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

**SECTION ONE:**  
Contact Information ............................................................................................................. 5

**SECTION TWO:**  
Graduation Requirements .................................................................................................... 6

**SECTION THREE:**  
Transfer Credits and Credits from Other Sources .............................................................. 9  
Course Approval Policy and Process .................................................................................... 10  
Transcripts ............................................................................................................................. 10

**SECTION FOUR:**  
Graduation Application Policies ........................................................................................... 11  
Graduation and Commencement Ceremony Participation .................................................... 12

**SECTION FIVE:**  
Academic Policies of the ADP ............................................................................................... 13  
Learning and Physical Disabilities Policy ........................................................................... 13  
Academic Success Coach ..................................................................................................... 13  
The Grading System in the ADP ......................................................................................... 14  
Academic Standing .............................................................................................................. 16  
Honors Recognition Program .............................................................................................. 19  
Attendance and Withdrawal Policies ................................................................................... 20  
Financial Aid Implications of Withdrawal .......................................................................... 24  
Refunds .................................................................................................................................. 24  
Administrative Conduct Withdrawal .................................................................................. 25  
Grade Appeal Process for ADP Students ............................................................................ 26  
Family Educational Rights and Privacy Act (FERPA) ......................................................... 27

**SECTION SIX:**  
Standards of Conduct .......................................................................................................... 30  
Policy on Academic Honesty ............................................................................................... 30  
Guidelines for Interaction .................................................................................................... 30  
Sexual Misconduct Policies and Procedures ....................................................................... 31  
Guidelines for Interactions in the Online Environment ....................................................... 32

**APPENDIX A:** ACADEMIC INTEGRITY GUIDELINES FOR ADP STUDENTS AND FACULTY ......................................................................................................................... 35

**APPENDIX B:** SNOW POLICY .......................................................................................... 37

**APPENDIX C:** TECHNOLOGY REQUIREMENTS .................................................................. 38
INTRODUCTION

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

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

Students are expected to be familiar with and adhere to Geneva’s community standards and academic policies. Course content and academic and conduct regulations are reviewed and revised frequently. The College reserves the right to withdraw or amend information in this handbook and in the curriculum without prior notice. The most up-to-date version of this ADP handbook will be posted on the Adult Degree Program link on the Geneva College website at www.geneva.edu (click on the Adult Degree Programs link). Students are responsible to know the policies of the official College catalog as well as the policies in this Student Handbook.

MISSION STATEMENT

Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.

NONDISCRIMINATION POLICY

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

THE ADP AND THE COLLEGE MISSION

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

ADP CONTACT INFORMATION

MAILING ADDRESS
Geneva College, ADP
3200 College Avenue
Beaver Falls, PA 15010

EMAIL ADDRESS
adultdegree@geneva.edu

TELEPHONE NUMBERS
724-847-6756
Fax 724-847-6839

The ADP must have your updated contact information to keep you informed of vital class and student account details. Please keep the Personal Information in your account up-to-date.

OFFICE LOCATION
3310 Fourth Avenue, Beaver Falls, PA 15010

On PA Route 18, three miles south of the Beaver Falls Exit of the PA Turnpike (I-76).
SECTION TWO

GRADUATION REQUIREMENTS:
Core and Elective Requirements
Graduation Requirements by ADP Major

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

Summary of ADP Graduation Requirements

- **120 Minimum total credits**
  - 36 ADP Required Major Credit Hours
  - ___ ADP Major Electives Credit Hours
  - ___ Geneva ADP Core Credit Hours (see the ADP Core & Elective list & your major’s plan of study)
  - ___ Geneva ADP Elective Credit Hours (see the ADP Core & Elective list online)
  - ___ Transfer and/or other credit hours accepted by the Geneva College Registrar

- **120 Minimum Total Credit Hours** (in accordance with ADP entrance requirements, Geneva Core requirements, and graduation requirements of your major)

- **2.0 GPA or higher** (see policy details below)

- **Payment of ALL financial obligations to the College**

**NOTE:** A minimum of 120 credit hours are required for a Bachelor of Professional Studies degree from Geneva College. Each of the ADP majors provide 36 of the minimum 120 credit hours. The remaining required credits (84 credit hours) are ideally obtained at Geneva College through ADP Major Electives and ADP Core and Elective courses (which can often lead to a minor) and are typically available as classroom, fully online or hybrid courses. ADP Core and Elective Course offerings help adult learners who
have earned fewer than the 64 credits required to enter their selected major courses of the Adult Degree Programs or who need additional credits to complete their graduation requirements.

SUMMARY OF DEGREE REQUIREMENTS

**All ADP Students regardless of major must fulfill the following requirements:**

1. Successful completion of at least 120 semester hours including all hours earned in the Adult Degree Program major at Geneva College.
2. Grade point average of 2.0 or above overall on all courses taken **after admission** to Geneva College, including courses taken at other institutions. (All courses taken at Geneva College at any time count toward the GPA required for graduation.)
3. Completion of all entrance and graduation requirements, including core courses in the following areas:
   a. English Composition (3 credits) C- or better
   b. Humanities (6 credits)
   c. Natural science/math (6 credits) – at least 3 credits must be in science
   d. Social science (3 credits) – must be introductory
4. Payment of all financial obligations to the College by the registrar’s stipulated date.

GRADUATION REQUIREMENTS: Major and Core and Elective Requirements

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

Please refer to the graduation requirements for your major for a complete list of the courses and credits required to graduate, as well as the list of ADP Core and Elective Courses (formerly known as the Bridge Program), which can be found at the ADP website at [http://www.geneva.edu/page/bridge](http://www.geneva.edu/page/bridge).

Graduation requirements, minors, and core and elective courses can be found in the ADP Guide to Graduation Requirements.

Policies stated in this ADP Handbook are subject to change without notice. The most current edition of the ADP Handbook is available on the Geneva College website at [www.geneva.edu](http://www.geneva.edu) (click on the Adult Degree Program link).
ADP CORE AND ELECTIVE COURSE POLICIES

Students may take up to two ADP Core and Elective Courses (online or classroom) in a semester while taking the ADP major courses, but they cannot be taken simultaneously. For example, the following schedule is acceptable (though strenuous) semester/term because the student is enrolled full-time in their ADP major courses, and also takes two ADP Core and Elective courses, which are taken in succession. For example:

<table>
<thead>
<tr>
<th>FALL BLOCK A</th>
<th>FALL BLOCK B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Courses:</strong></td>
<td><strong>Major Courses:</strong></td>
</tr>
<tr>
<td>ADL 445 Theory &amp; Practice of Adult Learning</td>
<td>ADL 432 Research and Resources</td>
</tr>
<tr>
<td>BBL 408 Foundations of Christian Thought</td>
<td>HRS 451 Intro to Human Resources</td>
</tr>
<tr>
<td><strong>ADP Core or Elective Course:</strong></td>
<td><strong>ADP Core or Elective Course:</strong></td>
</tr>
<tr>
<td>SCS 105 Environmental Science</td>
<td>BIB 113 BIB INTRO II (New Testament)</td>
</tr>
</tbody>
</table>

Minors in the ADP

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

1. Once a student matriculates, all courses for the minor must be taken in Geneva’s Adult Degree Program. Courses may be taken from the ADP Core and Elective offerings or from the curricula of ADP majors, except when a course is designated “for majors only”.
2. A student who took courses that are equivalencies for the requirements for a given minor before matriculation may transfer in no more than 50 percent of the courses required for the minor.
3. Students must maintain a 2.0 grade point average in the minor.
4. Two minors are possible, provided the above stipulations are met for both.
5. All requirements for a minor must be met prior to graduation from Geneva College.

Please refer to the ADP Graduation Requirements Guide for a list of the minors available through the ADP.
TRANSFER CREDITS AND CREDITS FROM OTHER SOURCES

Please note: Transfer credits and proficiency examination credits may be used to meet the entrance and graduation requirements. Credits to meet entrance and graduation requirements may also be earned through successful completion of Geneva’s ADP Core and Elective courses, listed at http://www.geneva.edu/page/bridge.

Geneva College accepts college level work from other accredited colleges and universities. Official transcripts must certify all credits and grades. Courses are accepted for meeting core (entrance or graduation) requirements or as elective credits with some restrictions and will not affect the student’s credit point average for work taken at Geneva. The grades from transfer credit AFTER admission to Geneva College WILL BE INCLUDED in the calculation of the student’s cumulative grade point average. A maximum of 84 credits (semester hours) are accepted from two-year and four-year accredited institutions. Credits relating to a trade (such as welding) do not transfer. Physical education credits are limited to eight. Non-collegiate training assessed by the American Council on Education (ACE), including military experience, may be evaluated for transfer. CLEP and DANTES credits are accepted for transfer (limit 24 credits) if the score meets the pre-determined standard set by the College.

A maximum of 40 prior learning credits will be accepted for transfer.

Courses within an Adult Degree Program major (also known as “major course requirements”) cannot be transferred in and must, therefore, be taken at Geneva College. Exceptions can only be made by written permission from the Dean of Graduate, Adult, and Online Programs.
If the total transfer credits and the 36 credits from the required ADP major curriculum do not total at least 120, students are encouraged to take ADP Core and Elective courses for additional credits. Students may also enroll in another accredited institution with prior approval from the Geneva Registrar, pass CLEP exams, complete an internship or pass the necessary proficiency exams to remove graduation deficiencies. Courses with grades lower than a C- do not transfer to Geneva after a student matriculates into Geneva College.

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

### COURSE APPROVAL POLICY AND PROCESS

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

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

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

### TRANSCRIPTS

Current students may obtain unofficial transcripts online through the Student Information portal in myGeneva. Official Geneva College transcripts can be obtained by submitting a completed “Request for Transcript” form, which is available for download at [www.geneva.edu](http://www.geneva.edu) or in the Registrar’s office during regular business hours. Official transcripts may also be ordered by sending a signed letter to the Registrar’s office. **Official transcripts are usually sent directly from Geneva College to schools, employers, agencies or others requiring transcripts.** Students may also request
official transcripts to be mailed to them. **All indebtedness to the College must be satisfied before an official transcript will be issued.**

Former students of Geneva College may request degree verifications and order transcripts online through the National Student Clearinghouse at: [http://www.geneva.edu/page/student_records_transcripts.html](http://www.geneva.edu/page/student_records_transcripts.html).

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**SECTION FOUR**

**GRADUATION AND COMMENCEMENT**

**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, which is held in May of each year.

Graduating students (i.e., students who have met the graduation requirements of their major and have a minimum 120 credits transcripted 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 available to students when they are approaching the 120-credit minimum required to receive the Bachelor of Professional Studies.

**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 may delay the receipt of their diploma.** Students may contact the ADP Office for an application for graduation.

January graduates must apply for graduation by November 15 during the fall semester 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 minimum 120 credits are completed and transcripted 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 the graduation requirements of their major and at least 120 credits are completed and transcripted in the Registrar’s office.

COMMENCEMENT CEREMONY PARTICIPATION POLICY

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

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

   AND

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

   AND

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

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

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

For more details, visit Geneva’s website or call 724.847.5005. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC.

ACADEMIC SUCCESS COACH (ASC)

As a part of your educational experience at Geneva College, an Academic Success Coach (ASC) is available to help you be successful in your courses and, ultimately, in your journey through the ADP. With the help of your instructor, the Academic Success Coach monitors courses to help you stay on track academically. Please remember, if you have any questions or concerns regarding your assignments or other coursework, please go to your instructor first.

The ASC will be contacting you periodically to make sure your academic progress is on track and that you have a workable degree plan in place. Should you be absent from class, miss an assignment, or have another issue impacting your academic progress, your
instructor will contact the ASC who will then reach out to establish a plan to help you succeed. If/when the ASC contacts you, please respond immediately.

If you have any questions or concerns regarding your academic progress, degree plan, or simply need to be pointed in the right direction, contact the ASC, who will be happy to work with you and your instructor to help you meet with success in your educational endeavor at Geneva College. To reach the Academic Success Coach, contact the ADP offices at 724-847-6756 or via email at adultdegree@geneva.edu.

THE GRADING SYSTEM IN THE ADP

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

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

GRADE REPORTS
Students can view final grades in the Student Information portal in myGeneva. No College offices are permitted to report grades by phone or fax or e-mail.
GRADE OF INCOMPLETE (IN)

A grade of Incomplete (IN) is given when a student fails to complete all required coursework work by the final assignment due date identified in the course syllabus. The option of an Incomplete grade is only available to a student if at least 75% of assignments have already been submitted by the final assignment due date.

If a student fails to submit all required coursework by the final assignment due date for a course (Saturday at 11:55 p.m. in week eight of an online course, the last classroom session of an eight-week course, or seven calendar days after the last class session of a five-week course), the instructor will submit a grade of Incomplete (if the student has met the aforementioned 75% stipulation). A one-letter grade deduction will be imposed on the final grade in any course for which an Incomplete grade was submitted, in addition to other penalties that may be imposed by the instructor for lateness.

To rectify an Incomplete grade, the student must contact the instructor to establish a clear timeline for submission of outstanding assignments.

Any Incomplete automatically becomes an F four weeks after the date of the last class session or online academic event.

“F” GRADE

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

INDEPENDENT STUDY

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

The Independent Study option should be viewed as an exception to the rule, and a privilege in an extenuating circumstance.
Conditions and limitations for Independent Studies include:

1 - Minimum GPA of 2.5; student is under no academic provision or probation.

2 – Not all courses are eligible for Independent Study.

2 – Student will pay for any and all books associated with the independent study course.

3 – The Independent Study will be taken as a Credit/No Credit course and will NOT count toward the 60 Geneva credits needed to qualify for graduations honors.

4 – No more than six hours of independent study credit may be counted toward graduation.

5 – The student will pay half tuition for any course taken as an independent study. Note: Independent Studies are often not covered by typical financial aid means, requiring the student to pay the tuition out-of-pocket.

6 - Once the IS has been approved and the Learning Contract has been signed by both the student and instructor, the student must work with their counselor to register for the IS with the College Registrar.

ACADEMIC STANDING

Progressing through the Adult Degree Program

ACADEMIC CONTINUATION

The academic status of each student is determined at the end of every semester and is normally based on the criteria described below. Students are normally considered to be in “Academic Good Standing” unless their cumulative GPA falls below 2.00. Full-time students who are not in “Academic Good Standing” fall into one of two categories: Academic Probation or Academic Dismissal. Normally, students are placed in one of these categories based on academic performance as described below. Students who have GPAs that qualify them for these categories may be explicitly notified, but absence of such explicit notification does not exempt a student from the status or the consequences of the status.

The college administration reserves the right to place a student on warning, probation, or dismissal for reasons other than the criteria described here. Criteria that might be used to make these judgments include, but are not limited to, specific patterns of poor academic performance, weak progress in completing attempted credit hours, student disciplinary
history, poor class attendance, lack of conformance to academic regulations, and so forth. Note that these statuses are based on cumulative GPAs. For ADP students, a cumulative GPA is based only on coursework that was taken after a student matriculated at Geneva. Courses taken prior to that date may be accepted in transfer, but the GPA's associated with those courses are not carried forward.

Academic Warning

Students who have a cumulative GPA less than 2.20 at the end of a semester are on Academic Warning. This indicates that this student has a GPA that is sufficiently low to warrant concern about the student’s ability to successfully meet the 2.00 minimum GPA required for graduation. However, as long as the student’s cumulative GPA remains at 2.00 or above, the student is in “Academic Good Standing.”

ACADEMIC PROBATION

The status and consequences of academic probation apply only to full-time students (12 credits per semester; any combination of ADP major, major elective, minor, or Core & Elective). Full-time students in the major are able to complete the 36-credit major in only three semesters; additionally, a student taking a full-time credit load often utilizes more financial aid for a given semester. For both academic integrity and financial aid purposes, academic probation status will only apply to full-time students in order to more adequately monitor and respond to these students’ academic needs. However, please note that part-time students who do not demonstrate satisfactory progress towards graduation after a full semester may also be placed on probation.

Full-time students who have a cumulative GPA less than 2.00 at the end of a semester are on academic probation. Additionally, full-time students who enter in the ADP major under probationary acceptance due to GPA are also on academic probation during their first semester (students who enter in Block B of a semester may be on academic probation for a semester and a half (18 credits)). Academic probation status indicates that the student is not making satisfactory progress towards graduation. In order to help students become academically successful, appropriate faculty and staff in the Department of Professional & Leadership Studies will determine what, if any, probationary conditions the student may have. Conditions may include, but are not limited to, limiting the student to part-time enrollment, requiring a weekly check-in with the Academic Success Coach in the Department of Professional & Leadership Studies, and so forth. Students on academic probation may be required to first re-take courses in which they have failed as the quickest means to raise their GPA.

Students on academic probation are strongly encouraged to seek assistance from the Academic Success Coach in the Department of Professional & Leadership Studies for assistance in academic skills such as effective study habits and time management. If a part-time student chooses to enroll full-time, the student’s GPA will be taken into consideration and academic standing will be determined by the Dean of Graduate, Adult,
and Online programs. If a part-time student who was previously on academic probation as a full-time student chooses to again enroll full-time, the Dean of GAO will review the student’s demonstrated coursework, attendance, and other relevant academic items to determine the student’s academic standing.

Students on academic probation may return to Academic Good Standing if they raise their cumulative GPA to a 2.0 or above at the end of their probationary semester.

ACADEMIC DISMISSAL

Academic dismissal occurs when the student fails to get off of academic probation after his or her probationary semester, a student fails to have a cumulative GPA of 2.0 or greater in his or her first semester of probationary acceptance in the ADP major, or when the student’s academic performance indicates that it is unreasonable to anticipate eventual completion of degree requirements. Since the dismissal is intended to be permanent, only the lapse of a year or more and a drastic change in circumstances can justify application for readmission to the Dean of Graduate, Adult, and Online programs. The Dean of GAO will grant readmission of a dismissed student only in rare instances. Readmission following dismissal will be based on evidence of improved academic performance or evidence that past difficulties that have affected academic performance have been overcome, and that eventual completion of the requirements for a degree can be reasonably expected.

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

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

**GRADUATION HONORS RECOGNITION**

A minimum of 60 credit hours taken at Geneva with the following grade point averages:

*Cum Laude*: at least 3.4 but less than 3.6 and no incomplete grades and no F’s at the time of determination

*Magna Cum Laude*: at least 3.6 but less than 3.8 and no Incomplete grades and no F’s at time of determination

*Summa Cum Laude*: 3.8 or higher and no Incomplete grades and no F’s at the time of determination.

**DEAN’S LIST**

1. At the end of each semester, full-time students will be eligible for Dean’s list based on their GPA.
2. Students who have a GPA of 3.7 or greater and no Incompletes with 12 credits taken in the previous semester will be eligible for Dean’s List.
3. Those 12 credits may include any combination of courses taken at Geneva College, including Major courses, and Core & Elective courses (formerly called BRIDGE).
4. Students wishing to have their name published on the Geneva College website and in any Geneva College related publications will need to submit a release form to the Geneva College Marketing/PR department.

**ADP HONORS RECOGNITION AT COMMENCEMENT**

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

a. ADP students must have earned at least 60 credits at Geneva College to qualify.

b. All credits earned at Geneva College (and other transferable credits taken at other
accredited institutions after matriculation at Geneva) count toward the student’s final grade point average.

c. Students receiving a failing grade (F) in any course after matriculation will not be eligible for graduation honors even if the repeated course is graded A.

STOP-OUTS

Students who do not enroll at Geneva for one or more semesters will be considered as withdrawn from the College and must apply for readmission. A student who anticipates a need to stop-out of the program should contact the ADP office.

ONLINE ATTENDANCE

Students’ consistent and timely participation in an online classroom is an integral component of the opportunity and responsibility that attends membership in a community of Christian learning. As such, students should attend all of the scheduled class sessions for each of their courses.

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

Non-Attendance in First Session (Online)

Hybrid Student (Hybrid students are students taking one ADP Online course and one ADP Classroom course simultaneously in a semester)

If no academic event is completed within the first session of the student’s online course, the student will be administratively withdrawn from the course and will receive a refund in accordance with the online refund policy. The course will not appear on the student’s transcript.
Fully Online Student

If no academic event is completed within the first session of either online course for which the student is registered, the student is assumed to have unofficially withdrawn from the College and will be administratively withdrawn from both the course(s) and from Geneva College and will receive a refund in accordance with the online refund policy. The course(s) will not appear on the student’s transcript.

Non-Attendance after First Session (Online)

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

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

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

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

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

Eight-Week Classroom Course

Students who miss three consecutive class sessions for any reason in Weeks 2-4 of an eight-week classroom course will be administratively withdrawn from the course with a grade of WP, WF, or WX. Students who miss three consecutive class sessions for any reason in Weeks 5-8 of an eight-week classroom course will receive an F and must repeat the course. Students who miss four non-consecutive class sessions for any reason will receive an F and must repeat the course. Full tuition will normally be charged per credit for a repeat.

Five-Week Classroom Course

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

Hybrid Course

Students who miss the two face-to-face sessions in a hybrid online course for any reason will receive an F for the course and must repeat the course. In hybrid courses, attendance in the four weeks of online/Discussion Forum sessions is marked by the completion of an academic event within the timeframe specified in the syllabus. Academic events include, but are not limited to, submission of a class assignment, participation in a class discussion forum, responding to the fellow classmates’ posts in the Discussion Forum, or contacting the instructor and/or the Academic Success Coach in the Department of Professional & Leadership Studies. Please refer to the Online Attendance policies above for further details on non-attendance in the online setting, as they apply to the four-week online portion of a hybrid course.

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, the student may expect the oral presentation grade to be reduced by one letter grade unless extremely extenuating circumstances are demonstrated.
**Make-up Work & Grade Reduction**

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

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

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

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

**Improper Use of Electronic Devices During Class**

To guard the atmosphere of collegiality and mutual respect that is the standard in the ADP classroom, students will lose all attendance/participation points for a class session (marked absent) if the instructor determines that they were engaging in texting, taking phone calls (except emergency calls), and/or using their phones or laptops for purposes outside the learning exercises for the session. If the instructor determines that such behaviors were disruptive to the atmosphere and objectives of the session, they will, at their discretion, adjust the students’ participation grade for that session. Further details regarding the use of electronic devices can be found in the Standards of Conduct section of this handbook.

**ADP Tardiness Policy**

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

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

WITHDRAWALS AND FINANCIAL AID

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

REFUNDS

Student-initiated withdrawal must be immediately communicated by the student, in writing, and addressed to the Program Director of the ADP and the student’s enrollment counselor to avoid being charged full tuition and fees for each term or semester in which a student has attended courses (if possible). The effective date for mail notifications is the date the letter is received in the ADP office. The effective date for email notification is the date on which the person in the ADP office receiving the email replies to the student that the email has been received. If students do not receive an immediate reply to emails, they should call the ADP office to confirm. ADP is not responsible for lost mail or emails sent to the wrong address, or for any other reason that communication of the intention to withdraw is not received in the ADP office.

Classroom courses: Students who withdraw from the College on or after the day the course first meets will be charged a portion or all tuition for the course. Please see the withdrawal policy on Geneva’s website at http://www.geneva.edu/page/bridge_tuition?_templateId=237.

Online courses: Students may withdraw before the course start date and through the 7th calendar day after the course start date and receive a 100% refund. Students may withdraw on or after the 8th calendar day after the course start date and receive a 60% refund. No refund is provided for withdrawal on or after the 14th calendar day after the course start date.

READMISSION

Students who do not enroll at Geneva for one or more semesters will be considered as withdrawn from the College and must apply for readmission. A student who anticipates a need to stop-out of the program should contact the ADP office. Please note that all
graduation requirements must be met within 7 years of first attendance with Geneva’s ADP.

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

If seven or more years pass after a student first matriculates in the ADP, the re-entering student must meet the graduation requirements in the ADP Student Handbook or ADP graduation requirements in effect at the time of readmission, which may mean that the student must take additional courses beyond those required when the student first entered the ADP. At a minimum, a student readmitted after seven years must take up to an additional four courses (12 credit hours) in their major.

Financial aid must be adjusted according to federal guidelines for students who withdraw. ADP students should maintain regular communication with their counselors regarding course withdrawals, incompletes, and failures, because they impact financial aid and Geneva College student account balances.

ADMINISTRATIVE CONDUCT WITHDRAWAL

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

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

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

Unless otherwise indicated in writing, a student who has been administratively withdrawn
is prohibited from being in the classroom for any reason.

**GRADE APPEAL PROCESS FOR ADP STUDENTS**

Instructors in the ADP assign grades on the basis of an assessment of students’
achievement of stated criteria for a specific learning activity. Faculty members assign
grades based on their professional and academic judgment. If a student disagrees with a
grade, he or she 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 a student feels 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.

**NOTE:** Assessment of class participation or other unwritten work will NOT be
considered in a grade appeal.

The Grade Appeal Process below must be followed:

1. The student must submit an appeal of a grade in writing to the instructor of record on
the course and to the Program Director of the ADP within 14 calendar days of
receiving the grade. The appeal should document why the student believes the grade
is not an accurate representation of an assessment based on the stated grading
guidelines.

2. The instructor of record will respond to the appeal in writing within 14 calendar days
with copies to the student and the Program Director of the ADP. 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 Program Director of the ADP within 14 calendar days of
receiving the written decision of the instructor of record. The appeal should include the
original graded paper and two clean copies of the paper. After reviewing the materials,
the Program Director can take the following action:
a. Affirm the decision of the instructor and inform the student of that decision.

OR

b. Ask two qualified instructors to read and grade the paper in question and then make a final decision with input from their evaluations.

4. The Program Director will document the final decision in writing to the student with a copy to the instructor.

a. 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, payable to Geneva College, must be included with the copies of the paper sent to the Program Director of the ADP for the cost of the independent faculty assessments of the paper in question.

OR

b. If the grade is changed, the check will be returned to the student.

5. If the student is not satisfied with the outcome of the appeal, a further appeal can be made in writing to the Dean of Adult, Graduate and Online Programs within 14 calendar days of receiving the written decision of the Program Director. The Dean will assess the documentation of the appeal and will render a decision that either affirms or reverses the Program Director’s decision. The Dean will respond to the student within 14 calendar days of receipt of the student’s appeal.

The decision of the Dean of Graduate, Adult and Online Programs is final regarding the matter of the grade in question.

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 Dean of Adult, Graduate and Online Programs within six weeks of the effective date of the decision in question. Address the appeal to: Dean of Graduate, Adult, and Online Programs, 3200 College Ave., Beaver Falls, PA 15010.

PRIVACY ISSUES (FERPA)

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

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

**Policy**

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

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

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

**Students Can Request Changes to Information in the Campus Directory**

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

**Educational Records**

1) A student has the right to inspect and review his/her education records within 45 days from the date the College receives a request for access.

2) A student should submit a written request that identifies the record(s) he/she wishes to inspect to the Registrar, head of academic department, or other appropriate official. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
3) A student has the right to request the amendment of the education record that the student believes is inaccurate or misleading. A student should write to the College official responsible for the record, clearly identifying the part of the record that they want to have changed, and specify why it is inaccurate or misleading.

4) If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student if the right of hearing is granted.

5) A student has the right to consent to the disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

6) One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests, i.e. if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees or Board of Corporators; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in the performance of his or her tasks.

7) Upon request, the College may disclose education records without consent to officials of another school in which a student seeks to be enrolled.

8) College to comply with the requirements of FERPA. The office that administers FERPA is:

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

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

STANDARDS OF CONDUCT

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

POLICY ON ACADEMIC HONESTY

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

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

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

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

GUIDELINES FOR INTERACTION

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

Please note that any violation of the following standards may result in disciplinary measures that could range from a reprimand to expulsion, depending on the nature, severity, and frequency of the offense.
Geneva College requires its students and faculty to abstain from possession, sale, use or influence of illegal drugs or alcoholic beverages or firearms while under the jurisdiction of the College. This policy applies to the College property, College rental facilities or College-sponsored events. Smoking is prohibited in College buildings, rental facilities and on the main campus.

In the classroom and in conversations with fellow students, instructors, faculty, staff and/or administration, Geneva College requires that parties practice mutual respect and preserve a climate free from hostility and from harassment of any kind. Inappropriate/demeaning/vulgar/abusive language in the classroom or in email or other forms of communication will not be tolerated.

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

SEXUAL MISCONDUCT POLICY AND PROCEDURES

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

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

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

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

USE OF ELECTRONIC DEVICES IN THE CLASSROOM

Students will lose all attendance/participation points for a class session (marked absent) if the instructor determines that they were engaging in texting, taking phone calls (except emergency calls), and/or using their phones or laptops for purposes outside the learning exercises for the session. If the instructor determines that such behaviors were disruptive to the atmosphere and objectives of the session, they will, at their discretion, adjust the students’ participation grade for that session.

GUIDELINES FOR STUDENT INTERACTIONS IN THE ONLINE ENVIRONMENT

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

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

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

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

- log into eLearning and post a response to a question or prompt that appears in your syllabus; and,
- respond to your instructor’s post and respond to at least one to two of your classmates postings according to the syllabus.

The Geneva College ADP administration believes that by following this format and by students submitting quality posts, an engaging and beneficial discussion can take place in an online learning environment. Because of the “newness” of this learning environment to you, and since these discussions are graded, there are several typical questions that arise. Questions the ADP office routinely gets include:

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

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

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

1. A demonstration of thorough understanding of the course material being discussed.
   a. Proper use of terminology in the context of the answer or posting. The posting should not contain a regurgitation of material from the text. Instead the student should show understanding and comprehension of the readings by stating the material in your words where possible.
   b. Use multiple terms from the reading materials. The student should preferably demonstrate the ability to relate concepts and themes that cross over multiple chapters or readings rather than simply concentrating on one detail or concept.
   c. Proper APA citation when referencing course textbooks and materials.

2. A demonstration of application and relevancy to the student.
a. Appropriate agreement/disagreement with the terms/concept/question and proper evidence given from the text readings for the position taken.
b. An appropriate use of a personal example to demonstrate familiarity and application.
c. If the question or concept being discussed does not currently exist in a student's organization, an example of how it could be incorporated, or how it could be adapted or modified to fit a current situation.
d. An analysis of how the idea or concept appears through an understanding of a Biblical worldview, and perhaps how the student’s perception of the idea may have changed as a result of the application of a Biblical perspective or critique.
e. Demonstrate the ability to view an idea from more than one perspective and to discuss why the perspectives differ.

3. Proper adherence to format, grammar, syntax, and the English language.
   a. Timeliness of postings (posting by the required deadline).
   b. Sentences should be free from grammatical errors and misspellings.
   c. Students should not use emoticons, text messaging shorthand, or other forms of informal speech (slang, colloquialisms, etc.).
   d. Students tone should be respectful of others contributions even if opinions differ.
   e. Recognition and encouragement of others is always appropriate.

When responding back to the instructor, students should use the above criteria, as well as ensuring that they respond to any questions asked.

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

By adhering to these criteria, the Geneva College ADP believes that students will be able to provide substantive, quality postings which will be graded accordingly within the requirements listed within the syllabus. Should you feel the need to post additionally in response to a lively discussion or to help a fellow classmate, you are encouraged to do so. Instructors will look favorably on class citizenship behaviors that a student produces during the online session when grading. However, a quantity of postings does not compensate for a lack of quality postings as described above.

Also, please note that your instructor may have specific requirements for you or specific instructions to follow. In addition, they may provide you with a grading rubric showing you how you will be graded in your class discussions online. Please direct any specific questions you may have to your instructor.
APPENDIX A
GENEVA COLLEGE ACADEMIC INTEGRITY GUIDELINES
FOR STUDENTS AND FACULTY

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

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

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

1. Plagiarism (the misattribution or misrepresentation of the intellectual work of another person as one's own, including their ideas, pictorial/graphic materials, and words).

2. Inventing or falsifying information in an academic exercise (e.g., making up a fictitious source or quote; intentionally giving an incorrect citation).

3. Cheating (e.g., obtaining/attempting to obtain answers from another student for an academic test or exercise, or using unauthorized notes during an exam).

4. Allowing one's own intellectual work to be dishonestly used by others (e.g., sharing a term paper, examination or diskette so that another student may cheat).

5. Misrepresenting or disguising one's actions in order to deceive the instructor (e.g., fabricating a reason for having missed a class or a deadline, or turning in a paper for one class that was originally written for another class).

6. Preventing other students from successfully completing an academic assignment (e.g., theft of materials from the library; stealing a diskette, textbook or notes from another student; hiding materials in the library; or ruining a laboratory experiment).

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

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

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

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

Sanctions. For an offense in categories 1-5, several penalty options are available to the instructor, including (but not limited to) the following:
- informal or formal warning to the student(s) involved, requiring the assignment or test in question to be retaken, with a lower grade,
- requiring makeup work, with or without a lower grade being assigned,
- assigning a grade of F for the assignment in question,
- lowering the final grade for the course,
- giving the student a failing grade for the course.

In addition to the above sanctions, the instructor or Program Director or Dean may require for an offense in categories 6-7, sanctions that may include (but are not limited to):
- informal or formal apologies to the victim(s),
- restitution for lost or damaged material.

Upon recommendation of the Program Director of the ADP, the Dean of Graduate, Adult and Online Programs may invoke further penalties as warranted by an offense, including:
- charging fines,
- placing the student on academic and/or disciplinary probation, suspension or dismissal from the institution,
- reporting the offense to external authorities.

Appeals Process. Students have the right to appeal disciplinary actions taken in response to academic dishonesty. An instructor's ruling can be appealed to the Program Director or Dean. If needed, further appeals are taken first to the academic programs oversight committee, then to the Dean of Graduate, Adult and Online Programs; the Provost, and, finally, to the president (whose decision is final).
APPENDIX B

SNOW POLICY

The following procedures will be followed in the event of a winter storm which would affect your scheduled ADP class session. If a class session is canceled, the canceled class session will be held on the next scheduled class session date (see your class calendar) and subsequent classes will be rescheduled as needed. If necessary, a revised class calendar will be issued.

PROCEDURE:

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

As a general rule, if the instructor is able to meet the class, the class will be held even if all students are not able to attend. We do not encourage you to drive if you feel that to do so would be unsafe. Your absence will be viewed as excused and there will be no grade penalty for missing a class due to weather conditions if make-up work is completed in a timely manner. If bad weather develops during a class session, and you feel you need to leave early to be safe, you are encouraged to do so. Again, you should obtain make-up assignments from the instructor.

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

TECHNOLOGY REQUIREMENTS FOR ADULT DEGREE PROGRAMS,
INCLUDING ONLINE PROGRAMS AND COURSES

Technology Requirements for Online Geneva College Accelerated Degree Completion Programs

Operating System: Windows XP SP3, Windows Vista, Windows 7, Windows 8, Mac OS X 10.6 or higher.

Browser: Firefox, Google Chrome, Safari, Opera

• Please note – Mozilla Firefox works best with Moodle, the learning management software (LMS) for Geneva’s online courses. Other browsers may be used, but may not support all functionalities in Moodle, such as online quizzes and the HTML editor. If you find that you are unable to use all the aspects of your course, please download Mozilla Firefox.

• We recommend that students do not use Internet Explorer for online classes. Not all aspects of Moodle will function properly when running it on Internet Explorer.

You may need to add an exception for your Moodle website to your browser’s pop-up blocker.

It is also recommended that you disable any pop-up blockers in third party toolbars that may be installed in your browser.

Internet Connection

DSL, Cable, or high speed Internet connection - For the best user experience a DSL, cable or faster Internet connection is strongly recommended. Users attempting to use Dialup may experience less functionality and lengthy load times.

Additional Requirements

• Updated versions of Adobe Reader & Adobe Flash Player.

• Sound card with speakers and microphone (for selected courses) or audio enabled webcam. Ability to record your audio on your computer will be necessary in courses where you will be required to upload an oral presentation.

• Microsoft Office applications are strongly recommended. If you do not have Microsoft Office, you must have a word processing program that is able to save documents in Microsoft Office (.docx or .doc) formats. Audio-imbedded PowerPoints are a common assignment in the ADP, so PowerPoint is another program to which you will need regular access.