassment or intimidation
- Verbal harassment or threats (written or oral)
- Physical altercation
- Property destruction

Faculty and instructors should always treat Level II infractions as serious and follow the Formal Resolution Process described below.

1

The term “staff” includes any person who is employed by the college

### Formal Resolution Process

Faculty members and instructors are required immediately to report any Level II misconduct by contacting Public Safety at 716-880-2911 (Buffalo Campus), or 585-272-0030 (Rochester Campus), and have the offending student(s) removed from the classroom and off campus grounds. In the event the class is conducted at a sanctioned learning environment such as a laboratory, clinical and internship site, field trip or off-site facilities, the host site will contact its security personnel or the police to remove the student(s) from its property according to the organization’s policy for removing a disruptive or threatening individual.

Because their behavior compromises the safety and security of others and threatens the integrity of the learning environment, students who commit Level II violations will be automatically referred to the Vice President for Student Development. The Vice President for Student Development will initiate the College’s published Judicial Hearing Process, and will notify the student(s) through all forms of communication (written, oral, and digital) of a hearing to adjudicate charges of violations of the Student Code of Conduct and the possible sanctions resulting from the misconduct.

Once the case is concluded, the Vice President for Student Development will notify, in writing, the student(s), the faculty member or instructor, the appropriate Department Chair, the Vice President for Academic Affairs or designee, and Public Safety.

Students are not allowed to return to the class from which they were removed during the adjudication of their case.

### Documentation

Faculty and instructors are required to maintain a written record of classroom incidents for Level I misconduct, determined by the faculty member or instructor to be disrespectful or disruptive, including any communication about the incident(s) with the student(s) in case further action is required.

Documentation also is mandatory for Level II infractions or Level I incidents whenever a student(s) is/are dismissed from a classroom for such Level I misconduct determined by a faculty member or instructor to be disrespectful and/or disruptive. All documentation should be dated and clearly indicate all parties involved.

**Note:** Documentation is critical as a primary source of evidence in cases referred for disciplinary action.

The documentation is provided solely to the college faculty, educators, college officials, and public safety staff who have a “legitimate educational interest” in having access to these records.

Faculty and instructors must complete an official College Incident Report form at Public Safety for all Level II infractions. Copies will be distributed to the faculty member, her/his Department Chair, the Vice President for Academic Affairs or designee, and the Vice President for Student Development.

## Academic Dishonesty

Medaille College expects students to fulfill academic assignments independently and honestly. Any cheating, plagiarism, or other forms of academic dishonesty at Medaille College will be penalized, with sanctions ranging from an “F” on a specific assignment to dismissal from the College.

Cheating refers to the use of unauthorized assistance on academic assignments. Unauthorized aid may include, but is not limited to, the use of printed material, equipment, personal notes or other people. Students should assume that assistance should not be used unless it has been expressly permitted. It is the students’ responsibility to know the limits of assistance, if any, permitted on any assignment.

The faculty of Medaille College abide by the definitions of plagiarism offered by James D. Lester in *Writing Research Papers*, 4th ed., pages 95-96 (Glenview, Illinois: Scott, Foresman and Company). The following is reprinted with the permission of Scott, Foresman and Company:

“Fundamentally, plagiarism is the offering of words or ideas of another person as one’s own. While the most blatant violation is the use of other students’ work, the most common is the unintentional misuse of the reference sources. An obvious form of plagiarism is copying direct quotations from a source material without crediting the source. A more subtle form, but equally improper, is the paraphrasing of material or use of an original idea that is not properly introduced and documented. The use of source materials requires students to conform to a few rules of conduct:

- Acknowledge borrowed materials within the text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. This practice serves to indicate where the borrowed materials began.
- Enclose within quotation marks all quoted materials.
- Make certain that paraphrased material is rewritten in one’s own style and language. The simple rearrangement of sentence patterns is unacceptable.
- Provide specific documentation for each borrowed item.
- Provide an entry in (bibliography) for every book or journal (or internet site) that is referred to in the paper.”

## Definition of Academic Dishonesty

Academic Dishonesty is defined as any of the following:

- Submitting work for academic evaluation that is not the student’s own.
- Copying answers from another student during an in-class or take-home examination.
- Using unauthorized notes or materials during an examination.
- Accessing a cell phone or instant message program during an examination.
- Submitting group work as individual work.
- Failing to properly acknowledge the source of quoted or paraphrased ideas, data, or research.

- Appropriating, word for word, sections of a book, article, or website and submitting it as the student's or group's own work.
- Fabricating or falsely reporting data, information, or citations.
- Obtaining or attempting to obtain instructor resource material or confidential College records, either electronic or paper.
- Any academic misconduct that calls into question the integrity of a specific student work.

Medaille College does not condone such acts of academic misconduct. When a student is accused of an act of academic dishonesty, the appropriate action will be taken.

### Other Possible Examples of Academic Dishonesty

- Falsely claiming to have done work or obtained data
- Misrepresenting reasons for not completing assignments or taking examinations as scheduled
- Submitting the same work in different courses without the prior approval of the instructor
- Forging a signature on any college document
- Damaging or stealing college documents and/or equipment from the library, computer center, classrooms, or other academic resources areas
- Cheating on a test or other in-class assignments.

### Suspected Violation of Academic Dishonesty

An instructor who discovers evidence of cheating, plagiarism or other forms of academic dishonesty will meet with the student and verbally inform the student of the suspected violation and evidence upon which it is based as soon as possible after the offense is discovered.

This meeting affords the student an opportunity to present an explanation or defense and possibly resolve to the instructor's satisfaction what may be a simple misunderstanding. After talking with the student, the instructor may choose not to pursue the matter or invoke any penalty. No formal charge may be filed against the student or a penalty imposed until the faculty member has met with the student (or made a reasonable effort to do so).

1. In situations where the suspected transgression is not discovered until after the close of a semester, the instructor should submit a grade of "Incomplete" and make a reasonable effort to contact the student as soon as possible either by phone or in writing to discuss the suspicion of academic dishonesty. If for some reason the student cannot be reached, or fails to respond within two weeks, an instructor may proceed to levy formal charges and impose course-related sanctions without having met with the student. If still convinced that a violation of academic honesty has occurred, the faculty member will charge the student with academic dishonesty in a written statement that details the specifics of the violation and clearly states the course penalty (ies) to be imposed.
2. The penalty may include an "F" for the specific assignment in question, an "F" for the entire course, or other course-related sanction deemed appropriate by the instructor. The instructor must report the action in writing to the appropriate Department Chair and Vice President of Academic Affairs.
3. The Office for Academic Affairs will function as the College's records manager for cases of acknowledged and/or proven academic dishonesty. Each case of alleged academic dishonesty will be handled confidentially, with information shared on a limited, need-

to-know basis. All records will be placed in the student's permanent official records file in the Registrar's Office.

### Student Appeal Process

A student may accept an instructor's charge of academic dishonesty and the imposed course penalty (ies) or appeal the decision. In sequence, appeals may be made to the faculty member's appropriate Program Director, Department Chair and, finally the Vice President for Academic Affairs or designee. In cases where a Program Director or Department Chairperson is the faculty member levying the charge of academic dishonesty, a student should appeal directly to the Vice President for Academic Affairs or designee. At any stage of the appeal, the Program Director, the Department Chair and Vice President for Academic Affairs or designee may dismiss or reaffirm the charge based on interviews with all relevant parties and a thorough review of the evidence.

If the charges against the student are dismissed at any stage of the process, all the parties involved in the decision will be informed in writing. All parties have the right to appeal any decision except for that made by the Vice President for Academic Affairs or designee, which is final.

To appeal an instructor's decision, the student must send a letter of appeal to the faculty member's Department Chairperson within five working days of receiving the instructor's written charge of academic dishonesty. After interviewing the student and instructor (and other relevant persons as needed) and reviewing the evidence, the chairperson will render a decision in writing within five working days of receiving the student's appeal letter. A copy of this letter will also be placed in the student's permanent, official file in the Registrar's Office.

### The Student's Letter of Appeal Should Contain

- the course name, number, and section;
- the instructor's name;
- the nature of the violation;
- reasons why the student believes academic dishonesty did not occur or a rationale explaining why the penalty imposed is too severe; and supporting documentation.

A student intending to file an appeal is advised to consult with a faculty or staff member for assistance in composing an appeal letter.

To appeal a chairperson's decision, the student should notify the Vice President for Academic Affairs or designee of their intent to appeal in writing within five working days of receiving the Department Chair's written decision. The Vice President for Academic Affairs or designee will review the case evidence, meet with the student and decide whether or not to convene Academic Standards Committee.

If the Vice President for Academic Affairs or designee determines the student has presented an insufficient basis for further appeal, the Vice President for Academic Affairs or designee will notify the student in writing of the decision to uphold the charge of academic dishonesty within five working days of meeting with the student. The faculty member levying the original charge and the Department Chairperson involved will receive copies of the Vice President for Academic Affairs or designee's letter. A copy of this letter will also be placed in the student's permanent, official record file in the Registrar's office.

### Documentation in Student Records

A final, official letter documenting a violation of the College's academic honesty policy will be placed in the student's confidential file in the



Registrar's office in all instances of proven and/or acknowledged academic misconduct.

If a student is exonerated of a charge of academic dishonesty, the incident will not be documented as part of the student's permanent academic record, and all communication pertaining to the case will be destroyed.

### Note on Sanctions

An individual instructor's sanctions for a specific case of academic dishonesty are limited to course-related penalties; however, if a student's violation is determined to be extremely serious, an instructor may request that the Vice President for Academic Affairs Office review the case and recommend further sanctions, including dismissal from the College.

### Repeat Offenses

As described in detail below, the process for handling cases of alleged academic dishonesty involving previous offenders omits the involvement of Department Chairperson, although they will be informed of the matter. All alleged repeat offenses and student appeals, if any, go directly to the Vice President for Academic Affairs or designee for a ruling.

Upon reviewing all of the evidence, a final, official letter documenting a second or additional act of acknowledged or proven academic dishonesty will be placed in the student's confidential file in the Registrar's Office. The Vice President for Academic Affairs or designee reviewing the case has the option of dismissing the student from Medaille College.

A student dismissed for academic dishonesty may appeal for reinstatement to Medaille College through the Vice President for Academic Affairs or designee after a period no less than one full academic year after the time of dismissal.

## Online Student Identity Verification

The HEOA requires that institutions offering online education have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit.

The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; or
- New or other technologies and practices that are effective in verifying student identification.

**Students are expected to do all of their own work.** The primary means of validating the identity of an online student is through their username and password. In addition to username and password identify verification, students will be asked to verify their identity through challenge questions to authenticate an online person's identity. Questions are based only on public, non-public and proprietary information. Failure of student identity verification will be treated in the same manner as cheating.

### Student Identity Verification in Distance Education (<http://it.medaille.edu/siv/>)

#### How do faculty teaching online courses verify that students are doing their own work?

All Medaille College distance education courses and the Blackboard Learning Management System employs a secure portal login process that requires a student to use his or her unique Medaille email address as his or her identification and a personal secure password selected by and

known only to that student for entry into a course through Blackboard and for access to the college portal. This ensures verification of student identity. The secure log-in and password verification process ensures the protection of the student's privacy under the Family Educational Rights and Privacy Act (FERPA). The process for resetting student passwords is established by the portal vendor through an electronic system of student-selected security questions. The Office of Information Technology is responsible for the application of the student identity verification procedures and monitoring of the university portal security.

### Respondus Monitor

Respondus Monitor is a companion application for LockDown Browser® that uses a webcam and video technology to prevent cheating during online exams. Respondus Monitor integrates seamlessly with learning management systems, and is ideal for non-proctored testing environments. This will provide an integrated Blackboard tool to verify a student's identity as they proceed through the program. Respondus is a tool that instructors may use in order to ensure academic integrity.

### Turnitin Software

Turnitin plagiarism software has the capacity to compare student's work with a database of materials, including published articles and other student's work. Turnitin is fully integrated into Medaille College's Blackboard learning management system. This is a tool that instructors may use in order to ensure academic integrity.

**\*\*Note:** Students sign that they acknowledge the policy to not share their password information.

## Grievance Policies

### Academic Grievance Procedure

A student wishing to resolve an academically related grievance is required to follow the Academic Grievance Procedure.

The procedure is as follows:

- The student should contact the instructor directly and attempt to resolve the grievance.
- If the grievance cannot be resolved between student and instructor, the student should contact the instructor's Program Director/ Department Chair. The grievance should be submitted to the Department Chair of the course in question.
- If still not resolved, the student should contact the Academic Affairs Office.

**Note:** All academic grievances must be made in writing. Academic Affairs reserves the right to meet with the involved parties.

A student may appeal the Program Director/Department Chair's decision to the Vice President for Academic Affairs or designee. The decision of the Vice President for Academic Affairs or designee is final for all academic matters.

### Non-Academic Grievance Procedure

A student wishing to resolve a non-academic-related grievance is required to follow the Non-Academic Grievance Procedure.

The procedure is as follows:

- The student should contact the Institutional department in question directly and attempt to resolve the grievance.

- If the grievance cannot be resolved between the student and the representative of the Institutional department, the student should contact the department's Director/Supervisor. The grievance should be submitted to the department's Director/Supervisor in question.
- If still not resolved, the student should contact the Vice President of the department in question.

## Grade Appeal

Students who believe a final grade in a given course represents an inaccurate evaluation of their work have the right to appeal. This appeal must be submitted in writing within 30 days of the semester's grade report. This written appeal should be directed to the instructor of the course in question. The student should be prepared to demonstrate how the assigned grade fails to correspond with the instructor's stated course requirements and grading standards. If the student is unable to resolve the grade satisfactorily with the instructor, the student should forward the appeal to the instructor's Program Director, and/or Department Chair and, thereafter, the Vice President for Academic Affairs or designee. The decision of the Vice President for Academic Affairs or designee is final.

## Course Prerequisites

Course prerequisites are reviewed by Academic Departments.

## Academic Records

### Student Records

All student records are maintained and made available in accordance with the Federal Family Educational Rights and Privacy Act (<https://www.medaille.edu/student-services/registrar/#ferpa>) of 1974 (FERPA). Thus, with some exceptions, all student records are made available for review upon request by that student and the right to challenge the content is provided. No records are released to third persons except as provided in the Federal Family Educational Rights and Privacy Act. Information will not be released outside the College community without the expressed consent of, or waiver by, the student involved, except under valid legal compulsion or where there is a danger to a member of the College. Detailed information on the maintenance and availability of student records is available in the Registrar's Office. Normally the College will disclose directory information to the public unless the student notifies the Office of the Registrar in person or in writing before the last day to drop classes. Medaille College will never release this information for commercial purposes. The following is considered directory information at Medaille College:

- Student's name
- address
- telephone number
- major field of study
- achievements
- degrees
- academic awards or honors
- dates of enrollment
- enrollment status
- level of study
- weight and height if a member of athletic teams, and
- participation in extracurricular activities.

Questions concerning the Family Educational Rights and Privacy Act may be directed to the Registrar's Office: [registrar@medaille.edu](mailto:registrar@medaille.edu).

### Grade Reports

Grades are available at the end of each semester to Medaille360 (<https://connect.medaille.edu/cas/login/?service=https://360.medaille.edu/Default.asp>). Grade reports are not released over the telephone or in person at the Registrar's Office.

### Transcript of Record

Students may request official transcripts through National Student Clearinghouse (<https://tsorder.studentclearinghouse.org/school/select/>) regardless of when they attended. Most electronic PDF transcripts are processed within an hour of order placement. All non-PDF delivery methods require a minimum 2-day processing time. Current students may access unofficial transcripts through Medaille360 (<https://connect.medaille.edu/cas/login/?service=https://360.medaille.edu/Default.asp>). Unofficial transcripts are no longer available to anyone who does not have access to Medaille360 (<https://connect.medaille.edu/cas/login/?service=https://360.medaille.edu/Default.asp>). This includes anyone who has not attended Medaille College within one year.

More information is available through the Registrar's Office (<https://www.medaille.edu/student-services/registrar/>).

### Copies of Transcripts from Other Institutions

Medaille College does not release copies of other institutions' transcripts. It is necessary to obtain transcripts directly from the original institution. This includes both college/university and high school transcripts.

Transcripts and all documentation of academic history from other institutions submitted to Medaille College become the property of Medaille College and cannot be returned to students or forwarded to other institutions. Once received, all academic documents are retained by the Registrar's Office (<https://www.medaille.edu/student-services/registrar/>). Federal policy (FERPA) states that a student has the right to view documents in their file. However, the College is not required to provide (or allow the making of) copies of such documents.

Medaille College, along with most colleges and universities, has a policy prohibiting the release of copied academic documentation from other institutions. Stated below are the following reasons behind this policy and common practice:

1. Academic documents from another institution reflect a student's academic record at that institution at a particular time (like a snapshot) and might be incomplete. The record may have been added to or changed by the issuing institution after the time of receipt by Medaille College.
2. Current, complete, accurate, and official student records are issued by the transcribing institution. It is a common preference that entities receiving and reviewing academic documents should always reference official academic documents, not copies.
3. Medaille College has no way of knowing whether a student wishes to use a copy of a transcript from another institution to avoid having others see grades or information which may be considered negative (incomplete grades, low grades, etc.). Students may have an account balance at the issuing institution and may therefore be prevented from obtaining an official transcript until such obligations are met. As a professional courtesy, Medaille College honors the desire of issuing institutions to have official academic documents obtained directly from issuing institutions. Medaille College requests that

other institutions refrain from releasing copies of Medaille College transcripts/academic documents found in their student files.

## Academic Changes

### Course Change (Drop/Add)

A student may not drop/add courses within any particular semester after the deadlines indicated on the Academic Calendar (<https://www.medaille.edu/academics/course-catalogs/>). Should a student drop below 12 credits, there is a possibility of reduced financial aid available to that student. To drop/add a course, a student must contact the individual Academic Advisor and fill out the Drop/Add Worksheet ([https://www.medaille.edu/sites/default/files/2020-08/Drop-add-form-updated-08\\_05\\_15.pdf](https://www.medaille.edu/sites/default/files/2020-08/Drop-add-form-updated-08_05_15.pdf)) form. Any course dropped within the published drop/add deadlines is removed from the student's record and no charges are assessed for the dropped coursework.

### Change of Name or Address

Students are required to notify the Registrar's Office in writing of any change of name, address, phone number, and/or emergency contact(s). Changes in address, phone number, and/or emergency contact(s) can be made by filling out the Change of Name/Address ([https://www.medaille.edu/sites/default/files/Registrar/change\\_Name\\_Address\\_update-020518.pdf](https://www.medaille.edu/sites/default/files/Registrar/change_Name_Address_update-020518.pdf)) form or by emailing the information to [registrar@medaille.edu](mailto:registrar@medaille.edu). Name changes must be accompanied by official documentation (i.e. birth certificate, government-issued ID, divorce decree, marriage certificate, etc.).

### Change of Degree Status

Students taking courses, but not applying the credits toward a degree or certificate, are considered to be "non-matriculating." Once a student earns 15 credit hours, the student must apply for admission to the College. Students should follow the Admissions (<http://catalog.medaille.edu/undergraduate/applying-admission/>) procedures and guidelines.

### Declaring a Major Program of Study

Undeclared students must declare a major program upon completion of 48 credit hours. Students are required to discuss their choice of program with their present Academic Advisor and the chair of the program of interest. A Change of Status ([https://www.medaille.edu/sites/default/files/2020-08/change-of-status-form\\_updated-081417.pdf](https://www.medaille.edu/sites/default/files/2020-08/change-of-status-form_updated-081417.pdf)) form, available from the Academic Advisement Office, must be completed and submitted to the Registrar's Office.

### Changing from One Program to Another

Forms for changing from one major program to another are initiated through the Academic Advisement Center (<https://www.medaille.edu/student-services/academic-advisement-center/>). The form must be completed and submitted to the Registrar's Office. A student may not change from one program to another during the last 12 credit hours required for degree completion.

### College Withdrawal

A student must submit notification of intention to withdraw from the College. The College Withdrawal (<https://www.medaille.edu/student-services/registrar/>) form is available on the Registrar's webpage, under the "Forms" tab. Failure to provide notice of an official Withdrawal form means the student will be liable for tuition and fees originally incurred (see "Liability Policy (<http://catalog.medaille.edu/undergraduate/financial-information/>)").

A student will receive "W" if the Withdrawal form is submitted to the Registrar's Office by the Withdrawal deadline listed in the Academic Calendar (<https://www.medaille.edu/academics/course-catalogs/>). Any student who officially withdraws from the College and remains inactive for a year must reapply through the Admissions Office and is subject to all program requirements and policies in effect at the time of re-admittance.

Returning Service Members may return into the same program, at the same credit hours, with the same academic standing. Service Members returning to Medaille can contact the office of Admissions or Financial Aid.

### Course Substitutions

Occasionally, based upon previous coursework taken at Medaille College, a course substitution may be requested. To petition for a course substitution, the student must submit a formal request for a Course Substitution ([https://www.medaille.edu/sites/default/files/Registrar/course-substitution\\_policy-waiver-request-form\\_updated-11317.pdf](https://www.medaille.edu/sites/default/files/Registrar/course-substitution_policy-waiver-request-form_updated-11317.pdf)) with accompanying documentation to the Advisor.

## Registration Procedures

New students are registered through the Academic Advisement Center (<https://www.medaille.edu/student-services/academic-advisement-center/>). The master schedule will be available via the Medaille College web site prior to the start of student advisement. All students must meet with an Academic Advisor to register for classes.

## Academic Advising

The Academic Advisement Center is located in Huber Hall. To schedule an appointment with an advisor, or speak to a member of the Center's staff, please call: 716-880-2227. More information is available through the Center's web site: <http://www.medaille.edu/student-services/academic-advisement-center> (<http://www.medaille.edu/student-services/academic-advisement-center/>).

### Mission

The mission of the Academic Advisement Center is to provide students with direction and support to achieve their academic goals. The Advisement Center staff works cooperatively with students and other College offices to help resolve any issues or problems that may impede academic progress.

Academic Advisors are available both day and evening hours on weekdays to provide a wide variety of academic advisement services. Advice on common academic questions is available on a walk-in basis.

Students are assigned an Academic Advisor during the first semester at the College. All new students will have an Academic Advisor from the Academic Advisement Center.

Each student is required to meet with their Academic Advisor to plan a spring and fall class schedule. Questions regarding schedule changes, academic policies, and program requirements should also be directed to the Academic Advisors in the Center. The Medaille College advising system does not operate in isolation. It is, rather, an intricate system in which all constituencies in the College have an active role in assisting students throughout their academic career at the College. Academic Advisors and support staff in the Advisement Center work closely with faculty and student success offices such as the Registrar's Office, Financial Aid, Residence Life, Career Planning and Placement, and

Student Services to ensure that students have a rewarding experience at Medaille College.

The Advisement Center, as part of the Academic Success Center, coordinates the collection and distribution of Academic Progress Reports for at-risk students. Faculty members submit completed Academic Progress Reports online and as needed throughout the semester if a student is performing below a C- in the course. Advisors follow up with students regarding their performance. A comprehensive report is generated each week of all academic warnings issued by the faculty. The report is available to the Athletic Office, Academic Success Center, Department Chairs, the Vice President for Student Development, and the student's Academic Advisor for appropriate follow-up.

## Academic Fresh Start Policy

The policy offers a second chance for students who previously experienced serious academic difficulty to earn a baccalaureate degree through a fresh start.

### Eligibility

After a minimum absence of five consecutive years, students suspended or dismissed for academic reasons, or who voluntarily withdrew because of unsatisfactory academic performance, may seek re-admission to the College through this policy.

The request to be re-admitted through the Fresh Start policy should be made to the Registrar's Office. Requests will be referred to the Office of Academic Affairs for a decision.

Individuals seeking re-admission under this policy must present, in letter form, a thoughtful educational plan that includes educational and career goals, strategies for achieving them, and evidence of personal growth and change since their previous enrollment. The plan should also include evidence of academic preparedness to succeed (e.g., learning through work experience or community service, transcript of College-level courses completed at other accredited postsecondary institutions, private tutoring).

### Policy Conditions

A student re-admitted under the Fresh Start policy is subject to the following conditions, without exception:

- The student begins her/his new re-entry coursework with a GPA of 0.00.
- Previous grades will not be calculated into the student's cumulative reentry GPA except for purposes of calculating student eligibility for College honors. All prior coursework and grades remain a permanent part of the student's official Medaille College transcript.
- The beginning date of the Fresh Start will be entered on the student's official transcript.
- The student must complete all the current, published College-wide and program-specific matriculation requirements in effect at the time of her/his re-admission.
- Previous credits earned with a C- or higher grade will be counted toward the fulfillment of current degree requirements, if applicable.
- Academic Fresh Start may be granted only once.

Students re-admitted under Fresh Start are subject to all other existing academic policies and practices, including those governing academic alert, probation, and suspension. However, instances of probation, suspension, or dismissal prior to Fresh Start reentry will not be counted

in future decisions regarding the student's academic status. The policy does not apply to a student's financial aid history and eligibility. Students should be aware that many graduate and professional schools will compute an applicant's cumulative undergraduate GPA on all hours attempted, not just those completed under Fresh Start. Students who are granted the privilege of Fresh Start must complete a minimum of 30 credits in new or repeated courses at Medaille College prior to graduation. All courses taken at Medaille College will be used to calculate eligibility for College honors at Commencement. The Office of Academic Affairs reserves the right to rescind the Fresh Start policy if a student fails to meet minimum academic progress standards or violates any of the conditions of this policy.