

DCP STUDENT HANDBOOK

INTRODUCTION: The DCP handbook is designed to communicate clearly the information needed by DCP students, faculty, and prospective students. The provisions of this handbook should not be regarded as a contract between any student and the College. Course content and regulations are frequently being reviewed and revised. The College reserves the right to withdraw or amend information in this handbook without prior notice. The most up-to-date version of this DCP handbook will be posted on the Degree Completion Program link on the Geneva College website. **The official Geneva College catalog is available at www.geneva.edu. The policies of the College catalog guide the Degree Completion Program.** This Handbook supplies additional details or specific applications of policy that are applicable to DCP students but not necessarily to the traditional or graduate students of the College.

TABLE OF CONTENTS

<u>SECTION ONE: CONTACT INFORMATION</u>	3
Mission, Mailing Address and Office Location	4
Correspondence and Inquiries	4
<u>SECTION TWO: ADMISSIONS/GRADUATION REQUIREMENTS & TRANSFER CREDIT POLICIES</u>	7
Nondiscrimination Policy	8
Requirements for Admission	8
Types of Admission.....	9
Graduation Requirements	11
Summary of Degree Requirements.....	11
Transfer Credits and Credits from Other Sources	12
Course Approval Policy and Process.....	12
Transcripts	13
Graduation and Graduation Ceremony Participation	13
Honors Recognition Program	14
<u>SECTION THREE: DCP ACADEMIC POLICIES</u>	17
The Grading System in the DCP	18
DCP Attendance Policy	19
DCP Tardiness Policy	20
ARP Academic Progress and Required Withdrawal	20
DCP Withdrawal Policy	20
Grade Appeal Process for DCP Students.....	21
Standards of Conduct.....	22
Policy on Academic Honesty	23
Learning and Physical Disabilities Policy	24
<u>APPENDIX A: DCP ACADEMIC INTEGRITY GUIDELINES FOR STUDENTS AND FACULTY</u>	25
<u>APPENDIX B: SNOW POLICY</u>	27

SECTION ONE

CONTACT INFORMATION

Policies stated in this DCP handbook are subject to change without notice. The most current edition of the DCP handbook is available on the Geneva College website at www.geneva.edu (click on the degree completion program link). This DCP handbook does NOT constitute a contract between the College and students or faculty.

THE DCP AND THE COLLEGE MISSION

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

Geneva seeks to glorify God by educating and ministering to a diverse community of students for the purpose of developing servant-leaders to transform society for the kingdom of Christ. This is accomplished at Geneva through biblically based programs and services marked by excellence, anchored by the historic, evangelical, and Reformed Christian faith. The curriculum, rooted in the liberal arts and sciences is vocationally focused and delivered through traditional and specialized programs.

MAILING ADDRESS

Geneva College, DCP
3200 College Avenue
Beaver Falls, PA 15010

TELEPHONE NUMBERS

724-847-6756 or 1-800-576-3111
Fax 724-847-6839

OFFICE LOCATION

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Terri Corcoran

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Leslie Sidwell, Director of Administrative Computing

(724) 847-6734

SECTION TWO

**ADMISSIONS/GRADUATION REQUIREMENTS,
AND TRANSFER CREDIT POLICIES**

Policies stated in this DCP Handbook are subject to change without notice. The most current edition of the DCP Handbook is available on the Geneva College website at www.geneva.edu (click on the degree completion program link)

NONDISCRIMINATION POLICY

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

REQUIREMENTS FOR ADMISSION

The DCP involves a high level of individual participation in sharing, both verbally and in writing. Four majors are offered in this accelerated program: Community Ministry (CMN); Human Resources (HR); Human Services (HSS); and Organizational Development (ORD). Work-related experience is a primary educational value. Therefore, to be admitted to the Program, a student must meet the following requirements:

- Minimum of **five years post-high school** experience.
- Transfer a **minimum of 64 credits** from an accredited College and/or university authenticated through an evaluation of **official** transcripts by the registrar.
- **A 2.0 cumulative grade point average (GPA) or above.**
- **Demonstrate writing proficiency as evidenced with a C- or better in English Composition.** .
- Arrange a tuition payment plan with an enrollment counselor.
- Demonstrate active involvement in an organization in which to pursue the applied research project.
- To participate in the field experience component of the human services major (term IV), all students must have senior status (a minimum of 90 credits). Students must complete Abnormal Psychology-3 credits and Introduction to Sociology-3 credits prior to the end of term III.
- Introduction to Psychology (3 credit hours) is a prerequisite for the human services major.

TYPES OF ADMISSION

Full admission

Students who have met all requirements for entrance into Geneva College and its DCP receive full admission.

Provisional Admission

1. Students with a writing deficiency or a cumulative grade point average of less than a 2.0 on transfer credit must petition for provisional admission. A student with an identified writing deficiency may be required to obtain a tutor or take an independent writing course supervised by a Geneva College faculty member and at the student's expense. Written notification of this status is provided to the student.
2. With special permission from the assistant dean, a prospective student may be given special consideration for admission when the individual does not meet all the minimum entrance requirements.

If student files are not complete or an evaluation indicates deficiencies, students are not eligible for term II and may be withdrawn from the program. These students are still required to pay tuition and may earn academic credits for courses successfully completed. When sufficient credits and the proper documentation are on file, students may apply for readmission into another class.

If a given class is oversubscribed, **students holding full admission will be given priority.** Thus, students holding provisional admission may be asked to wait for a later class.

Provisional admission students are notified of any decision to reassign them within ten calendar days prior to the first session of the first program course. Reassigned students holding **full admission** will be given priority in the next class to begin their previously designated location. **(Students are strongly encouraged and expected to attempt to fulfill their academic and entrance deficiencies prior to beginning a later class.)**

<p>A student who is granted provisional admission may face financial aid consequences relative to this status.</p>

GRADUATION REQUIREMENTS

- Core Requirements: 18 Credits (semester hours) B.S. in Human Resources (HRS)
 18 Credits (semester hours) B.S. in Human Services (HSS)
 24 Credits (semester hours) B.S. in Community Ministry (CMN)
 24 Credits (semester hours) B.S. in Organizational Development (ORD)

Graduation Core Requirement

1. English Composition - **one course (3 credits) with a minimum grade of C-**

Options:

- Geneva College English Proficiency – minimum grade C-
- CLEP test in English
- Bridge Course: EGL 101
- Approved English Composition courses from other Colleges and universities

2. Humanities – **two courses (6 credits)** as defined by Geneva College

- Bridge Courses HUM 118 and HUM 119 satisfy this requirement.
- Selected courses from other Colleges and universities.

3. Natural Sciences – **two courses (6 credits).**

One math course may be substituted for a natural science course.

Options:

- | | |
|-----------------------|------------------------|
| - Biology | - Physics |
| - Chemistry | - Human Anatomy |
| - Astronomy | - Statistics |
| - Geology | - Earth, Space Science |
| - College-level math* | |

***One math courses requiring two years of high school algebra meet this requirement. Accounting does not count as “math.”**

4. Social Sciences – **one introductory level course (3 credits) for HRS, CMN and ORD students; a second social science course of any level for ORD students.**

Options:

- | | |
|---------------------|-----------------------|
| - Economics | - Political Geography |
| - History | - Psychology |
| - Anthropology | - Sociology |
| - Political Science | - World Geography |

5. CMN Students only – **Old Testament Survey & New Testament Survey (6 credits)**

Options:

- Geneva College Bible Courses BIB 112 and BIB 113
- Geneva College Bible Challenge Exams
- Geneva College Bible Courses on DVD
- Course(s) approved by the Bible Department Chair

6. OD Students only – **Accounting or approved equivalent (3 credits)**
7. HSS students only – **Introduction to Psychology (3 credits)**
Introduction to Sociology (3 credits)
Abnormal Psychology (3 credits)

NOTE: 126 credit hours are required for a B.S. degree. The DCP majors all provide 48 of the required 126 credit hours. The balance amount of credits (78 credit hours) may be obtained in a variety of ways including transferring credits from other institutions or by taking courses offered through Geneva's bridge program. Please note that 64 credit hours are required for admission to the DCP.

SUMMARY OF DEGREE REQUIREMENTS

- **All DCP Students regardless of major must fulfill the following requirements:**
 - a. Successful completion of at least 126 semester hours including **all** hours earned in the Degree Completion Program at Geneva College.
 - b. Grade point average of 2.0 or above overall on all courses taken after admission to the DCP.
 - c. Completion of all entrance and graduation requirements including core courses in the following areas:
 1. English Composition (3 credits) C- or better
 2. Humanities (6 credits)
 3. Natural Science (6 credits) – at least 3 credits must be in science
 4. Social Science (3 credits) – must be introductory
- **B.S. in Community Ministry requirements also include:**
 - a. Old Testament Survey (3 credits)
 - b. New Testament Survey (3 credits)
- **B.S. in Organizational Development requirements also include:**
 - a. An additional course in the Social Sciences (3 credits)
 - b. Accounting or approved equivalent (3 credits)
- **B.S. in Human Services requirements also include:**
 - a. Introduction to Psychology
 - b. Abnormal Psychology
 - c. Introduction to Sociology

Geneva College does not assume responsibility for providing opportunity to make-up core deficiencies.

- Payment of **all** financial obligations to the College by the registrar's stipulated date.

TRANSFER CREDITS AND CREDITS FROM OTHER SOURCES

Please note: Transfer credits and proficiency examination credits may be used to meet the entrance and graduation requirements. Credits to meet entrance and graduation requirements may also be earned through successful completion of bridge program courses.

Geneva College accepts college level work from other accredited colleges and universities. Official transcripts must certify all credits and grades. Courses are accepted for meeting core (entrance or graduation) requirements or as elective credits. All eligible transfer work, upon admission to Geneva, will be accepted as a block of credits and will not affect the student's credit point average. The grades from transfer credit after admission to the DCP will be included in the calculation of the student's cumulative grade point average. A maximum of 78 credits (semester hours) are accepted from two-year and four-year accredited institutions. A maximum of 40 skill-based or technical credits are accepted in transfer. Credits relating to a trade (such as welding) do not transfer. Physical education credits are limited to two. Non-collegiate training assessed by the American council on education (ACE), including military experience, may be evaluated for transfer. CLEP and DAN TES credits are accepted for transfer (limit 30 credits) if the score meets the pre-determined standard set by the College.

If the total transfer credits and the credits from the DCP curriculum do not total 126, students may take additional courses through Geneva's Bridge Program. They may also enroll in another accredited institution, pass CLEP exams, complete an internship or pass the necessary proficiency exams to remove graduation deficiencies.

COURSE APPROVAL POLICY AND PROCESS

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

Students may obtain written course approval from Geneva's Registrar by contacting their enrollment counselor. Students should have the course title, number, total credit value, and description when contacting the counselor for a course approval.

TRANSCRIPTS

Once students have received their grade report by mail, an official transcript will be available and sent upon request. Request for transcript forms are available in the Registrar's office or at www.geneva.edu. Transcripts may be ordered by sending a signed letter to the Registrar's office. **Official transcripts are usually sent directly from Geneva College to schools, employers, agencies or others requiring transcripts.** Students may also request official transcripts to be mailed to them. **All indebtedness to the College must be satisfied before a transcript will be issued.**

GRADUATION AND COMMENCEMENT CEREMONY PARTICIPATION

Introduction

There are three degree conferring dates during the year: January, May and August. Transcripts and diplomas reflect the appropriate degree award date. There is, however, only one annual commencement ceremony in May of each year.

Graduating students (i.e., students who have all 126 credits transcribed in the Registrar's office) participate in the annual commencement ceremony in May (date will be announced). **Both graduation and participation in the ceremony are by application only.** Graduation applications are distributed to students at the beginning of their fourth term. If a student does not receive or loses the application, he/she should contact the DCP Office.

Graduation Application Policy

Eligible students must apply for graduation. Students who apply for graduation after the deadline are included as candidates for the next degree conferring date. Failure to meet stipulated graduation application deadlines may result in students being excluded from graduation activities and delaying the receipt of their diploma. Students may contact the DCP Office for an application for graduation.

January graduates must apply for graduation by November 15 during the Fall term prior to their January graduation date. January graduates who participate in the May ceremony will receive their diplomas shortly after the May ceremony. All diplomas will be mailed to students. No one will receive a diploma at the commencement ceremony. January graduates who do not participate in the May ceremony will have diplomas mailed to them shortly after the May ceremony. January graduates who need a letter of verification that they have completed their degree requirements and are simply waiting for their diploma may contact the Registrar's office.

May and August graduates must apply for graduation by February 15 of the graduating year. May graduates who do not participate in the ceremony will have their diplomas mailed to them after their 126 credits are completed and transcribed in the Registrar's office. August graduates, whether the student participates in the May commencement ceremony or not, will also have their diplomas mailed to them after their 126 credits are completed and transcribed in the Registrar's office.

Commencement Ceremony Participation Policy

Only those students who have completed all 126 credits are permitted to participate in the graduation ceremony each May. The only exception to this policy is those DCP students who fulfill **all** of the following requirements:

1. The student must have nine (9) or fewer credits remaining to reach the required 126 credits.
2. The student, when he/she applies for graduation, must file a written plan with the Registrar indicating how he/she plans to complete all of the remaining credits by August 15.
3. The student must provide proof of course registration for those courses that will enable him/her to achieve the full 126 credits by August 15.

HONORS RECOGNITION PROGRAM

Superior performance by students in the DCP will be recognized in the following ways:

1. Dean's List

To qualify for Dean's list, a student must complete all courses in a term with **NO Incomplete grades (IN)** and achieve a grade point average of 3.7. Courses must be complete at the time grades are submitted for the term.

Students will receive a letter of recognition from the academic dean of the College indicating their dean's list status.

2. Honors Recognition at Commencement

DCP students may qualify for honors recognition as follows:

With Highest Distinction. Students must have a 4.0 credit point average in the DCP. (students receiving a No Credit will not be eligible for graduation honors even if the repeated course is graded A.) **Also**, students must apply and be selected for research honors on their applied research project.

With Distinction. Students must have 3.85 credit point average in the DCP. (students receiving a No Credit will not be eligible for graduation honors even if the repeated course is

graded A.) **Also**, students must apply and be selected for research honors on their applied research project.

3. Research Honors Recognition

The Geneva College research honors program honors those students who accomplish excellent work on their applied research project. What follows is a summary of the Research Honors Program.

Students who desire to have their applied research project considered for research honors must complete an application, including all required materials, and submit it to the DCP office no later than thirty days after the last meeting of their cohort. The DCP office must receive honors applications by April 1 to be considered for the Spring DCP Honors Symposium and by October 1 to be considered for the Fall DCP Honors Symposium. The application forms, which contain the specific requirements for research honors, are available at the DCP office.

The DCP Research Honors Committee evaluates all applications twice per year and makes selections for research honors. The decision of the committee is final. Selection for research honors requires superior ratings in all categories **and** the willingness of the student to present their findings at a Research Honors Symposium (normally held in the Spring and in the Fall at Geneva College). Students who are selected for research honors receive a certificate at the honors symposium, and receive a label to be affixed to their diploma indicating research honors.

SECTION THREE
DCP ACADEMIC POLICIES

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

THE GRADING SYSTEM IN THE DCP

The grading scale for the Degree Completion Program is A, B, C, D and NC (No Credit). Geneva includes pluses (+) and minuses (-) in the determination of GPA. Grade points are assigned for each term hour of credit earned according to the following system:

Letter Grade	GPA	Explanation
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Less than satisfactory
D-	0.7	
NC	0.0	No credit given

Incomplete (IN) is given when a student fails to complete the required work by the end of the course. The faculty person submits an incomplete grade form to the student and to the DCP office outlining the specific work to be completed and a scheduled completion date (not to exceed eight weeks after the end of the term). Students receiving two or more Incomplete's (**IN**) in a given term may be dismissed from the program unless the student makes satisfactory arrangements with the instructor and the assistant dean. Students may be required to report to another class to make up specific assignments or courses as arranged with the assistant dean of the Degree Completion Program.

An Incomplete automatically becomes a No Credit eight weeks after the end of the DCP term in which the module is offered. Students may petition the Academic Dean of the College in writing for exceptions to this policy due to extreme circumstances.

No Credit (NC) is given when course objectives are not satisfactorily achieved. A **NC** is non-punitive and does not enter into the GPA calculations. **NC** grades can be cleared only by repeating the course. Additional tuition at the then current rate, **payable in advance**, is charged for each repeat.

NC and/or IN grades may adversely affect financial aid eligibility.

Exceptions: Courses taken through Geneva College's traditional undergraduate program will not normally follow the DCP grading system. They will, instead, follow the traditional A, B, C, D, and F grading scale.

Grade Reports: Students normally will receive their grades for a course from the course instructor. The registrar's office will mail a report after the end of each term. No College offices are permitted to report grades by phone or fax or e-mail.

DCP ATTENDANCE POLICY

Attendance at all course sessions is mandatory because a large portion of the learning in the Program takes place in class. Students who miss three sessions in one classroom course for any reason must repeat the course. Students who miss the two face-to-face sessions in a hybrid online course for any reason must repeat the course. Full tuition will normally be charged per credit for this repeat. Any anticipated absence should be communicated to the faculty person or the DCP office prior to that session.

Make-Up Work & Grade Reduction

Students who miss one class session can expect to have their final grade reduced by one letter grade. However, if a student does make-up work for the session missed as directed by the instructor, he/she can expect to have the final grade for the course reduced by only ½ letter grade. Students who miss a class session are responsible to obtain the make-up work from the instructor.

Students who miss two class sessions can expect to have their final grade reduced by two letter grades. However, if a student does make-up work for both sessions missed as directed by the instructor, he/she can expect to have the final grade for the course reduced by only one letter grade (½ letter grade reduction for each session missed).

Make-up work is always required if students are absent from any class sessions. The only exceptions to the grade reduction policy are in cases of extreme extenuating circumstances such as severe illness requiring hospitalization. Students who desire an exception must petition the assistant dean in writing within 15 calendar days of the last session of the classroom course in question.

Attendance at Sessions with Oral Presentations

Any student who misses a class session where an oral presentation is expected, will be required to make the oral presentation at another class session or at a time and place determined by the instructor. Under such circumstances, student may expect the oral presentation grade to be reduced by one letter grade.

DCP TARDINESS POLICY

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

Students who miss any portion of a class session can expect to have that reflected in their final grade at the discretion of the instructor. For example, students who miss a cumulative total of 10% of a course (a total of two hours in a twenty seat hour course) because of tardiness may have their final grade reduced by ½ letter grade at the discretion of the instructor; students who miss a cumulative total of 20% of a course (a total of four hours in a twenty seat hour course) because of tardiness may have their final grade reduced by one letter grade at the discretion of the instructor.

ARP ACADEMIC PROGRESS AND REQUIRED WITHDRAWAL (CMN, HRS, and ORD majors)

Students are *not* permitted to begin Term IV and will be withdrawn from the program if they have either an Incomplete (IN) or a No Credit (NC) in *any* of the prior courses in the applied research project (ARP) sequence. Students are permitted to re-enter the program in Term IV *only* when they have completed the requirements for those prior research courses.

DCP WITHDRAWAL POLICY

An administrative fee of \$125 to cover administrative costs will be charged to students who withdraw from the Degree Completion Program. If seven or more years pass after a student first matriculates in the DCP, the re-entering student must meet the requirements of the then-current catalog, which may mean that the student must take additional courses beyond those required when the student first entered the DCP.

Only completed courses will be reflected on students’ transcripts.

Students may withdraw from the College at any point through 60% of the current Term and be given a refund of tuition on a *pro rata* basis. After 60% of the Term has been completed, no further refunds are granted. Financial Aid must be adjusted according to federal guidelines for students who withdraw.

Withdrawal must be immediately communicated by the student, **in writing**, and addressed to the assistant dean to avoid being charged full tuition and fees for each term in which he or she has attended courses.

APPEAL PROCESS FOR DCP STUDENTS

Grade Appeal: Instructors in the DCP grade on students’ achievement of stated criteria for a specific learning activity and on the assessment of that achievement. Faculty assign

grades based on their professional judgment. If students disagree with the grade assigned, they should first ask the faculty member for a verbal explanation of how the grade was determined. In most circumstances, this interaction should resolve the situation. Only when students feel there is **clear evidence** that the instructor did not use the grading criteria, should a further appeal be considered. Grade appeals should be the exception and should not be pursued when students simply think their writing and content deserve a higher grade.

If an appeal is pursued, the following process must be followed:

1. The student should submit an appeal of a grade in writing to the involved instructor with a copy to the assistant dean within 14 calendar days of receiving the grade. The appeal should document why the student feels the grade is not an accurate representation of the stated grading guidelines. **NOTE:** Assessment of class participation will NOT be considered in a grade appeal.
2. The involved instructor will respond to the appeal in writing within 14 calendar days with copies to the student and the assistant dean. The response will justify why the grade should or should not be changed.
3. If the student is not satisfied with the outcome of the appeal, a further appeal can be made in writing to the assistant dean within 14 days of receiving the written decision of the instructor. The appeal should include the original graded paper and two clean copies of the paper. After reviewing the materials, the assistant dean can take the following action:
 - Affirm the decision of the instructor and inform the student of that decision.
 - or
 - Ask two qualified instructors to read and grade the paper in question and then make a final decision based on their evaluation.
4. The assistant dean will document the final decision in writing to the student with a copy to the instructor. The decision of the assistant dean is final.
 - If the grade is not changed, the student will pay \$40 for the services of two instructors to read and grade the paper. (A check for \$40 is to be included with the copies of the paper sent to the assistant dean in the appeal process.)
 - If the grade is changed, the check will be returned to the student.

Administrative/Policy Appeal If a student feels that he or she has been treated unfairly by the application of any administrative decision or College policy that student may appeal the decision in writing to the academic dean of the College within six weeks of the effective date of the decision.

STANDARDS OF CONDUCT

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

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

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

In the classroom, Geneva College requires that students and faculty practice mutual respect and preserve a climate free from hostility and from harassment of any kind.

As more College-level work is conducted online, appropriate and considerate communication is also expected. Some basic guidelines follow:

- Follow online course instructions about logging on and posting. Generally substantive posts are expected.
- Check the discussion board frequently and respond appropriately.
- Focus on one subject per message and use relevant subject titles.
- Use Standard English punctuation and capitalization.
- Be professional and careful with online interaction.
- Cite all quotes, references, and sources.
- Obtain permission to forward other people’s messages.
- Use humor carefully.

Students in the Degree Completion Program are required to comply with these Standards of Conduct. Please report situations or experiences that violate these standards directly to the DCP assistant dean.

POLICY ON ACADEMIC HONESTY

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

When an instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible by the instructor and notification made to the instructor's proper supervisor in the DCP office (See Appendix A of this student handbook).

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

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

Learning and Physical Disabilities Policy

Students who desire some form of accommodation for a **diagnosed learning disability** or **physical condition** must first provide documentation to the director of the College's academic counseling center and educational support services (ACCESS). For students who have no formal diagnosis, they may make arrangements with the College's ACCESS office to go through a documentation process for the suspected learning disability or physical condition.

Those with a diagnosed learning disability or physical condition, who desire some form of accommodation, should inform their instructor at the **beginning** of each course as to the nature of the disability and the type of accommodation requested. The director of the ACCESS office can serve as a liaison between the student and the instructor to suggest options for accommodation. If the disability or physical condition is diagnosed **during** the course, students should inform their instructor immediately of the problem and the accommodation needed. The type of accommodation provided will depend on the needs of the student, the circumstances of the student's classes, and current resources of the College. Because of limited resources, final determination of whether an accommodation can be provided will be at the discretion of the College.

ACCESS Director: Mrs. Nancy I. Smith, MA

Email Address: nismith@geneva.edu

Telephone Number: 724-847-5566

APPENDIX A
DCP ACADEMIC INTEGRITY GUIDELINES
FOR STUDENTS AND FACULTY¹

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

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

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

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

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

7. Forging a signature on, or unauthorized alteration of, academic documents (e.g., transcripts, registration and drop/add forms, grade books).

Procedural Guidelines.

Detection. Where the instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible and all relevant materials confiscated where possible. If there is reasonable doubt about whether an offense has occurred the instructor should warn the student(s). While instructors must be careful to avoid false accusation, they are free to exercise their professional judgment.

Reporting Procedure. The instructor will confront the student(s) involved with evidence and then report the offense to the appropriate program director for consultation. Prior to making a course-specific judgment about penalties to be imposed, the assistant dean will be notified about the offense, who will determine if additional disciplinary action may be called for. The assistant dean will inform the academic dean of the details of the case.

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

- informal or formal warning to the student(s) involved, requiring the assignment or test in question to be retaken, with a lower grade,
- requiring makeup work, with or without a lower grade being assigned,
- assigning a grade of no credit (NC) for the assignment in question,
- lowering the final grade for the course,
- giving the student a failing grade for the course.

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

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

Upon recommendation of the assistant dean, the academic dean may invoke further penalties as warranted by an offense, including:

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

Appeals Process. Students have the right to appeal disciplinary actions taken in response to academic dishonesty. An instructor's ruling can be appealed to the appropriate program director. If needed, further appeals are taken first to the academic programs oversight committee, then to the assistant dean; the academic dean; the vice president for academic affairs, and, finally, to the president (whose decision is final).

APPENDIX B

SNOW POLICY

There's always the possibility of a winter storm, which would affect your scheduled Degree Completion Program class session. If a class session is canceled, the canceled class session will be held on the next scheduled class session date (see your cohort's calendar) and subsequent classes will be moved ahead. A revised class calendar will then be issued for each cohort, and you will receive one.

The following plan will be followed:

Should there be bad weather, such that the instructor and the assistant dean agree the class should be canceled, or if the institutional site where your class is held has canceled its operations, your class representative will be contacted by the DCP office. The class representative will, in turn, attempt to contact all members of the class by means of the class telephone tree. If the class representative does not reach you, and/or if you are in doubt, you should call the DCP office 724-847-6756 or 1-800-576-3111.

As a general rule, if the instructor is able to meet the class, the class will be held even if all students are not able to attend. We don't encourage you to drive if you feel to do so would be unsafe. Your absence will be viewed as excused. If bad weather develops during a class session, and you feel you need to leave early to be safe, you are encouraged to do so. In each case, you should obtain make-up assignments from the instructor.

The DCP office will do its best to get a reading on the weather affecting each class site. We cannot promise that this will all work as smoothly as it reads, but we will do our best to keep everyone safe and informed.