

Martin University



STUDENT HANDBOOK 2010-2012

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INTRODUCTION

This handbook serves as an informative source concerning Martin University's policies and student codes of conduct.

The content is intended to give the general code-of-conduct guidelines within the Martin University organization. It is not a cure-all for issues and problems that may arise. Therefore, students should not expect to find published all rules and regulations of every unit of the University but should consider the information as a trustworthy resource in maintaining a nurturing and moral atmosphere for study, academic and social progress.

The Martin University Student Handbook has been prepared through the Enrollment Management Committee to serve as a ready reference to the major policies relevant to students attending Martin University.

NON DISCRIMINATION CODE

Martin University does not exclude any student on the basis of race, ethnic origin, color, gender, marital status, religion, age, or disability. This code includes the administration, its policies, financial aid programs, scholarships, employment and any other University administered programs in a non-discriminatory manner.

HISTORY OF MARTIN UNIVERSITY

Martin University, a Communiversality, was founded with the name of Martin Center College by the Reverend Boniface Hardin and Sister Jane Schilling, in 1977. The founding was in response to research indicating that minorities, adults, and low-income persons were not adequately served by institutions of higher learning. The barriers to higher education for these persons often were job requirements (including shifts and work times), family responsibilities, age, health, failure in another institution (for reasons other than lack of ability), transportation difficulties, or the myriad of other problems associated with the obligations of life. At the same time, the changing workplace was making demands that required employees to seek more education, with many jobs demanding a university degree.

Martin Center College was incorporated on April 20, 1979, in the state of Indiana as an institution of higher learning. Initially it enrolled seven students. In 1980, the College applied for and received candidacy status with the North Central Association of Colleges and Schools. In February of 1987, the NCA Commission on Institutions of Higher Education granted regional accreditation to the College. The original campus, encompassing four buildings on North College Avenue, is known as the College Avenue Campus, primarily housing Martin Center, Inc.

The main campus, the Avondale Campus, was opened in 1987; it is located two blocks west of Sherman Drive off 22nd Street within view of U.S. 1-70. It comprises the new Education Building, the Andrew J. Brown Building, classrooms, bookstore, and a study area for students. In 1990, the North Central Association of Colleges and Schools granted Martin University permission to offer master's degrees in Community Psychology and Urban Ministry Studies. The College became Martin University in 1990. The University derives its name from the memory of Dr. Martin Luther King, Jr., and Saint Martin de Porres, two Martins who cared about the needs of people—especially poor people—physically, spiritually, mentally, and intellectually.

Martin University's second president, Algeania Freeman, Ph.D., began her service January 2008. Dr. Freeman brings 35 years of successful experience in higher education, and a strong motivation to continue the mission of the university while moving Martin University "from Good to Great" (Jim Collins).

MISSION STATEMENT

The philosophy of Martin University is that higher education needs to be made available to all who can benefit. Martin University serves minority, low-income, and adult learners in a healing and freedom-minded environment.

The University recognizes that students vary in their personal circumstances, work environments, career goals, prior learning experiences, and educational needs. These factors are taken into consideration so that equal educational opportunity may become a reality for all who wish to pursue a degree. Martin University does not restrict learning to the usual age span, time frame, or learning spaces of traditional higher education. The program is student-centered, with each degree individually planned to meet the educational and career goals of the student. The specific degree, i.e., Bachelor of Arts, Bachelor of Science, Master of Arts, or Master of Science is determined by the student's overall plan. Martin University offers both baccalaureate and master's degrees.

Martin stands ready to serve community needs with educational and service programs.

ACCREDITATION

Martin University is accredited by the Higher Learning Commission of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504. Phone: (800-621-7440) or (312) 263-0456. Fax: (312)263-7462

ORGANIZATIONAL MEMBERSHIPS

American College Health Association (ACHA)
American Council on Education (ACE)
Central Indiana Area Library Services Authority (CIALSA)
Consortium for Urban Education (CUE)
Council on Adult and Experiential Learning (CAEL)
Council on Independent Colleges (CIC)
Higher Learning Commission/North Central Association of Colleges and Schools (HLC)
Independent Colleges of Indiana (ICI)
Independent Colleges of Indiana Foundation
Indiana Association of College Admission Counselors
Indiana Association of Collegiate Registrars and Admissions Officers
Indiana Council of Blacks in Higher Education
Indiana Health Industry Forum
Indiana Higher Education Telecommunication System Indiana Pathways to College Network (IPCN)
Indiana State Financial Aid Association (ISFAA)
Indiana Black Alumni Council, Inc
Midwest Association of Student Financial Aid Administrators (MASFAA)
National Association of College Admissions Counselors
National Association of Colleges and Business Organizations
National Association of Financial Aid Administrators (NAFAA)
National Association of Independent Colleges and Universities
National Association of Student Financial Aid Administrators (NASFAA)
National Association of Equal Opportunity (NAFEO)
National Organization of Human Services Education
Service Members Opportunity Colleges (SOC) (ConAP)

MARTIN UNIVERSITY'S VISION AND CORE VALUES

Martin University Vision

The "Martin Way" is to nurture, mentor, and care so persons may become better individuals. Martin University serves as a catalyst for change and its benevolence positively impacts humanity and society. If a student is willing to work, it is never too late to change his/her life with education, regardless of circumstances.

Martin University Core Values

The university encompasses these twelve core values:

Academic Excellence

Martin promotes academic excellence in its faculty, staff, and especially its students. The level of excellence is objective, allowing for the abilities of the student. We graduate a large number of students with academic awards (Summa and Magna Cum Laude, Academic Deans Award). We encourage academic partnerships with other institutions for our students, where their skills and achievements are highlighted, enhanced, and often showcased to the public. Martin University sponsors an annual Honors' Day Program to recognize high academic achievers and servant leaders.

Tradition

In the tradition of the Civil Rights Movement and through the confluence of freedom-mindedness and education, Martin University has created its own tradition that nurtures healing in individuals, the community, and the nation.

Opportunity

By means of innovation, self-assessment, and community awareness, Martin University has established and maintains an environment favorable to opening doors to the future by empowering all who can benefit to attain personal, educational, and spiritual goals. Martin University gives students the opportunity to gain an education, better employment, confidence, self-esteem, and self-actualization.

Spirit

Martin University's spirit reflects the courage, pride, will, energy, and essences of the university community of students, faculty, and staff. Within this spirit, we offer a holistic education as well as seek to develop, recognize, and nurture the spirituality in our students.

Sense of Community

Weltanschauung, the world perspective encompassing hospitality, compassion, empathy, and advocacy is critical to Martin University. The emphasis is on neighborhood and community involvement, participation in city and cultural events, health and human services.

Sense of Ethnicity

Martin University is predominantly an African American school that serves and cares for people of color, the poor, and all communities. Ethnicity has little to do with color, but more about culture and understanding. We welcome all who can benefit to share their ethnic history, culture, lifestyle, and educational experiences through mutual communication.

Spirituality

The spirituality of Martin University is openness to each person's belief and the reverence that follows. This reverence generates a heartfelt love of people who enter the institution and experience the 'Martin Way.' Most often, people leave with a warmth and understanding of its mission and vision. While the university is non-denominational, the institution does subscribe to Christian values.

Service

Martin University fosters service-minded leaders and change agents. Martin University nurtures and mentors students in an educational setting, and thereby empowers them for employment success and personal fulfillment. Through the act of humane exchange and outreach, the University provides service and creates service providers. The University exhibits a connectedness between students, faculty and staff which creates an advantageous exchange between one and all.

Encouragement

Martin University gives support and inspiration. The University provides hope to those who may have felt hopeless and gives them courage to persevere and attain personal and professional goals. Andragogy is one of the tools that build encouragement through the sharing of life experience in the classroom, as well as throughout the entire University. Our goal is that everyone is healthy, happy, and hopeful.

Sense of Uniqueness

We are the trailblazers of adult and intergenerational education. This reflects the value that we place on being unique in comparison to other institutions of higher learning. We are unique in terms of caring for the students, unique in the population that we serve, community relationships, and the focus of our mission. In addition, because of whom we are and what we do, people are drawn to us. Existing as the only one; the sole example, having no like or equal, we are peerless. Martin University is big enough to exist, but small enough to touch each one of our students individually. We advocate better personal relationships, due to our size.

Healing Environment

As witnessed by many of our faculty, staff, and especially students, there is a healing environment that exists within Martin University, both intentional and consequential. We have witnessed healing of the body through health awareness and health screenings, healing of the mind through andragogical teaching methods, identifying learning disabilities, and healing of the spirit through course content, delivery, class discussions, convocations, prayer, and music.

Futuristic

We recognize our existence in a futuristic society and look to the needs of our students today and in the future. This has been the case from the beginning, and we will continue to be visionaries for the benefit of those who have been underserved or unserved in the past. We embrace our ability and desire to be proactive in recognizing and addressing the needs of today's students and those yet to come.

TUITION AND FEE SCHEDULE

Tuition must be paid in full by the end of each semester. Tuition is subject to change at the discretion of the University.

A student who is indebted to the University will not be allowed to enroll for future semesters. No diploma or transcript will be issued to any currently enrolled or former student unless all accounts are satisfactorily settled. Students whose accounts become delinquent will be turned over to a collection agency, and these students are subject to dismissal.

Currently fees are as follows:

<i>Graduate Admission Fee (Non-refundable/ One-time fee)</i>	<i>\$55.00</i>
<i>Undergraduate Admission Fee (Non-refundable/ One-time fee)</i>	<i>\$25.00</i>
<i>Student Activity Fee (Mandatory Fee/All students/All semesters)</i>	<i>\$30.00</i>
<i>Technology Fee (Mandatory Fee/All students/All semesters)</i>	<i>\$30.00</i>
<i>Safety and Public Services Fee (Mandatory Fee/All students/All semesters)</i>	<i>\$100.00</i>
<i>Identification Fee (Replace lost/damage)</i>	<i>\$5.00</i>
<i>Drop/Add Fee (Cash only)*</i>	<i>\$10.00</i>
<i>Enrollment Verification Fee (Cash only)*</i>	<i>\$2.00</i>
<i>Transcript Fee (Cash or Money Order only)*</i>	<i>\$5.00</i>
<i>Late Registration Fee</i>	<i>\$35.00</i>
<i>Late Registration Fee II (First day of semester or later)</i>	<i>\$40.00</i>
<i>Graduation Fee</i>	<i>\$100.00</i>
<i>Computer Lab Fee (All CT courses)</i>	<i>\$30.00</i>
<i>Musical Instrument Fee</i>	<i>\$30.00</i>
<i>Science Lab Fee (4 or more cr. hrs)</i>	<i>\$30.00</i>
<i>Theater Fee</i>	<i>\$40.00</i>
<i>Return Check Fee</i>	<i>\$30.00</i>
<i>To replace refund check (if lost by student)</i>	<i>\$30.00</i>
<i>Field Trip Fee</i>	<i>Varies according to course</i>

***THESE FEES ARE PAID TO THE REGISTRAR AT THE TIME OF SERVICE.**

Note: Various classes have fees; please see the official course schedule for complete details. **ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE AND THERE ARE NO REFUNDS ON ENTRANCE FEES.**

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords certain rights with respect to students' education records. This and the federal regulations implementing its provisions, with which this University complies, were adopted to protect the privacy of educational records, and to provide the opportunity for informal hearings to correct and expunge inaccurate or misleading data.

STUDENT RIGHTS UNDER (FERPA)

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Martin University adheres to a policy of compliance with the Family Education Rights and Privacy Act (FERPA). This act affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review his/her own education records in the presence of the University official within at least 45 days after the University receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to review. If the specific record is not maintained in the Registrar's Office, the request will be forwarded to the correct official. (Students may not review parents' financial records, police records, sole possession records, or those which would reveal another student's records.)

The University will not provide copies of official transcripts from other schools.

2. The right to request the amendment of his/her education records which is believed to be inaccurate or misleading. The student should write the University official responsible for the record, clearly identifying the part of the record to be changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Martin University does not publish a directory.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or

assisting another school official in performing his or her tasks.

Additional exceptions include, but are not limited to, government authorities involved in an audit of the educational programs, in connection with Financial Aid records, accrediting organizations, to comply with a judicial order or subpoena, for health or safety emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Martin University to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

ADMISSION REQUIREMENTS

General Policies

Martin University has an open admission policy. In order to enroll as a student, all applicants must complete and sign an admission application, provide an official high school or G.E.D. transcript*, and show two pieces of identification to verify citizenship; one must be a picture identification. Undergraduate applicants must complete an assessment evaluation (waivers are available to those who qualify). * Those who did not complete high school can also attend classes for one year, pending the completion of a GED. Students without a high school diploma or GED may be eligible financial aid eligible if they demonstrate Ability to Benefit (ATB). Ability to benefit is demonstrated by passing the ATB Compass test and agreeing to complete the GED within one (1) year after admission. Students participating in the ATB program must meet satisfactory Academic Progress (SAP) each semester (see page 43).

Applicants applying to graduate programs must provide proof of completing an accredited undergraduate degree program, complete and submit a statement of purpose (or provide other documents based on the program), and provide three letters of recommendation. Once the admissions application forms are completed the applicant is eligible to schedule classes with graduate division chairperson. Martin University reserves the right to deny admission or continuing enrollment to persons who cannot benefit from the educational services available.

Applicants are required to participate in the Admissions Placement Assessment Program. The assessment involves a computer based series of tests which cover skills in writing, spelling, reading, and mathematics through beginning algebra.

Admissions Requirements for Transfer Students

In order to enroll as a student of Martin University, applicants must complete the process below:

- Complete and sign application and pay a \$25 nonrefundable fee
- Provide official college transcripts from all colleges attended
- Provide an official high school or GED transcript if student has less than 12 college semester hours of credit to transfer
- Provide two pieces of identification

In order for credits to be transferred from another institution, the grades for such coursework must be a “C” or better.

Students interested in transferring previously earned graduate credit should contact the chairperson of their specific graduate program for details and procedures. In some instances, a graduate student in one program may realize that his/her professional goals may be best met by switching to another graduate program at Martin University. In this case, the graduate student will need to inform the current graduate program and the Graduate School in writing of the decision to terminate participation in the graduate program. Subsequently, the student will need to follow the application procedures outlined by the graduate program he or she wishes to attend. Although the Graduate School does permit the transfer of graduate credit from one graduate program at Martin University to another graduate program within the university, the specific graduate program for which the graduate student is accepted will determine the amount of graduate credit that can be transferred and the students will be expected to adhere to the specific program requirements.

Admission Policy for Graduate Programs

The Community Psychology and Urban Ministry Studies programs determine admission policies for their programs. Individuals accepted into any of these programs are expected to adhere to the policies that are outlined herein and the policies of the specific graduate program for which they have been accepted.

Graduate School Policies and Procedures

The Graduate School has policies regarding graduate student matriculation. Depending on specific academic objectives, the graduate programs may implement more stringent policies. Where policies differ, it is the Graduate School that will make the final decision.

The Graduate School does consider transferring graduate course credit earned from approved programs outside of Martin University. The transfer of previously earned graduate credit is determined by policies implemented within each specific graduate program on a case-by-case basis. Students interested in transferring previously earned graduate credit should contact the chairperson of their specific graduate program for details and procedures.

In some instances, a graduate student in one program may realize that his/her professional goals may be best met by switching to another graduate program at Martin University. In this case, the graduate student will need to inform the current graduate program and the Graduate School in writing of the decision to terminate participation in the graduate program. Subsequently, the student will need to follow the application procedures outlined by the graduate program he or she wishes to attend. Although the Graduate School does permit the transfer of graduate credit from one graduate program at Martin University to another graduate program within the university, the specific graduate program for which the graduate student is accepted will determine the amount of graduate credit that can be transferred and the students will be expected to adhere to the specific program requirements.

Graduate Program Academic Progress

The Graduate School's policy on satisfactory academic progress requires that graduate students must maintain an overall minimum GPA of 3.0 during all semesters of enrollment. Failure to maintain the minimum GPA will result in the graduate student(s) being placed on academic probation. Academic probation will continue for each subsequent semester until the minimum GPA criterion has been met.

In addition, graduate students are expected to complete all coursework specified by their graduate program with a grade of "B" or better. Any graduate student who receives a grade of "C" or lower must repeat the course, earning a "B" or better.

In certain cases a graduate student may be dismissed from a graduate program without benefit of a probationary period. Such cases would arise in response to the student's committing a severe ethical or behavioral infraction. As a graduate student in a professional program, there are both behavioral and ethical standards that must be observed. These behavioral standards require the student to behave in a professional manner at all times, but especially in the professional environment of the internship experience and field practicum. The professional ethics upheld by the Division of Psychology and all Graduate programs at Martin University are predicated upon the ethical guidelines for the specific graduate program.

The graduate student must also demonstrate the capacity to rise to a level of faculty trust typically placed in graduate students. This trust involves an assumption of academic honesty on the part of the student. If a student is found cheating or plagiarizing, disciplinary action will be taken.

Students on probation for any reason over three consecutive semesters (i.e. fall and winter) must reapply for admission to the University before continuing graduate study.

Residency Requirements

The residency requirement for undergraduates is a minimum of 34 credit hours. That is, in order to receive an undergraduate degree from Martin University, a student must complete at least 34 credit hours of course study at Martin University.

The Graduate School has a residency requirement regarding completion of graduate coursework. Graduate students must complete at least sixty percent (60%) of graduate coursework at Martin University in order to qualify for a graduate degree awarded by the University. Specific graduate program requirements may exceed this percentage.

Non-degree Seeking Students

The length of attendance as a non-degree seeking student is no longer one semester. This change has been in place since (2008) Martin University began offering the following programs: Medical Coding, HFA, and RCA. Non-degree status is not limited to these programs. Non-degree seeking students can attend indefinitely as such.

Students attending under this status are (1.)Not eligible to apply for federal financial aid; (2.)Not required to take the placement test and (3.) not required to pay an admission fee unless it is a part of the program for which they are applying.

International Students

International students must be provided with 1-20 Procedures to begin the admissions application process. A designated Admission Office representative is certified to process International students and will initiate the application process for immigrant applicants who desire to attend Martin University.

Martin University is authorized under federal law to enroll immigrant students. In order to obtain an immigrant student visa, the prospective student must complete an application for admission and ask the University to complete a 1-20 form. The 1-20 form is the first step in a formal request for an immigrant student visa.

Before the University can fill out a 1-20 form, the prospective student must provide documentation to the Admissions Office verifying birthplace, nationality, and graduation from high school (or equivalent).

The prospective student must also provide proof of his or her financial responsibility, as well as proof of financial responsibility of any sponsors. When accepted by the Admissions Office, international students are expected to prepay all tuition each semester. The University must also be satisfied that other expenses will be met.

Once all documentation has been provided to the University, the 1-20 form will be completed. The Immigration and Naturalization Service (INS) will inform the student whether he or she will be granted a student visa. Prospective students who have provided all necessary documentation to the University and are not already in the United States may arrange to have a completed 1-20 form sent to them. The student is then expected to take the completed 1-20 form to the American Embassy in his or her country of residence and request a non-immigrant student visa from the Embassy. Once a prospective student has received his/her I-20 form, he or she then takes the following steps:

1. Take a diagnostic test to determine English and mathematics placement.
2. Applicants whose native language is not English should plan to submit scores from the Test of English as a Foreign Language (TOEFL). Students should note that Martin University does not offer classes that teach English as a Second Language, and if scores are unsatisfactory, arrangements must be made to take such classes elsewhere.

3. All immigrant (F-1) students are expected to carry a full course load. This is at least 12 credit hours during each of the fall and winter semesters.

Admission Fee

Once a prospective student has completed an application for admission to Martin University, they must pay the non-refundable admission fee of \$25.00 for undergraduate, and \$55.00 for graduate applicants. Admissions fees are non-refundable fees.

Orientation

First semester students and students who have not been enrolled during the last five semesters are required to attend a mandatory orientation before the start of their first semester of enrollment. Additionally, the course SSE Student Success in Higher Education is offered to help students acquire the skills needed to insure successful completion of a college program. Required to take the course are:

- First Time Freshmen;
- Students who transfer less than 30 credit hours from another institution;
- Students who previously attended Martin University but have not been enrolled during the last five semesters and have earned less than 30 credit hours but did not previously take the course;
- Students who previously attended Martin University but have not been enrolled during the last five semesters, and who previously took the course but did not earn a passing grade.

Veterans

Martin University is approved to receive military Veterans' Educational Tuition benefits. Because these benefits vary according to individual circumstances, students who are veterans are advised to discuss possible benefits with their counselor at the Veterans Administration office and the VA Representative at Martin University.

Adult Learning and Prior Learning Assessment (PLA)

Martin University recognizes and is sensitive to the needs of adult learners – especially the need to accelerate their degree programs in order to reach their academic and professional goals more quickly. To that end, Martin proudly offers *Prior Learning Assessment (PLA)* to recognize and provide college credit to adult learners for *college-level learning* that has been obtained through specialized life and work experiences.

Guided by the Council on Adult and Experiential Learning (CAEL), Martin uses the *portfolio method* for the majority of its Prior Learning Assessment. Students may also demonstrate *college-level learning* through College-Level Examination Program (CLEP) Examinations and evidence of the completion of American Council on Education (ACE) approved programs. CLEP examinations, which are administered at testing centers throughout the state, are standardized tests offered in 33 different subjects which allow students to demonstrate their level of knowledge in those areas. Upon successful completion, CLEP examination scores may be transferred to Martin University for college credit. Credit for programs approved by ACE, such as programs in Insurance (AU & CPU), Real Estate and military training programs will be evaluated through the PLA portfolio process which allows adult learners to provide evidence of prior learning and petition for college credit through documentation and narratives of learning which they develop in the PLA course.

Adult learners who in enroll in the six credit hour PLA course (PLA 130) will meet once per week as a class and once per week individually with their PLA instructor to develop individual *Petitions for PLA Credit* which will be compiled into PLA Portfolios. Students will also receive extensive guidance from other Martin university faculty and staff members to assist them in drafting petitions that demonstrate *college-level learning* that is *appropriately balanced* between *an understanding of theory and practical experience*.

Once completed, the PLA portfolio will be reviewed by faculty members with knowledge in the areas for which credit is being sought and appropriate credit award recommendations will be submitted to the PLA Director and Vice-President of Academic Affairs for final approval. Once approved, copies of the credit award letter are sent to the student for notification and to the university Registrar for transcription.

Please note: PLA credit is not available to students in their final semester at the university or to graduate students.

GENERAL PLA GUIDELINES

1. Students transferring from unaccredited colleges or universities may not use PLA as a means to transfer courses.
2. Students may not enroll in PLA 130 or petition for credit during their last semester of coursework.
3. Students enrolled in graduate programs may not enroll in PLA 130 or petition for credit.
4. The PLA 130 course fulfills six hours of liberal arts or social science electives of the general core curriculum of the degree plan.
5. PLA credit is awarded for *college-level learning*, not for experience alone.
6. College-level learning is defined as:
 - a. Learning that is grounded in theory, concepts and principles;
 - b. Learning that relates to subject areas generally taught in colleges; and
 - c. Learning which is at an achievement level comparable to college norms.
7. Credit should be awarded only for learning that has a balance, appropriate to the subject matter, between theory and practical application.
8. The determination of competence levels and of credit awards must be made by appropriate subject matter and academic experts.
9. Credit granted will be appropriate to the degree plan and university.
10. Students will pay standard tuition and fees for the six hour PLA 130 course, however, any credits awarded through the PLA portfolio process are awarded without further fees or tuition.
11. Students who gain additional college-level learning after completion of the PLA course may petition the PLA Director to reopen the portfolio. A \$500 fee will apply.
12. Students who wish to appeal credit award decisions may do so, in

writing, to the PLA Director and Vice President of Academic Affairs within one semester of the completion of the PLA course. Appeal letters must include the reason for appeal and any additional documentation which would support the student's request for additional credit. A final decision will be returned to the student within 6 weeks of the date of appeal.

TRANSFER OF PLA CREDITS TO OTHER INSTITUTIONS

PLA was adopted at Martin as a means to validate learning experiences outside of the traditional classroom setting as well as to accelerate eligible students through their chosen programs of study at Martin, thus saving them unnecessary time and money spent on redundant coursework. Students should keep in mind that many universities have their own methods of prior learning assessment with rules and limitations that are unique to their institutions, thus in most cases credits awarded through PLA are not transferable to other institutions. Students desiring to transfer to another institution should check with the transfer school to determine their policy. Martin University does not accept the transfer of PLA credits from other colleges and universities.

REGISTRATION PROCEDURES

Registration

In order to register officially for courses, a student must take the following steps:

1. Consult with the assigned mentor and complete a registration form.
2. See the Bursar for clearance (and/or pay tuition and fees).
3. See a counselor in the Financial Aid Office if the student state they are using financial aid.
4. A class schedule will be mailed by the Registrar after financial review and clearance. Keep and show the slip to each instructor during the first week of class.

Add Policy

Students enrolled in the 15-week fall and spring semesters may add a class through the first two weeks of the semester.

Students enrolled in summer courses may add a course through the first week of the semester.

Students may not add an intensive after the intensive class has started.

Drop Policy

Students enrolled in the fall and spring semesters (includes regular start classes and any combination of regular and intensive classes): During the first two weeks of the semester, students may drop a class without grade or tuition penalty, i.e., class will be removed from the bill.

After the first two weeks of the semester and up to the end of the eighth week of the semester, students may drop a class but will receive a grade of "W" and will be charged for the class regardless of attendance prior to dropping the class.

After the eighth week of the semester, students will not be allowed to drop classes.

Students enrolled in the summer classes: During the first week of the semester, the student may drop a class without a grade or tuition penalty, i.e., class will be removed from the transcript and tuition removed from the bill.

After the first week of the semester and up to the end of the third week of the semester, students may drop a class but will receive a grade of "W" and will be charged for the class regardless of attendance prior to dropping the class.

After the fourth week of the semester, students will not be allowed to drop classes.

Students enrolled in intensives only: The student may drop a class during the first day without grade or tuition penalty, i.e., class would be removed from the transcript and tuition removed from the bill.

After the first day of class, the student may drop the class but will receive a grade of "W" and will be charged for the class regardless of attendance prior to dropping the class. Note: Students enrolled in combination of intensives and fall or winter classes must follow the rules for the fall and winter drop periods. Students enrolled in a combination of intensives and summer classes must

follow the rules for summer drop period.

A student desiring to drop or add a class must consult with his or her mentor. The University may amend the add or drop period due to extenuating circumstance as determined by the administration.

Cross Registration (Consortium)

Martin University is a member of the Consortium for Urban Education (CUE) in the Indianapolis area. By special arrangement among the member institutions, students are given the opportunity to enroll in courses at other CUE institutions which are not available at their home institution. Cross registration enables students to enhance their degree programs by taking a course at another CUE institution and receive credit at their home institution upon successful completion of the course. CUE courses can be taken at:

Butler University
Indianapolis Museum of Art
Franklin College
Marian College
IUPUI
Martin University
Ivy Tech Community College
University of Indianapolis

CUE Policy and Eligibility

Eligibility for CUE enrollments shall be determined by the student's home institution and is subject to conditions outlined below. A student may enroll in a maximum of one CUE course a semester, not to exceed a total of four courses throughout the student's program. Students may register for credit courses offered by the other CUE institutions in the same term on a space-available basis. The consortium is not available to students during summer sessions.

Conditions

- Home – Where the student is regularly enrolled Host – Where the student desires to cross register
- The student is enrolled in at least three credit hours at his/her CUE-member home institution
- The student is degree-seeking or non-degree and seeking certification for teaching.
- The desired course is not currently available at the home institution or is

filled.

- Space is available in the desired course at the host institution.
- The student has satisfied all the course prerequisites and/or is acceptable to the host institution.
- Application does not automatically assure admission to the course. Tuition, where required, is paid to the home campus.
- The student is responsible for payment of any additional course fees, lab fees, materials, etc. to the host institution
- In cases of differing academic regulations, those of the host institution will ordinarily apply.

Courses Not Included in Cross Registration

Courses that include field experience

Applied Music courses

Independent study courses

Capstone/senior seminars

Tourism Convention and Event Management (TCEM) through IUPUI

CUE Registration Procedures at Martin University

- The student obtains a CUE Cross Registration Application from the Cross Registration Officer (CRO) at the home institution (Academic Affairs).
- The student consults with his/her advisor for course selection.
- The student secures signatures of his/her mentor and the Office of Academic Affairs.
- The student submits the completed form to the Office of the Registrar upon approval from the Office of Academic Affairs.
- The Registrar determines final eligibility of the student to enroll through CUE. Martin University's registrar will contact the host institution to determine if space exists in the course. If so, Martin University will send the application to the host institution's CRO.

The student must contact the host CRO for information about their institutional policies, such as parking regulations, student ID card, etc., if the Host CRO does not provide advance information to the student.

The student pays any laboratory or special fees to the host institution. The host CRO transmits the official final grade to the Martin University Registrar, where it will be processed. The course and grade will appear on the Martin transcript and the grade will be included in the Martin grade point average.

Repeating Courses

If a student repeats a course for which the original grade was "D" or "F," only the last grade received will be used to compute the grade-point average and the credit will count only toward graduation requirements. However, the original grade will continue to appear on the transcripts; an "R" beside the grade indicates that it has been repeated.

Auditing Courses

Upon recommendation from the relevant course instructor, and subject to approval by the appropriate Dean and Registrar, a student may enroll to audit a course. The approval to audit a course must occur prior to the official enrollment day. At the time the request to audit a course is approved, the instructor will inform the student auditing the class of attendance expectations.

A student may not change from credit to audit, or audit to credit status after the official enrollment day. Students auditing a course are not required to take tests and/or examinations, or to prepare other written assignments. Otherwise, conformity to regular classroom policies, including attendance requirements, is the same as for students taking the course for credit. Failure to meet any or all of these requirements may result in auditing student being administratively dropped from the class roll.

Students auditing a course will pay the same tuition as students taking the course for credit towards a degree.

WITHDRAWAL FROM MARTIN UNIVERSITY

A withdrawal is a formal procedure that removes the student from active participation as an enrolled student during a given semester. Students may withdraw from the University at any time. Courses from which students have been withdrawn will be recorded on the transcript with a mark of "W".

To withdraw, students must complete a withdrawal form obtained from their mentor or division chair. Students who do not attend any classes by the end of the first two weeks of a given semester will be administratively withdrawn and not allowed to attend until the following semester.

TUITION AND FEE REFUND POLICY

Drop Refund Policy: For students dropping one or more classes while staying enrolled in one or more other classes.

FALL AND SPRING SEMESTERS

APPLIES TO REGULAR START AND A COMBINATION OF REGULAR START AND INTENSIVE CLASSES

No refund of tuition and fees after the end of the second full week of the semester.

8 – WEEK SUMMER SEMESTER

100% refunds of tuition and course specific fees if course is dropped before the end of the first full week of the semester with no more than two attendances in the class.

No refund of tuition and fees after the end of the first full week of semester.

INTENSIVE CLASSES ONLY

DOES NOT APPLY IF ENROLLED IN ANY COMBINATION OF REGULAR AND INTENSIVE CLASSES

100% refund of tuition and course specific fees if the class is dropped on the first day of the class.

No refund of tuition and fees after the end of the first day of the class

If a student drops a course after the designated drop/add time frame listed above, tuition and fees will not be adjusted. This includes intensive courses. Students who are enrolled in an intensive class that does not start until after the second week of classes cannot wait until the start of the intensive class if they wish to drop the class and expect to receive a refund. They must follow the drop refund policy.

Withdrawal Refund Policy: For students withdrawing from (i.e. dropping) ALL courses that they registered during the semester. Note: To officially withdraw, a student must contact his/her mentor.

FALL AND SPRING SEMESTER REFUND POLICY

1st week of class	100% refund of tuition and fees
2nd week of classes	75% refund of tuition and fees
3rd week of classes	50% refund of tuition and fees
4th week of classes	25% refund of tuition and fees
5th week of classes and later	No refund of tuition and fees

SUMMER (8 – 9 WEEK) REFUND POLICY

Days 1-3 of classes	100% refund of tuition and fees
Days 4-6 of classes	75% refund of tuition and fees
Days 7-9 of classes	50% refund of tuition and fees
Days 10-12 of classes	25% refund of tuition and fees
Days 13 and more	No refund of tuition and fees

INTENSIVE COURSE REFUND POLICY

IF ENROLLED IN INTENSIVE COURSES ONLY, REGARDLESS OF LENGTH OF THE INTENSIVES COURSE

Day 1 of classes	100% refund of tuition and fees
Day 2 of classes	No refund of tuition and fees

For example: Joe withdraws from class during the 4th week of classes during the fall semester. He had registered for 4 classes and had been charged \$5,440 in tuition and fees. \$1,360 of the tuition and fees will be refunded to Joe but Joe is still responsible for paying Martin University \$4,080 for the semester.

BOOKS AND SUPPLIES REFUND POLICY

Books are not refunded unless the student returns the unused book(s) to the university bookstore. Supplies may be refunded at the university bookstore at the bookstore manager's discretion based on the condition of the supplies.

REFUND APPEAL PROCEDURE

Once a refund amount, if any, has been determined, a student has the right to submit an appeal concerning the refund if there are significant or unusual circumstances that caused the withdrawal from classes after the normal reimbursement period. The procedure for appeal is as follows:

1. The student has the right to submit the appeal information in writing to the Bursar's Office. The appeal will be reviewed by the Academic and Financial Review Committee for consideration at the next scheduled meeting of the committee.
2. Once the committee's decision has been made, the student will be notified of the decision in writing within 10 business days.
3. The Bursar will then forward a refund check, if a refund check has been approved.

The reimbursement will be made by mail only to the designated address of the student. The university will not, under any circumstances, release the refund check to anyone in person.

Incomplete Grade Policy

A student is eligible for a grade of "Incomplete" only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term. Students must meet the following conditions to be considered for an "Incomplete" grade:

1. The student must request in advance a grade of "Incomplete" from the instructor of the course and must make arrangements for completing the coursework with the instructor.
2. At the time of the "Incomplete" request, the student must have completed at least sixty percent of the academic semester (9 weeks in a 15 week semester). Incompletes are not available for Intensive courses. Any exceptions are at the discretion of the Chair of the Department.
3. At the time of the "Incomplete" request, the student must have a grade of "C" or better in the course.
4. At the time of the "Incomplete" request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
5. The instructor of a course initiates the "Incomplete" grade request. Instructors will complete the Academic Action Form and submit request and documentation to the Chair of the Division, who will review all documents, prior to submitting for approval the request for an "Incomplete" grade, to the Office of Academic Affairs.
6. Adjunct instructors may not give an "Incomplete" grade, but must refer the student to the Division Chair.

A student may be required to submit documentation of the reason(s) the student is not able to complete the coursework. The student and instructor must complete an "Agreement for Completion of Course" form outlining specific work required for course completion and expected date of completion. This must be sent to the appropriate Division Chair for signature. In addition, the instructor must include a "Completion of "I" (Incomplete) Permit to Class" form, with the proper documentation, forwarded to the Office of Academic Affairs for final approval. The Completion of "I" (Incomplete) Permit to Class Form will be sent to the student by the Registrar as permission to be admitted to class. All documentations for "Incomplete" grades must be submitted before or at the time final grades are due.

All "Incompletes" must be completed by the end of the semester following the semester in which the student received the "Incomplete."

GUIDELINES FOR FINAL PROJECTS/CAPSTONE COURSES

Each major requires a Final Project, Internship, or Capstone Course, in which the student initiates, develops, refines, and presents a project or thesis that demonstrates the student's comprehensive knowledge in the major field. Final Projects, Internships or Capstone Courses are guided by the mentor. Students must complete their Final Projects, Internships, or Capstone Courses at least one semester before the final semester.

Course Guidelines (See the Division Chair for guidelines) The Division Chairs will continue implementing updated syllabi for enhancement of portfolios and hands on training through Faculty Development. Partnerships with industry and educational facilities are networked by each division, and then are submitted to the Curriculum and Assessment committees.

HONORS PROGRAM

The Honors Program at Martin University is open during the Fall and Winter semesters to students who enroll in and complete at least 12 credit hours of course work that can be counted toward a degree. Students cannot be on the lists if they were enrolled in any 090 classes. All classes must be completed. Persons with "Incompletes" are not eligible. The program embodies two levels of excellence:

1. The President's List requires at least a 3.85 or higher grade point average.
2. The Dean's List requires at least a 3.50 grade point average.

ENGLISH PROFICIENCY

In addition to the assessment program specified by each academic division, Martin University maintains an assessment program to determine whether students are learning those requirements that the university has determined are important. The most notable such assessment program is the Writing Skills

Assessment Plan. All students are required to participate in this assessment program at three points in their college career:

Admissions Test

For a description of the Admissions Testing, see the "Admissions Assessment and Evaluation Program" in this handbook.

Level One Writing Assessment

At the end of EN125 (a required course), students write an in-class essay that is graded independently by two English Division faculty members. The evaluation of the essay is included as part of the grade for EN125; and, a separate record of the evaluation will be maintained in the university's assessment file records.

GRADING SYSTEM

Martin University uses the grading system shown below to indicate the quality of the academic work completed. A cumulative grade point average of 2.0 is required for graduation. The lowest passing grade in an English class is "C". A GPA of 2.5 or above must be maintained in the major field, and no grade below a "C" in a required course in a major or minor will be applied to degree requirements.

A	90-100	I — Incomplete
B	80-89	W — Withdrawal
C	70-79	G — Granted in PLA
D	60-69	TR — Transferred
F	Below 60	

Grading System of Foundation Courses

The grading system for the Foundation Courses in English and mathematics uses letters that are shown below. No grade points are awarded.

Percentage	100-78	77 and below
Grades	P = Passing	NP = Not Passing

ACADEMIC POLICY AND PROCEDURES

Student Course Load

A full time student completes a minimum of twelve credit hours per semester. More than eighteen credit hours per semester may be taken only with special permission from the Department Chair and approval of the Office of Academic Affairs. Three-quarter time students complete nine to eleven credit hours and half-time students complete six to eight credit hours. Less than half-time students complete one to five credit hours.

Students receiving financial aid, however, should note that the terms for some financial aid require full-time status. Financial aid recipients should consult a financial aid counselor for details.

The Martin University calendar is built upon three semesters in one year: fall, spring, and summer. All students should plan to go to college steadily. This requires careful financial planning for the student. The Financial Aid Office and the mentor will assist in the planning.

Students should plan to take at least 30 credit hours each year, over two semesters and summer session, if the student plans to complete his/her degree plan within four years. The summer sessions have variable time frames that enable students to continue their education and maintain constant attendance. This means that students need to see their mentors regularly.

ASSESSMENT OF ACADEMIC ACHIEVEMENT

Each academic division has a program to assess how well students are learning those requirements which the division has determined are important. Most of this assessment takes place within individual courses, but some divisions also have programs to assess learning within the division's over-all curriculum. Written statements of division assessment programs are available from division chairs. Assessment of student learning within an academic division may be performed by using any of a wide variety of methods, including, but not limited to, comprehensive written examinations, comprehensive oral examinations, standardized tests, portfolios, integrated case studies, recitals and other types of performance, and capstone courses which integrate knowledge within the major and which relate such knowledge to the core curriculum.

STANDARDS FOR SCHOLARLY ACHIEVEMENT

1. Students should be punctual and attend all scheduled class sessions.
2. All reading assignments should be completed before each class. Class participation, the ability to pass quizzes, and responses to questions posed by the instructor will all be indicators of how well students have properly prepared themselves.
3. All written reports should be turned in on time.
4. Tests are to be taken when scheduled. Any exceptions will be cited in the syllabus.
5. Students are expected to study at least two hours for each hour spent in class. All examinations assume that level of preparation.
6. In the spirit for networking that is encouraged by the university, students are encouraged to utilize peer study groups to enhance their studies.
7. Students are expected to make appointments with their instructors when they are having problems, i.e. reading the assignments, grasping concepts, understanding the instructor and any other factors contributing to their difficulty in the course.
8. Students are expected and encouraged to ask questions. This is the best way for instructors to know if you are learning, and if there are instructional weaknesses.

CLASS HOURS

Most classes meet for a minimum of two hours and forty minutes per week, with a 10-minute break during the class. Some classes, such as those for computers, foreign language, music, and the sciences, may require altered class hours.

If a regularly scheduled class conflicts with one of the legal holidays observed by my Martin University, the class will not meet that day except by special arrangements between the faculty and the students. However, students and instructors will agree on a suitable method to fulfill the required hours of contact time.

CLASS CONDUCT

Martin University students observe the following courtesies while in class:

1. Students may not bring children to class. Children are not to be left unattended on campus. The restriction about children is enforced.
2. Smoking is not allowed in classrooms or in any other part of any building or campus grounds.
3. Foul or abusive language or disruptive behavior is not permitted at any time.
4. All cell phones, pagers, and beepers must be turned off when a class is in session except for those of emergency personnel who are on call. Those individuals should set their phones or beepers to silent mode to avoid disrupting the class.

ACADEMIC INTEGRITY

Academic dishonesty is defined as:

1. Tampering with a transcript, records, etc;
2. Using unauthorized materials before or during an exam;
3. Providing or receiving unauthorized assistance during an exam;
4. Cheating (using someone else's paper or assignments, etc.);
5. Committing plagiarism

PLAGIARISM

Plagiarism is defined as the unacknowledged use of another's words, ideas, research or propositions. The source may be not only printed material, but also material presented in lectures, interviews, broadcasts, and computer programs. Incorporating isolated formulas, phrases or sentences without proper acknowledgment is plagiarism, just as much as copying whole paragraphs or more. Even if the material is paraphrased and not quoted directly, the student is guilty of plagiarism if the source is not acknowledged in an appropriate way.

Therefore, students should be careful to acknowledge all assistance in preparing an assignment. Presenting as one's own, the idea or words of another, without acknowledging the source of the information can occur in assigned papers, open-book exams, or take-home exams; and, students should adhere to the guidelines regarding plagiarism in all instances.

If a student seeks help for typing or proofreading, this help also should be acknowledged in the assignment. If acknowledged, help of this kind would not be considered collusion. In English courses, however, students must do their own proofreading (typing by another is permitted if acknowledged).

GRADE REPORTS

Reports on academic grades will be mailed when the Registrar's office has received a grade for each course taken by the student during the semester. No student will receive a grade report unless all bills have been paid.

ACADEMIC STATUS ACCORDING TO NUMBER OF CREDIT HOURS THAT COUNT TOWARD DEGREE

Freshman	0-30
Sophomore	31-60
Junior	61-90
Senior	91 and up

CLASS ATTENDANCE POLICY AND PROCEDURE

Attendance and participation in class are integral parts of the educational process and are significant factors in academic achievement. Frequent absences negatively impact a student's ability to benefit from a class. Students are expected to attend all classes, be punctual, take exams during scheduled times and be responsible for all material presented in class. Student class attendance will be monitored for the first four weeks of every semester.

Each instructor specifies the attendance and absence policy as part of the written syllabus distributed at the beginning of the course. A student that has been absent or foresees the need to be absent should consult with the instructor to make arrangements regarding missed assignments and exams. Faculty is not required to make provisions for make-up work; consult the course syllabus for stipulations.

Instructors are required to record and report attendance for the first four weeks of the semester. Faculty will mark students as:

- Present — Student is in attendance no later than fifteen minutes after the start of class.
- Tardy — Student is in attendance but arrived between sixteen and thirty minutes after the start of class.
- Absent — Student is not in attendance; or, student arrived more than thirty minutes after the start of class; or, student left more than thirty minutes before the end of class.
- Excused — Instructor uses at his or her discretion to make allowance for previously arranged absences.

Students that do not attend class during the Drop/Add period will be automatically dropped from the course by the instructor. Students who attend during the Drop/Add period, but do not attend for next two weeks following the Drop/Add period as part of monitored attendance will be automatically dropped from the course by the instructor.

Adopted 12/2/11: Acting President, Dr. Charlotte Westerhaus-Renfrow

CAMPUS AND CLASSROOM POLICIES

1. Students are **required** to have a student I.D. The I.D. must be swiped upon entering or exiting the building(s) at the security desk.
2. Students who drive to school are **required** to have a Parking Pass.
3. **No** food, snacks, or soft drinks are allowed to be consumed in the classroom. **Only water** is allowed in the classroom.
4. Students **are not** to have cell phones on during class time.
5. Students arriving to class 15 — 30 minutes **late** will be recorded as tardy.

6. Students arriving to class 30 minutes **late or more** will be recorded as absent.
7. Absent — Student is not in attendance; or, student **leaving** class more than 30 minutes prior to the end of class will be recorded as absent, and that student will be responsible for missed work.
8. **Tardiness and absences** will adversely affect students' grades.
9. Children **are not** allowed during class, nor are they to be left unsupervised in the buildings.
10. Quizzes, tests, papers or any other class related materials will not be returned sixty days after the end of the semester. It is the student's responsibility to seek the return of any materials from their instructor.
11. All classes will have a Standardized University Wide **Mid-Semester Evaluation of Teaching Effectiveness**.
12. All classes will have a Standardized University Wide **End of Semester Evaluation of Teaching Effectiveness**.

MARTIN UNIVERSITY'S POLICY ON ACADEMIC PROBATION AND DISMISSAL

Academic Probation

Failure to maintain a minimum of 2.0 GPA will result in a student being placed on academic probation. This probation is a warning that the student is not performing at a level that will meet minimum graduation requirements. Continuance as a student is based upon academic achievement during the succeeding semester. The student with less than a 2.0 GPA may only take six credit hours until the 2.0 GPA has been achieved.

Divisional Academic Probation

After a student has completed the first three 100 or 200 level courses in their major, the student must have a minimum grade point average (GPA) of 2.5. If the student's average in the major is below 2.5 (GPA) following the completion of the first three courses in the major, the student will be placed on divisional academic probation. At the discretion of the Division Chair, the student will have an opportunity to take, in addition, two or three courses in his/her major study area, to increase the GPA above the minimum 2.5. The student must sign an agreement at this time, stating that he/she is on divisional probation and agrees to raise his/her GPA above the minimum. If the student raises his/her GPA above the minimum, the student will be removed from divisional probation.

A student may not be on divisional probation more than two times in any particular division. If the student does not raise his/her GPA above the minimum 2.5 in his/her major, the Division Chair will counsel the student regarding a change to another major degree program. The student may be removed from the division upon recommendation by the Department Chair and approval by the Dean of the Division.

Academic Dismissal

Academic dismissal may come after the student has been placed on academic probation and has not shown improved performance in the Martin University program. The formal recommendation for academic dismissal comes from the Office of Academic Affairs, and a copy is placed in the student's file. The student is notified in writing of this action.

Reinstatement or Readmission after Academic Dismissal

If a student is dismissed from the University and desires to return, the following stipulations must be met:

1. The student must wait one academic year before submitting an application for readmission;
2. The admission process must be repeated, and the admissions form updated. The admission fee is required if the student has been out of the university more than five semesters.
3. Course deficiencies may be removed with satisfactory completion of courses from another college if the courses were similar or equivalent to the courses that the student failed.

If readmitted, the student will enroll in no more than six credit hours and must not receive any grade below a "C". Readmitted students are advised to keep in regular contact with their mentors.

BURSAR

Student accounts are maintained in the Bursar's Office. All payments, federal and state grant awards, scholarships, and loans are received and credited to student accounts by the Bursar. Refunds are issued, book vouchers are calculated, payment plans are prepared, and billing is processed in this office. All payments for admission and photo ID fees are accepted in the Bursar's Office. Also, after a student registers with their mentor, they must report to the Bursar to verify a zero account balance or make payment arrangements, if necessary.

PAYMENTS

Responsibility for payment rests entirely with the student. A student may or may not receive enough financial aid to cover their entire balance. Therefore, the responsibility for any unpaid tuition, fees, or bookstore charges rests entirely with the student. Forms of payment accepted in the Bursar's Office are cash, personal/cashier checks, money orders, Visa and Master cards (Credit and Debit).

Any checks returned due to insufficient funds will result in a returned check fee of \$30.00. Also, the student's account will be marked "No Personal Checks," and all future payments must be paid in cash, money order, or credit/debit card.

COLLECTION PROCEDURES FOR PAST DUE ACCOUNTS

If collection efforts become necessary, a 30% collection fee will be added to any balance that is sent to a collection agency. Grades, transcripts, recommendations, or other academic services will not be provided if there is an unpaid balance on a student's account.

LATE REGISTRATION FEES

A late registration fee will be charged to any returning student who fails to complete registration within the specified registration period. The late registration fee is \$35.00. The fee increases to \$40.00 after classes have begun.

SENIOR CITIZENS' DISCOUNT

Martin University is offering qualified senior citizens an opportunity to enroll in credit courses at the University at a discount. Indiana residents, 60 years of age or older and who have a high school diploma or GED Certificate can enroll in courses at Martin University and receive a 50% discount on their tuition only. The cost of textbooks and other mandatory fees is excluded from any discounting.

FINANCIAL AID POLICIES AND PROCEDURES

The Martin University Financial Aid Department operates in a manner that supports the mission of the institution and assists students to meet the expenses of attending college.

Martin University Financial Aid Department reserves the right to review, revise, or suspend financial aid due to available funding, office error, and changes in application, enrollment, and receipt of additional resources, verification corrections, or failure to make reasonable academic progress. Although care is taken to ensure the accuracy and timeliness of information contained in the award letter, the contents are subject to change due to changing federal and state legislation as well as unintended human error.

Federal regulations require the Financial Aid Office to reduce the student's financial aid package when an over-award exists. Students are responsible for paying any monies refunded if an over-award occurs after they have received their refund.

STUDENT RESPONSIBILITY

- Students applying for financial aid are required to complete the "Free Application for Federal Student Aid" (FAFSA), before they plan to attend, or at least within four weeks from the first day of classes. If extenuating circumstances exist, consult a financial aid counselor immediately.

DEFAULT HISTORY AND ADDITIONAL LOAN REQUEST POLICY

Martin University reserves the right to deny loan eligibility in the following situations:

- Students who have a prior default history
- Students who request loan funds that exceed their original financial aid award.
- Students that do not intend to repay the loan when applying. The financial aid officer must have prior knowledge of the student's intentions.

The Financial Aid Director will review these cases on an individual basis.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Martin University students are expected to maintain satisfactory academic progress (SAP) during their matriculation at the University. SAP is evaluated in two ways, cumulative grade point average (GPA) and cumulative academic progress. In order to maintain SAP, all students must satisfy both the minimum cumulative GPA and minimum cumulative academic progress requirements established by the University. A detailed discussion of the specific cumulative GPA and cumulative academic progress requirements is presented below.

Cumulative GPA

All students enrolled at Martin University are expected to maintain an adequate cumulative GPA during all semesters enrolled at the University. The minimum adequate cumulative GPA requirement is dependent on classification status (i.e., students enrolled in undergraduate courses vs. students enrolled in graduate courses) and the cumulative number of credits hours the student has attempted.

Minimal Cumulative GPA Requirements for Undergraduate Students

Undergraduate students who have attempted between one (1) and 60 credit hours must maintain a minimum cumulative GPA of 1.5 during each semester. Undergraduate students who have attempted 61 or more credit hours must maintain a cumulative GPA of 2.0 for each enrolled semester. This policy applies to both degree-seeking and non-degree seeking students enrolled in undergraduate courses at the university. All undergraduate courses taken at Martin University in which letters grades of A,B,C,D, and F are awarded count towards the cumulative GPA. Remedial courses (i.e. courses with numbers less than 100) do not count towards the cumulative GPA. Courses with a Pass (P) or Non-Pass (NP) final mark do not count towards the cumulative GPA. Courses in which the student Withdrew (W) or received an Incomplete (I) do not count towards the cumulative GPA. If a student retakes a course, the final grade from the second time the course was taken will count towards the cumulative GPA, unless upon taking the course a second time the student withdrew (W) or received an Incomplete (I) in the course. In this instance, the resulting grade from the first time the course was taken counts towards the cumulative GPA. If a student receives a lower grade in the retaken course than what was received during the first time the course was taken, the lower grade will count towards the cumulative GPA. Grades associated with courses completed at another institution of higher learning and transferred to Martin University do not count towards the cumulative GPA.

Minimal Cumulative GPA Requirements for Graduate Students

Graduate students must maintain a cumulative GPA of 3.0 for each enrolled semester. This policy applies to both degree-seeking and non-degree seeking students enrolled in graduate-level courses at the university. All graduate-level courses taken at Martin University in which letters grades of A, B, C, D, and F are awarded count towards the cumulative GPA. Graduate courses with a Pass (P) or Non-Pass (NP) do not count towards the cumulative GPA. Graduate courses in which the student Withdrew (W) or received an Incomplete (I) do not count towards the cumulative GPA. If a student retakes a graduate-level course, the resulting grade from the second time the course was taken will count towards the cumulative GPA, unless upon taking the course a second time the student withdrew (W) from the course or received an Incomplete (I) in the course. In this instance, the resulting grade from the first time the course remains as counting towards the cumulative GPA. If a student receives a lower

grade in the retaken course than received during the first time the course was taken, the lower grade will count towards the cumulative GPA. Grades associated with courses taken at another institution and transferred to Martin University do not count towards the cumulative GPA.

Cumulative Academic Progress

All Martin University students are expected to successfully complete the courses in which they are enrolled. Cumulative academic progress is a measure of the extent to which a student is successfully completing his/her coursework. It is calculated by dividing the cumulative earned credit hours into the cumulative attempted credits hours. The resulting value is expressed as a percent ranging from zero (0) to 100. Higher percentages reflect a greater amount of success in completing courses and hence, greater cumulative academic progress.

Minimal Cumulative Academic Progress Requirements for Undergraduate Students

Undergraduate Students are expected to successfully complete at least two-thirds (67% rounded) of the cumulative attempted credit hours in which they are enrolled. A successfully completed credit hour is defined as a credit hour associated with a course in which the final awarded grade/mark was an A, B, C, D, or P. An unsuccessfully completed credit hour is defined as a credit hour associated with a course in which the final awarded grade/mark was an F, NP, I or W. Please note that while final marks of Non-Pass (NP), Withdrawn (W), Repeat (R), and Incomplete (I) do not count towards the cumulative GPA, credit hours associated with these classes do count toward attempted cumulative hours and are added to the calculation of cumulative academic progress. In addition, course worked transferred to Martin University (identified as "TR" on the transcript) that counts towards a student's degree also counts towards cumulative credit hours attempted and cumulative credit hours earned. Coursework that is transferred in to Martin University that does not count towards a student's degree does not count towards the cumulative credit hours attempted and cumulative credit hours earned. In general, Martin University only transfers credit that counts towards a degree. It is recognized that, at times, students change majors and previous transferred credit may no longer count towards their previous major/degree program. Because of these instances, any student who has credit transferred to Martin University must

have this transfer credit re-evaluated if he/she changes his/her major. Moreover, credit earned from prior learning assessment (PLA and identified as “G” on the transcript) also counts towards the cumulative credit hours attempted and cumulative credit hours completed if the credit applies to the student’s degree. If the PLA credit does not count towards the student’s degree, then the PLA credit does not count towards the cumulative credit hours attempted and cumulative credit hours completed. A student with PLA credit who switches majors must have the PLA credit re-evaluated to determine if the credit continues to counts towards his/her new major/degree. In cases where courses are retaken, the original course continues to count towards the cumulative hours earned and cumulative hours attempted. Courses in which the student never attended and was subsequently administratively withdrawn do not count towards the cumulative attempted credit hours or cumulative earned credit hours.

Minimal Cumulative Academic Progress Requirements for Graduate Students

Graduate Students are expected to successfully complete at least two-thirds (67% rounded) of the cumulative attempted credit hours in which they are enrolled. A successfully completed credit hour is defined as a credit hour associated with a course in which the final awarded grade was an A, B, or P. An unsuccessfully completed credit hour is defined as a credit hour associated with a course in which the final awarded grade was a C, D, F, NP, I or W. Please note that while final marks of Non-Pass (NP), Withdrawn (W), and Incompletes (I) do not count towards the cumulative GPA, they do count towards cumulative academic progress. In addition, graduate-level course work transferred to Martin University (identified as “T” on the transcript) that counts towards a student’s degree also counts towards cumulative credit hours attempted and cumulative credit hours completed. Graduate-level coursework transferred in to Martin University that does not count towards a student’s degree does not count towards the cumulative credit hours attempted or cumulative credit hours completed. In general, Martin University only transfers credit that counts towards a degree. It is recognized however, that students sometimes change majors, and previous transferred credit may no longer count towards that major/degree. Because of these instances, any student who has credit transferred to Martin University must have this transfer credit re-evaluated if he/she changes his/her graduate program. Courses in which the student never attended and was subsequently administratively withdrawn

(identified as “U” on the transcript) do not count towards the cumulative attempted credit hours or cumulative earned credit hours.

The SAP requirements for undergraduates and graduate students discussed above are summarized in the following table:

SAP Requirements for Undergraduates

Total Attempted Credits	Minimum Cumulative GPA	Cumulative Academic Progress
1-60	1.5	67%
61+	2.0	67%

SAP Requirements for Graduate Students

Total Attempted Credits	Minimum Term / Semester GPA	Cumulative Academic Progress
All	3.0	67%

Time Period for Evaluating SAP

SAP is evaluated at the end of each academic semester (including the summer session) for each student by the SAP Committee. The SAP Committee consists of at least three Martin University staff and faculty members and must have representation from faculty, Academic Affairs, and Enrollment Management. In evaluating SAP, both cumulative GPA and cumulative academic progress as defined above are examined. A student is considered to be achieving satisfactory progress when he/she meets the minimum cumulative GPA and minimum cumulative academic progress requirements. A student is considered as making unsatisfactory academic progress if either the minimum cumulative GPA requirement and/or the minimum cumulative academic progress requirement are not met at the end of each academic semester in which he/she is enrolled. Upon determining that a student is not achieving SAP, the committee will formally notify in writing the student, the student’s mentor, the

Dean of Students, the Vice President of Academic Affairs, and the Director of Financial Aid.

Consequences for Failing to Maintain SAP

Martin University has a three-step process to be followed when a student does not meet the SAP requirements. This three-step process includes a warning status, probation status, and suspension/dismissal status. Each of these conditions is presented below.

SAP Warning Status

As a first step, any student who does not achieve satisfactory academic progress (per the minimum cumulative GPA and minimum cumulative academic progress requirements presented above) in a given semester will be placed on SAP Warning status. SAP Warning status may be assigned without appeal or other action by the student. While on SAP Warning status, the student has one academic semester in which he/she is enrolled to achieve satisfactory academic progress. If the student meets the SAP requirements at the end of the following semester, the SAP Warning is rescinded. In these cases, the SAP Committee will formally notify in writing the student, the student's mentor, the Dean of Students, the Vice President of Academic Affairs, and the Director of Financial Aid.

SAP Probation Status

Students who fail to meet the requirements of SAP by the end of any given semester for which they were in SAP warning status, may be placed on probation after an appeal process. The appeal process will consist of a written statement from the student to the SAP Committee indicating the challenges the student is having in achieving SAP and the actions to be taken by the student to achieve SAP. It is the discretion of the SAP Committee to accept or deny the appeal. The SAP Committee's appeal determination will be provided in writing to the student, the student's mentor, the Dean of Students, the Vice President of Academic Affairs, and the Director of Financial Aid. Students who do not initiate an appeal process will be dismissed from the University and must follow the reinstatement procedures for dismissed students discussed below to be re-admitted into the University.

If the appeal is accepted by the SAP Committee, the student will be placed on SAP probation the following semester. As part of the probation, the student will be required to follow an academic plan developed by the student and his/her mentor designed to move the student into making satisfactory academic progress. During the Probation semester, the academic plan must be signed by the student and mentor and received by the SAP Committee by the end of the Drop/Add period. The original is to be placed in the student's file by the mentor. Copies of the document will be given to the student and forwarded to the SAP Committee, the Dean of Students, the Vice President of Academic Affairs, and the Director of Financial Aid. If a student's academic plan has not been received by the SAP Committee by the end of the end of the Drop/Add period, that student will be dropped from all classes.

The student will be on SAP Probation for one academic semester in which he/she is enrolled. At the end of the semester in which the student is on SAP probation, the student must meet the requirements of SAP to avoid dismissal from the University. If the student achieves SAP at the end of the semester, the SAP probation will be rescinded.

SAP Academic Dismissal/Suspension

The University will dismiss/suspend a student if the student's completion rate and/or cumulative GPA does not return to a satisfactory level after the SAP Warning status and SAP Probation status (two semesters) have been applied. The SAP Committee will give a student a written notice of academic dismissal/suspension if all of the following conditions are met:

- The student has been given a SAP Warning.
- SAP Warning status was not rescinded.
- The student has been placed on SAP Probation.
- SAP Probation has not been rescinded.
- The student has attempted two semesters while on SAP Warning and SAP Probation.
- The student's cumulative GPA and/or completion rate remains below the minimum SAP standards.

In rare instances, when it is evident that a student is unable to benefit from continued enrollment in the college, Martin University may academically dismiss a student without warning as warranted by the student's academic record.

To be reinstated after SAP dismissal, a student must present evidence to the SAP Committee that he or she is ready and able to make satisfactory progress.

The Satisfactory Academic Progress committee is responsible for acting on requests for reinstatement after academic dismissal. Students are not eligible for reinstatement for at least three semesters after an academic dismissal. Reinstatement is a formal process in which the student petitions the University in writing for reinstatement. As part of this petition, the student must provide evidence that he/she can achieve academic success and maintain satisfactory academic progress. If a student is reinstated, the student would be required to follow terms and conditions that promote future academic success and SAP. Please note that though a student may be reinstated to enroll, they may not be eligible for Federal Financial Aid.

FINANCIAL AID REFUND POLICY

Students who withdraw from all classes prior to the 60% point of the semester, and who receive Title IV federal financial aid, may owe a refund of some or all of the federal financial aid received.

Financial aid is "earned" on a proportional basis for each day of the term that the student has completed. For example, if a student completed 30% of the term, then he or she has earned 30% of the federal financial aid awarded for the term. If the Bursar's office has applied the financial aid to the student's account and has paid institutional charges only, the university must reimburse 70% of the aid to the financial aid programs. Please note: The student is eligible for State scholarships after the fourth week of classes, however, if the student withdraws prior to the fourth week of class, the financial aid department must cancel the state grant.

By federal regulation, funds are returned in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Although the university must return financial aid to the federal programs as prescribed by federal regulations, the Martin University Tuition Refund Policy does not refund tuition at the same percentages. Students will be required to pay Martin University for any balances owed after the tuition refund and the calculation of financial aid is complete.

If part of the balance owed to Martin University is the repayment of a federal grant, Martin has 30 days to notify the student of the balance owed. The student has 45 days to either repay the funds or make satisfactory payment arrangements with the Bursar or the university will report the repayment status to the U.S. Department of Education. The student will also lose financial aid eligibility until the overpayment is satisfied.

PLEASE NOTE: Students are encouraged to meet with a Financial Aid Counselor prior to the withdrawal process so they will be aware of the financial impact of withdrawing from college.

FINANCIAL AID DISBURSEMENT POLICY

The Bursar's Office will post all financial aid disbursements to the student's account after the Financial Aid Office has approved it. Class attendance is a requirement for students to maintain eligibility for financial aid disbursements.

Students are required to attend all classes prior to the financial aid disbursements. If a student enrolls for classes, which he/she does not attend, the financial aid department must revise and recalculate the award based on the courses the student is attending.

CAMPUS-BASED AID

Campus-based programs are the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work-Study (FWS) program. The financial aid department administers these programs at each participating school. How much aid received from each of these programs depends on financial need, the amount of other aid received, and on the availability of funds at the university. Unlike the Federal Pell Grant Program, which provides funds to every eligible student, the campus-based programs provide a certain amount of funds for each participating school to administer each year. When the money for a program is gone, no more awards can be made from that program for that year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

Federal Supplemental Educational Opportunity Grants (FSEOG) is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest EFCs will be the first to get FSEOGs.

FEDERAL COLLEGE WORK-STUDY PROGRAMS (FWS)

Federal Work-Study (FWS) provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the recipient's course of study.

FEDERAL FAMILY EDUCATION LOAN (FFEL) PROGRAM

The U.S. Department of Education administers the Federal Family Education Loan (FFEL) Program. The FFEL Loan program consists of the Stafford Loans (for students) and PLUS Loans (for parents).

FFEL Stafford Loans are either subsidized or unsubsidized. Students can receive a subsidized loan and an unsubsidized loan for the same enrollment period.

Subsidized Loan – This loan is need-based, and the federal government subsidizes the interest while you are attending school.

Unsubsidized Loan – This loan is not need based. Students will be charged interest from the time of disbursement until it is paid in full.

FEDERAL PARENTS LOANS FOR UNDERGRADUATE STUDENTS

The federally sponsored Parent PLUS loan is a low interest student loan for parents of undergraduate, dependent students. With a Parent PLUS loan, families can fund the entire cost of a dependent's education (less other financial aid).

ALTERNATIVE EDUCATIONAL LOANS

Alternative loans are available from private lenders, such as banks, savings and loan associations, or credit unions. Typically, these loans cost the student and family more in the end, but they may have fewer eligibility restrictions. **For more information, contact commercial financial institutions or the Financial Aid Department at the university.**

Indiana Higher Education Awards (HEA) Frank O'Bannon Education Grant

These grants are need-based grants designed to provide access to college for Hoosier students. They do not require repayment. This program includes the Higher Education Award and the Freedom of Choice Grant. Award amounts vary based on need, college attended and availability of funds. A student applies for this grant by submitting their FAFSA prior to the March 10

deadline.

Freedom of Choice Grants (FOC)

The Freedom of Choice Grant is a need-based, tuition-restricted program for students attending Indiana private institutions seeking a first undergraduate degree. The state awards this grant in addition to the Higher Education Award. Students (and parents of dependent students) who are U.S. citizens and Indiana residents must file the FAFSA yearly, by the March 10 deadline. Applicant must be a full-time student. Award is available to U.S. citizens only.

POLICY FOR FINANCIAL AID FRAUD

Students and parents who willfully submit fraudulent information will be investigated to the fullest extent possible. All cases of fraud and abuse are reported to the proper authorities.

Procedures Regarding Fraud

If, in a Financial Aid Administrator's judgment, there has been intentional misrepresentation, false statements, or alteration of documents, which have resulted or could result in the awarding of disbursement of funds for which the student is not eligible, the Financial Aid Administrator must refer this case to the Director of Financial Aid for possible disciplinary action. After investigating the situation and the Director believes there is a fraudulent situation, then the Director will report this information to the Office of the President and to the Office of the Inspector General of the U. S. Department of Education.

The Director will notify the student in writing of the findings and may cancel or deny any future financial aid to the student.

U.S. Department of Education
Office of Inspector General Hotline 1-800-MIS-USED (1-800-647-8733)
complain online: www.ed.gov/misused

Financial Aid Web Sites

<http://www.fafsa.ed.gov>
<http://www.salliemae.com>

UNIVERSITY SERVICES FOR STUDENTS

Basic Skills Testing and Assessment

(COMPASS) is designed for first-time students who are required to take a placement test in reading, math, and writing skills. The scores are used primarily for advising and placement purposes. The tests are computer scored and a comprehensive analysis is generated.

Mari Evans Center for Writing

Martin University's mission has always been to aid and assist those who want to attend college. The Mari Evans Center for Writing was established to help students move one step closer to becoming successful writers and graduates. Both faculty and peer tutors help Martin students acquire the knowledge, confidence, and tools that they need to help "write themselves into the world." The Mari Evans Center for Writing provides one-to-one tutoring sessions, which serve to create "better writers, not better papers," as Stephan North suggests. By suggesting changes, we guide writers in implementing and understanding revision strategies. Revision, ultimately, is the writer's responsibility. Looking at the writer's content is our first order of concern. We, then, help them with lower order concerns such as grammar and punctuation. Our primary goal is to aid and assist, not to "edit" or fix their papers for them.

Student Lounge

The Student Lounge, located on the first floor of the Educational Building, provides a coin-operated vending food area. It includes a cold and hot sandwich machine, juice and milk machine, soda machine, hot drink machine and a microwave. The machines are available for your convenience, so treat them with care. Students are expected to keep the lounge clean at all times.

Faculty Lounge/Facilities

The faculty/staff lounge is designated for faculty and staff only. Students are not permitted to use the faculty/staff lounge or restrooms.

Student I.D.

All students are required to wear a student ID while on campus. Student identification badges are obtained in the Student Affairs Office. They are to be updated annually for a \$ 5.00 fee. The I.D. badges must be swiped at the security desk upon entering or exiting the building.

Copy Machine

Students may request copying in the copy center, located in the new building on the second floor, adjacent to the faculty/staff lounge. The cost of copying is ten cents (\$0.10) per page. Hours are Monday through Friday from 9:00 a.m. to 5:00 pm.

Bulletin Boards

Bulletin boards are provided for student use in the Student Lounge. Students are not to display any bulletins that contain offensive material. Please do not use scotch tape on the boards. No notices should be placed on any walls, doors, windows, etc. Since Martin students are all commuters, they should read the Academic Bulletin Boards regularly. No notices may be displayed without the authorization of the V.P. of Student Affairs or designee.

Campus Facilities

Our desire is to provide clean and well-maintained campus buildings, facilities and grounds. Students are expected to share in this responsibility by properly disposing waste in receptacles provided in classrooms, restrooms, hallways and parking lots. Students should report spills and other unsafe or unclean finding to any University employee.

Public Transportation

The Avondale Campus is easily accessible by public transportation. You may check an IndyGo printed schedule or call (317) 635-3344.

Drug Policy

Martin University, through its policies and programs, is dedicated to providing an atmosphere that encourages:

- The reinforcement of the positive, drug-free elements in life;
- Respect for laws and rules prohibiting illegal drugs;
- An understanding of the effects of drugs, including alcohol and tobacco, on personal health and safety;
- The value of sound personal health and safety. Everyone is expected to make a good faith effort to continue to maintain a drug-free environment through implementation of all of the above.

Smoking

Martin University is committed to providing a healthy, smoke-free environment of students, staff, faculty and visitors on the campus by reducing health risks associated with tobacco smoke and minimizing discomfort and inconvenience to non-smokers. Therefore, smoking in campus buildings is not permitted. This includes hallways, stairwells, lounges, restrooms, offices, workrooms and all campus grounds.

The university provides smoke cessation programs at no cost to staff and students, and smokers are encouraged to take advantage of these programs.

Library Facilities

For most classes, Martin University students are required to do research independently, in a library or on-line. The official library for Martin University is located at the Indiana-Purdue University Indianapolis (IUPUI) campus. The Marion County Public Libraries are also available. Martin University is a member of the Indiana Cooperative Library Services Authority (INCOLSA), and students are encouraged to utilize the IUPUI University Library facilities. Martin University also subscribes to the on-line ProQuest Library Service for student use.

MARTIN UNIVERSITY'S SAFETY AND SECURITY DEPARTMENT

Martin University's Safety and Security Department has four major obligations:

1. Protection of life and property;
2. Prevention of drugs, alcohol, smoking, weapons, and sex offenses;
3. Maintaining a successful traffic and parking system;
4. Providing friendly service to members of the university campus, and preserving an environment conducive to both educational and personal growth.

The endeavors of the Security Department are to fulfill these responsibilities in a courteous, polite, and professional manner. Likewise, the students are to respond to the Security Officers in a courteous, polite, and professional manner. Students are to obey all rules, regulations, and requests of law enforcement officials. Commissioned law enforcement officials do have powers to arrest all law breakers.

PERSONAL PROPERTY

The university is not liable for personal property of students.

PARKING REGULATIONS

It is the policy of Martin University that parking is permitted only in approved lots. The Security staff provides parking permits to all employees and students. These permits are free and help identify vehicles in an emergency. Failure to register vehicles may result in loss of services, as well as being towed. The Indianapolis Metropolitan Police Department has the authority to ticket and/or tow all offenders.

When parking in the lots provided by the university, please observe all lane and space markings. If vehicles are improperly parked (backed in, over the lines, observed driving in the wrong direction) students may be creating an unsafe situation that could result in receiving a ticket.

Parking on Station Street is strictly prohibited, as this is a fire lane.

Parking on Avondale Place is limited to the East Side of the street and has a 15

minute time limit. This is for the purpose of picking up or dropping off a student or employee only. An adult must remain with the vehicle at all times. Parking on 22nd Street is "Residential Only." This is enforced by the Indianapolis Metropolitan Police Department.

The parking policies of the Security Department are:

1. First offense: warning ticket;
2. Second offense: state-issued ticket;
3. Third offense: ticketed and towed.

DEGREE REQUIREMENTS

Degree Plan

The degree plan is a listing of courses that the student will need to take to fulfill specific degree requirements. The student's mentor keeps an official copy and the unofficial copy is given to the student. At the time of graduation, the Registrar and the mentor will check the degree plan to ascertain whether all requirements in the plan have been fulfilled.

Students should keep their degree plan up to date and have a copy in their possession whenever they meet with their mentor. It is the responsibility of the student to keep track of their degree plan and to stay in contact with their mentor concerning the degree plan. Mentors maintain in their files the original student degree plan and note any meeting dates with the student. Mentors also note any changes to the student's degree plan and provide the student with an up-to-date copy.

All students must have an approved degree plan by the end of their second semester at Martin University. An official copy of the currently approved degree plan, signed and dated by both the student and mentor, is kept in the mentor's office. Once the degree plan is signed and dated by both the student and the mentor, alternate courses and revisions are possible with the approval of the mentor.

ACADEMIC ADVISING

Mentors

Each new student at Martin University is assigned a mentor. When the major is begun and throughout the student's course work, he or she should consult with the mentor about any academic concerns. Mentors serve as academic advisors helping the student choose courses in the degree plan and register the students. Mentoring at Martin University means assisting students to meet demands, challenges, and succeed in their endeavors.

If students have any questions about the degrees offered by Martin University or the degree requirement, they should check with the catalog and/or make an appointment to consult with their assigned mentor.

Change of Mentor

Students who need to change their major or mentor should first meet with their current mentor or department chairperson. The mentor or department chairperson will complete a Change of Mentor form. The student will be notified in writing of the new mentor assigned.

COMMENCEMENT

During the month of May, Martin University holds its commencement. Members of the academic community, including the Board of Trustees, administration, faculty, current students, graduates, friends and families, and alumni/alumnae participate in this event.

In order to graduate, a student must have met all degree requirements approved by the mentors and cleared by the Department Chair. All financial obligations must have been met, cleared by Financial Aid and Bursar.

The final clearance is given by the Office of Academic Affairs. All students who have completed degree requirements are required to be present at the graduation ceremony in proper professional academic attire. Students not arriving at the designated time or participating in the graduation rehearsal will not be allowed to participate in the official commencement ceremony. Graduation honors are awarded to students who have achieved outstanding academic performance as reflected in their GPA:

- 3.45 — 3.64, cum laude**
- 3.65 — 3.84, magna cum laude**
- 3.85 — 4.00 summa cum laude**

GUIDELINES ON SEXUAL HARASSMENT

Martin University reaffirms its commitment to providing student, faculty, staff, and visitors an environment free of sexual and other unlawful harassment. It is imperative that administrative personnel, faculty, staff, students, and visitors at Martin comply with both the spirit and the intent of all federal, state, and local laws, government regulations, executive orders and court orders, which relate to sexual and other unlawful harassment.

Harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends, or associates and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with classroom activities, instructor's performance, or the student's academic performance.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purpose of this policy, sexual harassment is defined as in the Equal Employment Opportunity Commission (EEOC) and the Office of Civil Rights of the United States Department of Education (OCR) as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of employment by the University or an individual's participation in a program;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual;
3. Such conduct by an employee, by a student, or by a third party is sufficiently severe, persistent or pervasive to:
 - a. limit an individual's ability to participate in or benefit from an

- educational program or activity;
- b. create a hostile or abusive environment; or,
- c. have the purpose or effect or unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive work or academic environment at the University.

Retaliation Prohibited

Retaliation by University employees, volunteers, vendors, contractors, or students against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment or testifies during an investigation of a complaint of sexual harassment is expressly prohibited. If an individual is found to have engaged in retaliation in violation of this Policy, he/she will be subject to disciplinary action. Any individual who has been subject to retaliation in violation of this Policy should immediately report such conduct to the Director of Human Resources.

Confidentiality

The University will protect the confidentiality of harassment complaints and the parties involved to the extent possible except to the extent of the University's ability to conduct an effective investigation is jeopardized. All parties involved in the sexual harassment investigation or resolution shall use good faith efforts to keep confidential all information relating to a complaint. Failure to maintain confidentiality may result in disciplinary actions.

The University is committed to protecting the rights of all persons involved in the complaint; therefore, it is a violation of the Policy for an individual to file an untruthful or bad faith claim of sexual harassment. If an individual has filed such a complaint he/she will be subject to disciplinary action.

Procedure for Filing a Complaint

Any person who believes he /she have been a victim or target of sexual harassment, retaliation or other conduct which violates this Policy should promptly file a complaint with the Director of Human Resources. Any member of the University community who receives a report of sexual harassment or becomes aware of conduct in violation of this Policy shall immediately notify the director of Human Resources.

Resolution Procedures

Under informal resolution procedures, the complaint may be oral or in writing. Administrators, faculty, and staff shall submit the complaint to the Director of Human Resources.

Under the formal resolution procedures, the complaint must be in writing, shall spell out in detail the alleged sexual or other unlawful harassment, and shall list the names of all persons known to have knowledge of the alleged harassment. Administrators, faculty and staff shall submit the complaint to the Director of Human Resource.

Upon completion of either formal or informal investigation, the investigator shall submit a detailed written report to the President of the University. The report shall include the investigator's findings as to whether or not there is reasonable basis to believe the sexual or other unlawful harassment allegation, as well as recommendation for action. The President will determine the appropriate action to be taken and shall inform the person who filed the complaint of the decision and the action that has been or will be taken.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Grievance Policy

If students have grievances involving University instructors or staff members, they are to process such grievances through the University administrative structure, beginning with the mentor.

1. All grievances regarding financial aid are made to the Financial Aid Department.
2. All grievances regarding grades are to be made according to the following protocol: a student with a grievance regarding a grade must first speak to the instructor who issued the grade. A formal grievance must be made and signed by the student within 30 days of the issue of the grade. Grievance forms are available in the Office of Academic Affairs. A grievance made after 30 days will not be considered. If the grievance is not resolved between the student and instructor, the student may appeal next to the Chair of the Department that offered the course. If the grievance is not resolved among the student, the instructor and the Department Chair, the student may appeal to the Dean of the Division. If the grievance is not resolved by the Dean of the Division, the student

may appeal to the Vice President of Academic Affairs. The decision of the Vice President is final. No grade dispute may be appealed to the President.

3. Grievances other than the financial aid and grade are to be made either to a student's mentor or the Chair of the Department. If the problem is not resolved in this manner, the grievance may be appealed directly to the Dean of the Division.
- 4. Students are requested not to call the President's office regarding any grievance procedures. If a grievance is deemed serious enough to require the President's attention, the Vice President will convey the problem to President.**

Sample Grievance Form

STUDENT COMPLAINT/GRIEVANCE FORM

DEAR STUDENT:

If your issue is a matter of financial aid, please speak to someone in the Financial Aid Office.

If your issue is about an academic grade, please see the Student Handbook and follow the protocol outlined there: Speak to the instructor first, then to the Department Chair. If you do not receive satisfaction, then you may fill out this form and submit it to the office of the Division Dean.

If your issue is about a personal matter other than financial aid or a grade, speak with your mentor first, and then, if necessary, with the Division Chair.

Student's Name: _____ Date: _____

Student's I.D./SSN: _____ Phone Number: _____

Complaint/Grievance: (Use the other side of this form, as needed)

Received by: _____ Referred to: _____

Instructor: _____

Mentor: _____

Department Chair: _____

Response: _____

Dean: _____

V.P. of Academic Affairs: _____

Resolution completed by: _____

Date: _____

(Submit all copies of this form to the office of Academic Affairs for final filing.)

Student Conduct Code

The Martin University Student Conduct Code is a statement of behavioral expectations for students and student organizations. This Conduct Code applies to all students enrolled in Martin University courses. Students should understand the specifics of the conditions he or she has accepted by enrolling in Martin University.

Penalties for Academic Dishonesty: If a faculty member suspects a student of cheating or plagiarism, the instructor will confront the student and request that the student clarify the source material. The faculty member may put in writing the results of the confrontation, and the incident report will be placed in the student's file. If a faculty member can prove that a student has plagiarized or cheated, the instructor may apply the following:

1. Papers or exams receive a low or failing grade; and /or
2. Course receives a low or failing grade.

The Department Chair will be informed of any action that is taken, and an incident report will be placed in the student's file.

Academic Dishonesty Policy and Procedures

All allegations of academic dishonesty should be directed to the Office of Academic Affairs.

It is the responsibility of the Office of Academic Affairs to receive all such allegations and then to investigate all pertinent records, or carry out any other actions that would cause the truth or falseness of any such allegations to be revealed.

Student Dress Code

The Martin University Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress ensures that Martin University students meet the very minimum standards of quality

achievement in the social, physical, moral, and educational aspects of their lives – essential areas of development necessary for propelling students toward successful careers.

Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise, students at Martin University are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

1. Classroom, bookstore, computer labs, student lounges, and university offices – neat, modest, casual or dressy attire.
2. Formal programs in the Gathertorium – business or dressy attire.
3. Interviews – business attire.

EXAMPLES OF INAPPROPRIATE DRESS AND/OR APPEARANCE

1. Do-rags, stocking caps, skullcaps, and bandanas (prohibited at all times on the campus of Martin University).
2. Baseball caps, head coverings, and hoods for students in any building.
3. Bare feet.
4. Shorts that reveal buttocks.
5. Shorts, all types of jeans at programs dictating professional or formal attire, such as Musical Arts, Career Fairs, Homecoming, and Commencement.
6. Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
7. Students' undershirts of any color.
8. Sports jerseys without a conventional tee-shirt underneath.
9. Men and women's pants that show underwear.

PROCEDURES FOR CULTURAL OR RELIGIOUS HEAD COVERINGS

1. Students seeking approval to wear headgear as an expression of religion, culture, or medical reasons may make a written request for a review through the Dean of Students in Student Affairs.
2. The Dean of Students will forward a recommendation to Vice President of Enrollment Management and Student Affairs for final approval.
3. Students that are approved will have their new ID card picture taken with the headgear being worn.

All administrative, faculty, security, and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Office of the Dean of Students for the attention of the Vice President of Enrollment Management and Student Affairs.

Disciplinary Action

When appropriate standards of conduct are violated, the Office of Academic Affairs, and/or Student Affairs, if needed, will hear the allegations, examine any evidence, and render a disciplinary sanction.

The President of Martin University reserves the right to release a student for unprofessional conduct and disruptive behavior at any time.

Students who attend Martin University are expected to act as responsible adults and maintain appropriate standards of conduct.

Activities that will be subject to disciplinary action include the following:

1. Theft or damage to university buildings, property, or other student's property;
2. Misuse of university documents;
3. Physical or verbal abuse;
4. Use of illegal drugs or alcohol on campus (See Drug-Free Environment Policy)
5. Disorderly conduct; abusive or profane language;
6. Disruption of classes or encouragement of such disruption;
7. Possession of firearms or dangerous weapons on campus for any reason;
8. Academic probation without improved performances;
9. Sexual harassment;
10. Harassing telephone calls to university personnel;
11. Other actions deemed to be harmful to the university or those it serves.

Students should note that security personnel on campus are required to document, in writing, all incidents that could cause students to be subject to disciplinary action.

Disciplinary action can include suspension or dismissal from the university. Security Officers who are commissioned police officers may arrest persons if action falls within the realm of criminal conduct.

Unauthorized Computer Use

Unauthorized copying or use of computer software is a violation of federal law, a likely breach of a license agreement, and an action that also may subject the perpetrator to discipline within the university.

Any student who knowingly causes a virus to be injected into the computer system, transmits illegal material over the internet (such as pornography, confidential documents, etc.), tampers with confidential student or university records, or causes another computer system to crash will be subject to immediate termination.

Martin University does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty, or students. The university adheres to its contractual responsibilities, complies with all copyright laws, and expects all members of the university community to do the same. Members of the university community who violate this policy may be subject to discipline through standard university procedures. An individual or university department engaged in the unauthorized copying or use of software may also face civil suits, criminal charges, and /or penalties and fees. Online gambling is strictly prohibited. Subject to the facts and circumstances of each case, such individual or departments shall be solely responsible for their own defense and any resulting liability.

All members of the university community are obligated to comply with the university's contractual obligations and laws regarding the use of computers.

EMEGERENCY PREPAREDNESS

An Emergency Preparedness Plan is on the website of Martin University. All students are asked to review the Emergency Preparedness Plan and to follow the Plan as directed. For all emergencies, call the Security Desk at 917-3336.

UNIVERSITY TELEPHONE NUMBERS

University Switchboard	543-3235
Student Affairs	
Recruitment	543-3243
Admissions	917-3379
Career Education	917-3315
Ombudsman	543-3864

Financial Management

Financial Aid 543-3258
917-3314
Bursar 543-3248

Academic Affairs

Executive Administrative Assistant 543-4890

Book Store 543-4895

Literacy Lab Ext. 1322

Math Lab Ext. 1350

Mari Evans Writing Center 917-3338

Security Desk 917-3336

ALMA MATER

OUR MARTIN U

You have been our inspiration
You've been there to see us through
You're the source of education
We have found at Martin U.

As we tread the path of learning
As we move to higher ground
You brought out the best within us
And you never let us down.

We can boldly face the future
with all the knowledge that you gave,
We can climb most any mountain
We can ride most any wave.

As we follow in the footsteps
Of the ones gone on before,
The time has come for us to place
Our lamp beside the door.

To light the way for others
As they journey on their way,
To make these hallowed halls
A place to learn, work, and play.

Now with heaven's help to guide us,
With a love forever true,
To our teachers and instructors,
May God bless our Martin U.

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Mascot: Mighty Bears

MARTIN UNIVERSITY ACCREDITATION

Martin University is accredited by The Higher Learning Commission.

The Higher Learning Commission

30 N. LaSalle Street, Suite 2400 Chicago, IL 60602

(312) 2633-0456

www.hlcommission.org

(The Office of the President is the official liaison with the Higher Learning Commission.)