

**Martin University
Student Handbook
2020 - 2022**



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MESSAGE FROM THE PRESIDENT



Welcome to Martin University, the University that aspires to become a premier leader among its peer groups in preparing ordinary people to perform extraordinary tasks as citizen leaders. The University was established in 1977 and focused on serving the needs of marginalized adult learners. As the President of Martin University, I am proud to welcome you to a special place.

It is a place of academic exploration built on the legacy and vision of Father Boniface Hardin and Sister Jane Schilling. It incorporates a nurturing and supportive learning community with the ideas of service-built human exchange and outreach.

Martin University has a unique history and a tremendous legacy of opportunity, hope, education, and preparation for life. We see the University and the community as one, a "Communiversities", which can be defined as "an institution of higher education that offers undergraduate and graduate degrees with a research and service-oriented mission that benefits its community."

We are very happy with Martin's opportunity and role in shaping new futures for our students. Please review our website and know that there is a place at Martin University for you.

Sincerely,

Dr. Sean Huddleston,
President

ACCREDITATION

Martin University is accredited by the Higher Learning Commission. The University's current status is "Accredited".

The Higher Learning Commission can be contacted at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411. Phone: (800) 621-7440 or (312) 263-0456. FAX: (312) 263-7462.

ORGANIZATIONAL MEMBERSHIPS

Consortium for Urban Education (CUE)
Higher Learning Commission/North Central Association of Colleges and Schools (HLC)
Independent Colleges of Indiana (ICI)
Independent Colleges of Indiana Foundation
Indiana Council of Blacks in Higher Education
National Association of College Admissions Counselors

VISION STATEMENT

Martin University will be a student-centered and innovative University that inspires every student to embrace excellence and demonstrate academic achievement, personal and professional development, and servant leadership.

MISSION STATEMENT

Martin University's mission is to provide excellence in educating and developing traditional and non-traditional students in an inclusive, supportive and healthy collegiate environment.

VALUES STATEMENT

In order to establish and maintain a University Culture that will produce educated, responsible and accountable student graduates, the University will incorporate the following values in all actions, programs and endeavors:

- Professionalism (In all personal interactions, products produced, and University activities)
- Communication (Clear, appropriate, thoughtful and intelligent)
- Support and Respect for All (People, Relationships, Citizenship, Families and Social Justice).

THE HISTORY OF MARTIN UNIVERSITY

Martin University 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 employees seek more education, and many jobs require a university degree.

Martin Center College was incorporated on April 20, 1979, in the state of Indiana as an institution of higher learning, and it enrolled its first 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 Educational Building, the Andrew J. Brown Building, classrooms, the Drop in Center, Fitness Room, Cornerstone Mental Health 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.

STUDENT SERVICES DIVISION

The mission of the Student Services Department is to support the facilitation of a liberal arts education of the highest quality that emphasizes academic excellence, ethical and spiritual values, social responsibility and personal development. The Department of Student Success creates an environment that empowers student success, respect, and engagement that facilitate learning and growth within a culture of collaboration and innovation. All subordinate services provided by the Student Success Department maintains this mission and is designed to:

1. Meet the needs of the individual student
2. Assist the student in the cultivation of cultural qualities
3. Develop the leadership potential of students
4. Assist students with resources and services in the community
5. Develop student's initiative, self-expression, self-confidence and creative thinking.

It is through several campus entities, inclusive of the services provided by the Student Success Division that creates experiences of intellectual engagement, ethical/spiritual values, social responsibility, and personal development are realized. These services are listed below:

Career Development Center
Student Government Association
Student Success Center
Student Veterans Association
Alpha Sigma Lambda National Honor Society

ENROLLMENT SERVICES

Mission Statement

Enrollment Services mission is to support the University's mission. In doing so, the goal is to provide a seamless, holistic approach to recruiting and admitting new and returning students, who are committed to earning a Martin University degree. Enrollment Services seeks to attract the brightest prospective students to be part of the University's family of alums. The main goal is to support each student through the enrollment process to graduation.

The Enrollment Processes

Undergraduate Admissions Requirements

1. Complete an application for admission
2. Provide two pieces of identification (one picture identification)
3. Pay a \$25 application fee
4. Complete the Accuplacer Assessment

Minimum scores for admission to Martin University:

Accuplacer-Next Generation	ATB Accuplacer
Reading 200-300 English 225	Arithmetic 34
Writing 200-300 English 125	Sentence Skills 60
<i>(School of Education Students ONLY) *</i> Math 200-300 Math 100 College Math for Liberal Arts Math 130 Intermediate Algebra	Reading Comprehension 55

*Note that the Accuplacer Assessments are administered on the Martin University campus free of charge. Applicants may take the Accuplacer Assessment only one time in any 14-day period.

Additionally, provide the following:

- Official High School or GED/HSE Transcript
- Official Transcripts from each college/university attended
- Ability to Benefit (ATB) Alternative

Graduate Admissions Requirements

Individuals interested in pursuing graduate study at Martin University must have earned a Bachelor's Degree from an accredited program of study with a minimum GPA of 3.0 In certain circumstances, however, a lower GPA may be accepted provisionally.

1. Complete an application for admission

2. Provide two pieces of identification (one picture identification)
3. Pay a \$55 application fee
4. Have all prior official college transcripts forwarded by email from all prior universities (whether degree conferring or not) directly to Martin University's Registrar.
5. Submit three typed, signed, and dated letters of recommendation from professional or academic persons who can comment on the applicant's ability to successfully complete graduate level work sent by mail directly from those individuals to the Office of Admissions.
6. Submit a 500-word typed personal essay. The personal essay should address why the applicant wishes to pursue a graduate degree in the field of study; why the applicant wishes to pursue graduate study at Martin University; and a description of the applicant's personal and professional goals.

When the applicant's packet of application materials is complete, the Office of Admissions will forward the completed packet to the Department Chairperson. Some applicants may be contacted for a formal interview with members of the selection committee before a decision is made. Applicants should expect to receive this notification within two weeks of the completion of their application packet.

International Students Requirements

1. Apply for admission-complete an Application for Admission
2. Provide the following:
 - a. Identification
 - i. Birth Certificate and
 - ii. Passport with copies of pages with name, date of birth, and country of citizenship
 - b. Certified Affidavit of Sponsorship (I-134 form)
 - c. Certified High School transcript evaluated through [Educational Credential Evaluators](#) (*click the link to open*) or similar credit evaluation service
 - d. Proof of housing in Indianapolis, Indiana while attending Martin University E. Ability to pay full tuition, per semester at the time of registration (e.g. bank statements, letters of sponsorship, etc.).

Veterans

Veterans or other military personnel will complete the undergraduate or graduate admissions process as in the above steps based on their undergraduate or graduate status. Additionally, the prospective student will meet with the Martin University Veteran's Representative in the Bursar's Office to ensure all requirements and documents are submitted to maximize eligibility benefits.

Please note: Official original documents must be submitted before arrival to Martin University. Advanced payment of tuition and fees is required before attending the first day of classes.

ADMISSIONS RESIDENCY REQUIREMENTS

Undergraduate Students

The residency requirement for undergraduates is a minimum of 34 credit hours. 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.

Course Load

Undergraduate

The normal course load for full-time students is 12 credit hours per fall or spring semester, and 6 hours per summer semester. Part-time students enrolled in 9 credit hours or less. However, part time students must take 18 credit hours per year to qualify for State Financial Aid, which in most cases results in the need for students to take nine credit hours in the fall and spring semesters.

Graduate

9 credit hours per 16-week semester is considered full time. During an average week, expect to spend 10 to 15 hours completing coursework for each 16-week course, or 18 to 22 hours per week for each 8-week course. It is recommended that new graduate students begin with just one course at a time.

The Graduate School maintains residency requirements for the completion of graduate coursework. Graduate students must complete at least 24 credit hours 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.

Student Classification

Classification is determined by the number of completed credit hours as follows:

Freshman 0 – 30 hours

Sophomore 31 – 60 hours

Junior 62 – 90 hours

Senior 91 hours and above

STUDENT SUCCESS CENTER (SSC)

Established to help students move one step closer to becoming successful, well- prepared graduates, the mission of the Student Success Center (SSC) is to provide a comprehensive array of programs and services that will promote increased retention and graduation rates at Martin University, while also promoting academic excellence.

We are committed to cultivating students' desires to learn, ability to think clearly, express themselves effectively, maintain a sense of community and to embrace diversity. Faculty, tutors, and peer tutors provide an array of assistance to help Martin University students acquire the

knowledge, confidence, and skills they need to help to perform better in writing, reading, research, and mathematics to complete the rigors of their degree requirements.

Computer Labs

Computer labs are normally open to all students on a first-come, first-use basis. However, at times during the school year, some or all the computers in the labs may be reserved and scheduled for a specific lab use and will not be available during those times. Notices will be posted if this situation occurs. Only MU students with a valid I.D., full or part time may use the computer labs.

Computer Usage

In order to assure student success, Martin University has computers in the Student Success Center to support students in need of guidance and assistance in the completion of assignments generated through course work. To ensure that students have the best opportunity to access a computer terminal to complete their assignments, all unreserved, unoccupied computers may be accessed during normal hours of operations: Monday through Friday from 9:00 am until 7:00 pm; and Saturdays from 9:00 am until 1:00 pm. Students may print from these computers as a means to provide a hard copy of assignments for professors. The computers in the Success Center are capable of being used to complete course content for all courses.

Computer Lab Rules:

1. Absolutely no food or drinks will be allowed in any of the computer labs at any time.
2. Loud or unruly behavior that disrupts other students in the lab will not be tolerated.
3. Students, faculty, and staff may not install software of any kind onto any campus computer.
4. Students, faculty, and staff may not remove any computer device from an existing computer system and/or install any computer-related device to any campus computer.
5. Attempting to copy software from any of the campus computers is an illegal act that violates federal copyright laws and could result in legal repercussions as well as loss of lab privileges and/or expulsion from the University.
6. No student will be allowed in labs past posted closing times.
7. Printers and scanners will be turned off 10 minutes prior to lab closing.
8. No modifications to the DOS, Windows environments are allowed.
9. Students, faculty and staff work must be stored on personal disks (CD-ROM, portable hard drive or the Cloud).
10. The University is not responsible for the loss, theft, or any damage that may occur to personal storage devices. If loss or theft occurs, report the incident to the Director of Student Services. An incident report will be completed in the case of theft.
11. Respect the privacy of others by refraining from seeking information on, obtain copies of, or modify files, media or passwords belonging to other students.
12. Respect the legal protection provided by copyright and licensing program, data and other sources of information by refraining from distributing or making copies of the software without the permission of the copyright holder. Do not install illegally obtained software or any other unauthorized software on computers or networks.
13. Use the computer and communications resources in a manner consistent with the ethical principles set forth by the University and with accepted community standards.

Ombudsman

The Ombudsman is available for students who encounter personal issues while enrolled in school. The Ombudsman has an office in the department of Student Services and is available to meet with students. The Ombudsman mediates between two parties and serves as an intermediary in assisting the student with locating assistants with an outside agency or within the University. The Ombudsman's duties are listening to and educating constituents of rights, providing consultation in a confidential manner and recommending strategies to resolve issues.

For students with complaints, the Ombudsman may refer students to the Title IX Director Compliance Officer or to the Director of Student Services for grievances. The Ombudsman may be required to participate in the investigation and resolution of the complaint, (See the Student Code of Conduct for additional information). Students with issues other than person concerns should complete the Student Grievance Form. The Student Grievance forms are located at the back of this handbook, in the Student Services office and with mentors.

Mentor/Mentee Program

The goal of the Mentor/Mentee program is to partner with faculty from the beginning of a student's academic journey to assist the student in meeting the demands and challenges necessary to succeed in their academic endeavors and to attain their goals. All students are assigned a faculty mentor whose goal is to promote student success by counseling students in academic and career choices, and assisting with registration and course selection. By way of guidance the academic advisor will help to expand the student's ability to accomplish his or her educational, career goals and objectives.

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

Satisfactory Academic Progress (SAP)

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 a 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.

Early-Alert System

The purpose of the early alert system is to identify students who are performing below "C" level in their classes early in the semester. Faculty and instructors refer at-risk students to the SSC to identify and correct problems that are preventing them from succeeding in their classes.

SAP Requirements

Undergraduates Students

The SAP requirements for undergraduates and graduate students discussed above are summarized below:

Total Attempted Credits/ Minimum Cumulative GPA/ Cumulative Academic Progress

1 – 59 credit hour - 1.5 67%

60+ credit hours - 2.0 67%

Time Period for Evaluating SAP – Each Spring and Fall Semester for undergraduate students.

Graduate Students

Total Attempted Credits /Minimum Cumulative GPA/ Cumulative Academic Progress All 3.0

67%

*Graduate students are evaluated for 3.0 GPA, per course, for Fall, Spring and Summer semesters.

SAP is evaluated at the end of each academic semester, fall and spring (*not the summer session) for each student by the faculty mentor. 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 a minimum cumulative academic progress requirement. A student is considered 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.

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:

1. a warning status
2. probation status
3. suspension/dismissal status

Each of these conditions is presented below:

Warning Status

As a first step, any student who does not achieve satisfactory academic progress (per the minimum cumulative GPA and a minimum cumulative academic progress requirements presented above) in a given semester will be placed on SAP Warning status. SAP Warning status may be assigned by

the faculty mentor without appeal or other action by the student. The mentor will notify the SAP Committee when a student is placed on Warning status. 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 mentor will notify the student and the SAP Committee in writing. No further action is required.

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, will be placed on probation. 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 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 requirements, at the end of the semester, the SAP Committee will rescind the SAP probation. His/her mentor will notify the student.

Academic Dismissal/Suspension

The University will dismiss/suspend a student if the student's completion rate and/or cumulative GPA do not return to a satisfactory level after the SAP Warning status and SAP Probation status 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:

1. The student has been given a SAP Warning.
2. SAP Warning status was not rescinded.
3. The student has been placed on SAP Probation.
4. SAP Probation has not been rescinded.

Students receiving a dismissal from the university from the SAP Committee may appeal the dismissal. The appeal process will consist of a written statement from the student to the SAP Committee along with relevant supporting documents, 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, and the Vice President of Academic Affairs. 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 readmitted into the University.

Students receiving a dismissal from the SAP Committee after filing an appeal from the committee may submit a final appeal directly to the Vice President for Academic Affairs. The VP of Academic Affairs will review the issues involved, and may request an interview with the student. After gathering information and evaluating the SAP Committee decision and the student

information the Vice President for Academic Affairs will render a final decision. No additional evidence may be presented at this time. The Vice President for Academic Affairs will use the information presented in the appeal to the SAP Committee to render a decision. There are no further appeals after this. If the Academic Vice President allows the student to continue, he/she will meet with the mentor to develop a plan to work with the student. The mentor must then monitor the student's progress and inform the Vice President for Academic Affairs of the student progress. Failure to follow the developed plan will result in immediate dismissal. Successful completion of the plan will result in a recommendation from the Vice President to the SAP Committee to remove the student from probation.

Reinstatement Following Dismissal

Students are not eligible for reinstatement for at least three semesters after a SAP dismissal. 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 SAP Committee is responsible for acting on requests for reinstatement after 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 the terms and conditions outlined by the SAP Committee that promote future academic success and SAP. The student must agree to these conditions in writing before being reinstated to the University.

If the SAP committee denies reinstatement, the student may appeal the decision to the Vice President of Academic Affairs and Student Services, who will use only the material presented to the SAP Committee to review the case. After examining the evidence, the Vice President for Academic Affairs and Student Services will render a decision on reinstatement. This decision is final. A student denied reinstatement by the SAP Committee and Vice President of Academic Affairs and Student Services may petition for reinstatement to the University the following semester, using the same process contained in this subsection.

This policy does not determine financial aid eligibility.

Satisfactory Academic Progress (SAP) Committee

The SAP Committee provides oversight to the SAP Process. SAP appeals are submitted and reviewed by the committee based on Martin University's SAP Policies (*Academic and Financial Aid*). In addition, to more Faculty Mentor involvement, students who are not in "good standing" (warning or probation), are monitored by Student Success and Retention staff. Appropriate interventions are put in place to assist the student towards achieving "good" academic standing.

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 credit hours the student has attempted.

GPA Requirements for Undergraduate Students

Undergraduate students who have attempted between one (1) and 59 credit hours must maintain a minimum cumulative GPA of 1.5 during each semester. Undergraduate students who have attempted 60 or more credit hours must maintain a cumulative GPA of 2.0 during each 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 in determining SAP, even courses that were retaken (designated as an "R" on the transcript).

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 marks 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. Grades associated with courses completed at another institution of higher learning and transferred to Martin University do not count towards the cumulative GPA.

GPA Requirements for Graduate Students

Graduate students must maintain a cumulative GPA of **3.0** during each 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 **letter grades of A, B, C, D, and F are awarded count towards the cumulative GPA in determining SAP**, even courses that were retaken (*designated as an "R" on the transcript*). 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. Grades associated with courses taken at another institution and transferred to Martin University do not count towards the cumulative GPA.

Cumulative Academic Progress (CAP)

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 credit 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 CAP 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), and Incompletes (I) do not count towards the cumulative GPA, *they do count towards cumulative academic progress*. In addition, 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.

Coursework that is transferred into Martin University that does not count towards a student's degree does not count towards the cumulative credit hours attempted and 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 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 count 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.

Minimal CAP 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 coursework 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 students are expected to meet both academic and GPA SAP requirements. Graduate-level coursework transferred into 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. Graduate students are also required to maintain a GPA of 3.0 for each course.

DISABILITY SERVICES (DSS)

Mission Statement

Our Disability Services departments mission is to provide excellence in developing adult students in an inclusive, supportive and healthy collegiate environment. We are committed to ensuring that individuals with disabilities are provided full access to our university, our education programs, and the additional services that we provide to ensure that accommodations are provided as needed.

SSC staff will advocate and work in collaboration with students, faculty, staff, and external agencies to provide appropriate and reasonable accommodations to qualified students that promote student learning and academic success.

Some of the services that may be provided to a student through DSS include:

- Meeting with students face to face and online to determine eligibility receive services.
Identification must be provided
- Provides resources for current students who may need assistance with technical issues.
- Review and verify appropriate documentation to support requests for accommodations.
- Plan, implement, and communicate reasonable accommodations with students, faculty, and staff, as appropriate.
- Maintain an accurate and up-to-date listing of external resources and agencies for student referral.
- Maintain appropriate records and confidentiality.

Section 504 of the Rehabilitation Act

This law provides that, "No otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...." Martin University does not discriminate against qualified individuals with disabilities in its educational programs, admissions policies, activities, or employment opportunities and policies.

Disabilities Services Statement

Martin University will make accommodations for students with disabilities within the University's resources. All educational campus classrooms and restroom facilities are accessible by wheelchair. Students with pre-existing disabilities should discuss their concerns with the Student Success Center Manager.

<http://www.eeoc.gov/contact/index.cfm> Equal Employment Opportunities Commission
Indianapolis District Office

Location: 101 West Ohio St, Suite 1900 Indianapolis, IN 46204 Phone: 1-800-669-4000
Fax: 317-226-7953
TTY: 1-800-669-6820
Director: Webster Smith Regional

Attorney: Laurie A. Young
Office Hours: Monday – Friday 8:00 a.m.–3:00 p.m.

Procedures

Individuals who have been successfully admitted to the College and who have received appropriate assessment placement scores, may begin requesting accommodations as a student. Newly admitted or returning students seeking accommodations should contact the Office of Disability Support Services on the campus where they will be attending. Students enrolled in courses taught using the distance learning platform should contact the Office of Disability Support Services on their local campus. Students requesting accommodations should follow the general guidelines described below:

- 1) Individuals should contact their local Office of Disability Support Services to schedule an intake conference. The purpose of the intake conference is for students or potential students to formally request accommodations.
- 2) When scheduling the appointment, DSS staff should provide students with documentation guidelines and direct the student to bring the appropriate documentation and completed College forms with them to the conference. Individuals who require interpretive services are recommended to make requests at least 30 days in advance to ensure accommodation. Requests made less than 30 days in advance cannot be guaranteed.
- 3) At the time of the conference, students who have not completed the Disability Support Services Intake form should do so. Additionally, DSS should clarify with students the course for which they are seeking accommodation. Some students may elect to only request accommodations in certain courses based upon their disability. Documentation of this request should be included in the DSS Registration and Intake Form.
- 4) Students should submit appropriate documentation and completed College forms to DSS staff. DSS has the right to verify all submitted documentation.
- 5) As part of the intake conference, students should be asked to share information about their disability and what accommodations they believe would be appropriate. The DSS representative may make additional suggestions to assist those individuals who have trouble identifying their needs.
- 6) As part of the discussion, the conference should cover the various aspects of college life including reading, writing, note taking, math, tutoring, testing, transitioning, becoming an active member of the campus community, as well as discussion regarding available campus resources and services (e.g. student activities, library services, career services, financial aid, etc.).
- 7) At the conclusion of the conference, students should be informed that accommodations are based upon their requests, the professional documentation, and the College's evaluation of information. The student should be informed that the Office of Disability Support Services will make the final determination of appropriate and reasonable accommodations after the intake conference is completed and after the student has

- provided all necessary documentation.
- 8) Students should also be informed that once their documentation has been reviewed, they will be notified via their Ivy Tech email account regarding the status of their accommodation request.
 - 9) In the event a student's email account has not been created, a letter may be sent through the U.S. Postal Service to their home address listed on their application for admission. In either case, only information about the status of their request for accommodation and the type of accommodation should appear in communication with students. Under no circumstance should a student's condition or diagnosis be listed or described in the communication.

Though Martin University's endeavor to work with the student with regards to reasonable accommodations sought, the reasonable accommodation may not necessarily be exactly what the student requests. Reasonable accommodations will take into account the needs of the student requesting an accommodation, fairness toward other students, and the standards of Martin University while fully complying with applicable laws. All students are required to meet all academic and technical standards with or without. (*Please see full ADA Policy and Procedures at www.martin.edu*)

OTHER RESOURCES AND STUDENT ORGANIZATIONS Bulletin Boards

Bulletin boards are provided for student use in the Student Lounge and Student Center. 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 University students are all commuters, they should read the Academic Bulletin Boards regularly. No notices may be displayed without prior authorization from the Director of Student Services or designee. For more information or permission to use a bulletin board contact the Director of Student Services.

Library

For most classes, Martin University students are required to do research independently, in a library or on-line. Martin University provides access to the Library Service and INSPIRE: <http://www.in.gov/library/inspire/> for student use. The official library for Martin University student use is the University Library at Indiana Purdue University Indianapolis (IUPUI). Martin University is a member of the Indiana Cooperative Library Services Authority (INCOLSA), and students are encouraged to utilize the IUPUI University Library facilities.

The Marion County Public Library system is also a resource. The Martindale-Brightwood (25th Street and Sherman Drive and East 38th Street and Irvington Avenue) branches are in close proximity to Martin University.

Student Government Association

Martin University recognizes that one of the primary means of student involvement is through structured student organizational activities and events. The Martin University Student Government Association (SGA) is the university sanctioned governing body for and by students. SGA is an organization of students committed to improving and enhancing student life at Martin University. SGA was established to represent and act on the concerns that impact students. The group acts as the voice of students while fostering open lines of communication and collaboration between students, faculty and administration.

The election of the SGA Executive Board (SGA President, Vice President, Secretary and Treasurer) takes place during the spring semester for the following academic year. For more information, visit the SGA web page at www.martin.edu.

SGA meetings are open to the student body and all Martin University students are encouraged to participate.

Student Veterans Association

The Department of Student Services and the Student Government Association welcome the development and implementation of a variety of student organizations. Please see the Director of Student Services for information regarding starting a new student organization.

OFFICE OF REGISTRAR

Mission

The mission of the Registrar's Office is to support the University's mission and Core by serving as the "office of academic records" for students, faculty, staff, alumni, and the general public. The Registrar's major objectives include:

- establishing and managing accurate and timely curricular and student academic records; providing efficient, knowledgeable, and accurate delivery of services related to those records
- implementing and enforcing institutional, professional, and legal standards and regulations related to academic records in a fair, honest, and consistent manner

To successfully achieve these objectives, we encourage collaboration and cooperation between the Registrar's Office and those it serves—students, faculty, staff, alumni, and the general public; while preserving the integrity of the University's academic records.

REGISTRATION PROCEDURES (COURSE REGISTRATION) New or Transfer Students

A new (first-time freshman) is any student who has not previously attended another college or university. A new transfer student is a student who has previously attended a college or university regardless if they have credits that may be transferred to Martin University.

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

1. Consult with a New Student Advisor (Admissions), and complete a registration form with

- chosen courses.
2. Meet with a Financial Aid Counselor (for those students who indicate they are using financial aid to fund their education).
 3. Meet with the Bursar for clearance (and/or pay tuition and fees).
 4. Meet with the Registrar to finalize the registration process.

After students have successfully completed registration, students may retrieve their semester course schedule from their student portal.

Returning Students

A continuing student is any student who wishes to register for courses and has attended courses at Martin University in any of the five prior semesters (including summer sessions).

1. Consult with the Office of Financial Aid to ensure that an up to date FAFSA is on file and to receive information about funds remaining (if the student indicates they will use federal financial aid).
2. Meet with their Faculty Mentor or by a member of the faculty designated by the department chair to complete a registration form.
3. Meet with his/her assigned counselor in the Office of Financial Aid (for those students who indicate they are using financial aid to fund their education).
4. Meet with the Bursar for clearance (and/or pay tuition and fees).
5. Meet with the Registrar to complete the registration process.

Re-entry/Re-admitted Students

A re-entry/re-admit student is any student who wishes to register for courses and has not attended courses at Martin University in any of the five prior semesters (including summer sessions)

1. A re-entering student must:
 - a. Update all application information by completing a new application for admission.
 - b. Provide two forms of identification as specified on the federal I-9 form 2. Consult with New Student Advisor (Admissions), and complete a registration form with chosen courses based on the student's transcript.
2. Meet with his/her assigned counselor in the Office of Financial Aid (for those students who indicate they are using financial aid to fund their education)
3. Meet with the Bursar for clearance (and/or pay tuition and fees).
4. Meet with the Registrar to finalize the registration process.

TRANSCRIPTS

Requesting Transcripts

Official transcripts may be obtained from the Office of the Registrar. If the student has a balance with the University, an official transcript ***will not be released*** until that balance has been paid in full. A \$10.00 fee ***collected by the Business Office*** needs to be rendered in order to obtain an official transcript. Alumni and current students will need to complete and submit a written transcript request accompanied by payment in order for the request to be processed.

Delivery of Transcripts

Transcripts received from other institutions must be official and mailed directly to Martin University, hand delivered in a sealed envelope or emailed directly from the sending institution to the Registrar. Official transcripts can also be sent to Martin University via Parchment. Martin University does not accept transcripts that are faxed.

**Transcripts should be mailed to:
Martin University Registrar's Office
2186 Sherman Dr.
Indianapolis, IN 46218**

Credit Transfer Policy Statement

Martin University will consider credits in transfer from all coursework taken through a regionally-accredited institution when it can be shown that each course considered has been satisfactorily completed (with a grade of C or better from institutions that award grades), and that the course meets Martin University's academic criteria for content, format, and intensity. Grades attained at another institution are not used in computation of a Martin University grade point average. See the Undergraduate Course Catalog for the full Course and Credit Transfer policies and procedures.

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.

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. Faculty is not required to make provisions for makeup work; consult the course syllabus for stipulations.

Instructors are required to record and report attendance for the duration of the semester.

Faculty will mark students as:

1. Present - Student is in attendance no later than thirty (30) minutes after the start of class.
2. Absent - Student is not in attendance; or, student arrived more than thirty (31) minutes after the start of class; or, student left more than thirty (30) minutes before the end of class.

Administrative Withdrawal (No Show/Never Attend)

Students who do not attend any classes by the end of the first two weeks of a given semester will be considered a "No Show" and not allowed to attend until the following semester. Note a student's financial aid eligibility may be affected by failing to attend a class during the first two weeks. If a student fails to attend all of his/her scheduled classes in the first two weeks that student will not be eligible for any financial aid.

Add Policy

Students enrolled in the 16 week fall and spring semesters may add a class through the first two weeks of the semester. The Office of the Bursar will adjust the students account to reflect the appropriate tuition charges. 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 may drop a class without grade or tuition penalty during the first two weeks of the semester (i.e., class will be removed from the bill by the Bursar).

Official Withdrawal

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 from the University, students must complete a withdrawal form obtained from their Faculty Mentor or Department Chair.

DEPARTMENT OF FINANCIAL AID

Martin University participates in the Federal Title IV program. As such qualifying students are eligible to receive a variety of forms of financial aid to assist in their education. The Free Application for Federal Student Aid (FAFSA) application should be completed during the admissions application process for all applicants wishing to use financial aid. Details about the University's financial aid program, policies, and procedures can be found in the Student Handbook and through the Office of Financial Aid.

The purpose of the Department of Financial Aid at Martin University is to ensure that all students have an opportunity to obtain a college education. Our goal of removing financial barriers and providing access to higher education is accomplished by providing financial literacy for our students. The office develops policies and procedures that are sensitive to student needs through the highest levels of customer service, and complies with all federal, state, and University policies and regulations. 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 the 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.

Non-Degree Seeking Students

Students wishing to take courses at Martin University, but who do not wish to enroll as degree seeking candidates, may do so for one semester only. Non-degree seeking students must meet the minimum score requirements equivalent to ATB minimum placement test requirements (waivers are available for those who qualify). The Office of Admissions will discuss this option. Non degree seeking students are not eligible for federal financial aid. Non-degree seeking students who successfully (with a grade of C or better) are eligible to complete the admissions process to be admitted as a degree seeking student and may be eligible for federal financial aid.

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:

1. Students who have a prior default history.
2. Students who request loan funds that exceed their original financial aid award.
3. 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. **Financial Aid**

Disbursement 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:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan

3. Parent Loan for Undergraduate Students (PLUS)
4. Federal Pell Grant
5. 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.

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 Direct Loans

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

Direct 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 students 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 Loan

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.

Freedom of Choice Grants (FOC)

The Freedom of Choice Grant is a need-based, tuition restricted program for students attending an Indiana private institution and seeking their 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 10th deadline. Applicants must be full-time students. 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 the 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 Financial Aid 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 MISUSED (1 800 647-

8733) complain online: www.ed.gov/misused.

Financial Aid Websites:

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

<http://www.salliemae.com>

Drug Conviction and Financial Aid Eligibility

Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offence involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. Federal aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal Work Study and Perkins Loans.

BURSAR DEPARTMENT

Student billing 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, Cengage codes are assigned, 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.

Student Responsibility Agreement & 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 charges rests entirely with the student. Every student is required to read and sign the Student Responsibility Agreement each academic year prior to the start of their first enrolled semester. The student's signature attests to his / her understanding of the costs, fees, and responsibility to complete financial aid requirements and make payment arrangements (if needed) for any remaining balance. Actual charges will be posted to your account. Students can manage their MU account by logging on to their student portal.

Payments

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 \$35.00. Also, the student's account may be marked "**No Personal Checks,**" and all future payments must be paid in cash, money order, or credit/debit card.

Payment Plans

Contact the Bursar's office to set up your personal payment plan. All account balances must be below \$500 to continue to the next semester. Student accounts with a balance of \$501 or greater will have a hold placed on the account and the account issue must be resolved before the hold can

be removed. If you are a graduating senior, your account must be paid in full in order to participate in commencement activities and ceremonies. Grades, transcripts, recommendations and other academic services will not be provided if there is an unpaid balance on your student 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 Late Registration Fee is \$100 (**First day of semester or later; paid at the time of registration**).

UNDERGRADUATE & GRADUATE TUITION & FEE SCHEDULE

The following are undergraduate and graduate tuition and fees schedules for 2020.

*Tuition and fees are subject to change. If this occurs, a new tuition and fee schedule is distributed to students by the Bursar's Office, an email is sent to the student portal, and is published on the website.

Undergraduate Tuition and Fees Schedule FALL 2019, SPRING 2020, SUMMER 2020

UNDERGRADUATE TUITION

1 credit hr. = \$ 535.00
2 credit hrs. = \$1,070.00
3 credit hrs. = \$1,605.00
4 credit hrs. = \$2,140.00
5 credit hrs. = \$2,675.00
6 credit hrs. = \$3,210.00
7 credit hrs. = \$3,745.00
8 credit hrs. = \$4,280.00
9 credit hrs. = \$4,815.00
10 credit hrs. = \$5,350.00
11 credit hrs. = \$5,885.00
12 credit hrs. = \$6,420.00
13 credit hrs. = \$6,955.00
14 credit hrs. = \$7,490.00
15 credit hrs. = \$8,025.00
16 credit hrs. = \$8,560.00
17 credit hrs. = \$9,095.00
18 credit hrs. = \$9,630.00
19 credit hrs. = \$10,165.00
20 credit hrs. = \$10,700.00
21 credit hrs. = \$11,235.00

FEES

**Various classes have fees, please see the official course schedule for complete details. **
Admission/Photo Fee (Undergraduate/Non-refundable/Onetime fee) Student Activity Fee

(Mandatory Fee/All students/All semesters)

Technology Fee (Mandatory Fee/All students/All semesters)
Safety and Public Services Fee (Mandatory Fee/All students/All semesters) Identification Fee
(Annually or to replace lost/damaged/cash only)
Transcript Fee (Cost varies per delivery method)
Late Registration Fee (First day of semester or later; paid at the time of registration) Graduation
Fee
Return Check Fee
Bank Return Fee
Bus Pass (optional)
Laptop Computer (optional) – priced at current market value of the selected device ECE Program
Fee
ACC 260 NBA Bookkeeper Certification
ANT 201 Anthropology Field Trip Fee
SSE 200 Professional Development Seminar
HUM 101 Introduction to Humanities
HIS 240 Human Prehistory & Antiquity
Biology Lab

**Graduate Tuition and Fees Schedule
FALL 2019, SPRING 2020, SUMMER 2020
GRADUATE TUITION**

1 credit hr. = \$ 650.00
2 credit hrs. = \$1,300.00
3 credit hrs. = \$1,950.00
4 credit hrs. = \$2,600.00
5 credit hrs. = \$3,250.00
6 credit hrs. = \$3,900.00
7 credit hrs. = \$4,550.00
8 credit hrs. = \$5,200.00
9 credit hrs. = \$5,850.00
10 credit hrs. = \$6,500.00
11 credit hrs. = \$7,150.00
12 credit hrs. = \$7,800.00
13 credit hrs. = \$8,450.00
14 credit hrs. = \$9,100.00
15 credit hrs. = \$9,750.00
16 credit hrs. = \$10,400.00
17 credit hrs. = \$11,050.00
18 credit hrs. = \$11,700.00
19 credit hrs. = \$12,350.00
20 credit hrs. = \$13,000.00
21 credit hrs. = \$13,650.00

OTHER FEES

****Various classes have fees, please see the official course schedule for complete details. ****

Matriculation/Photo Fee (Undergraduate/Non-refundable/One-time fee)

Student Activity Fee (Mandatory Fee/All students/All semesters)

Technology Fee (Mandatory Fee/All students/All semesters)

Safety and Public Services Fee (Mandatory Fee/All students/All semesters) Identification Fee (Annually or to replace lost/damaged/cash only)

Transcript Fee (Cost varies per delivery method)

Late Registration Fee (First day of semester or later; paid at the time of registration) Graduation Fee

Return Check Fee

Bank Return Fee

Bus Pass (optional)

Laptop Computer (optional) – priced at current market value of the selected device

COURSE FEES MAY BE ADDED; ALL TUITION & FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE AND THERE ARE NO REFUNDS ON ENTRANCE FEES. (Revised 10/16/19)

REFUND POLICY

Withdrawal from the University

A student may withdraw from Martin University at any time. Since this is a formal act, students must have an exit interview with Student Services and complete a withdrawal form at that time. A student should be aware of the distinction between withdrawal from a course and withdrawal from the University. To officially withdraw from the University, students must contact the Registrar.

Fall and Spring Semesters

Students may receive a 100% refund of tuition and course specific fees, if the course is dropped before the end of the second full week of the semester.

1st week of classes 100% refund of tuition and fees 2nd week of classes 100% 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

No refund of tuition and fees are offered after the end of the fourth full week of the semester.

Summer Term

Students may receive a 100% refund of tuition and course specific fees, if the course is dropped before the end of the first full week of the summer term. No refund of tuition and fees are offered after the end of the first full week of semester.

Cengage Access Policy

The University does not refund the cost of textbook access codes. This fee is mandatory for all students. Cengage codes will expire one academic year after the code is assigned to you. Cengage codes and activation instructions will be sent only to your Martin University issued student email address.

1098-T

As required by the IRS, 1098-T forms are produced by January 31 for all students with qualified tuition and other related educational expenses, scholarships and/or grants billed to them during the previous calendar year. Starting this year, the 1098T will include qualified payments in Box 1.

TECHNOLOGY DEPARTMENT

Student Email Accounts

Martin University student email accounts are created and activated upon enrollment at the University. To ensure students receive communications from campus faculty and administrators in a timely manner, students should check their student email account regularly or set it up to forward to another account that they check more frequently

Student Portal

Students can stay connected with faculty, staff, other students and organizations; access student email accounts, obtain their semester schedules, manage their course documents, financial affairs, through the MU's Student Portal. To access the Student Portal, go to the University's website, www.martin.edu, click on "My Martin" link, click on "Student Portal." Upon matriculation, students are encouraged to explore the student portal as early as possible in order to access course assignments, and books, connect them to resources, and assimilate to campus life. For further assistance with the Student Portal contact the Information Technology Department Help Desk at (317) 543-3615 or helpdesk@martin.edu.

CAMPUS SAFETY DIVISION

Martin University's Office of Campus Safety maintains 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.

Campus Safety's goal is to fulfill these responsibilities in a courteous, polite, and professional manner. Likewise, the students are to respond to campus safety officers in a courteous, polite, and professional manner. Students are to obey all rules, regulations, and requests from campus safety officers and law enforcement officials. Commissioned law enforcement officials have powers to arrest all law-breakers.

Martin University Campus Safety Policy is committed to creating a safe campus environment for its students, employees, and visitors. The University complies fully with the published mandates of the Higher Education Opportunity (HEOA) of 2008 (Public Law 110-315) that reauthorized and expanded the Higher Education Act (HEA) of 1965 as it relates to campus safety, documentation of criminal activity, and dissemination of criminal activity information.

Each year Martin University prepares and publishes this annual report containing information about campus safety policies and campus crime. This report is posted on the University's website and is downloadable and printable. Hardcopies of the report are also available through the Office of Student Services for current students or potential students who request the information. Copies of the report are also available through the Office of Human Resources for current employees or applicants for employment who request the information.

Campus Safety and Alerting System

Martin University uses a smart messaging system to enhance its communication to all students, faculty, and staff. This system allows the University to communicate to students and personnel in the case of a campus emergency, campus closing, or other important University information through a text messaging system. Participation in this smart messaging system is voluntary and provided at no cost. However, your permission is needed for the University to send these types of text messages to your mobile phone. If you are interested in participating in this smart messaging system, please contact campus safety personnel to provide your name and current mobile telephone number. Martin University will continue to communicate through the University's email system for all important school-related information.

The following are campus safety policies implemented by the University.

Maintaining a Crime Log

Martin University maintains a written, easily understood daily crime log. This log is maintained by the Director of Facilities. This log lists any crime, by the date, it was reported to the Campus Safety personnel, that occurs on-campus, on a non-campus building or property owned by the University, or on public property within the Campus Safety Department's patrol jurisdiction. The log contains the nature, date, time, and general location of each crime and the disposition of the complaint, if known.

Campus Safety personnel will make an entry or addition to entry to the log within two business days (Monday– Friday, except on the days when the school is closed) of the report of the information to the Campus Safety personnel unless that disclosure is prohibited by law or would

jeopardize the confidentiality of the victim.

Martin University Campus Safety personnel may withhold one or more of the required pieces of information if there is clear and convincing evidence that the release of the information would:

- jeopardize an ongoing criminal investigation or the safety of an individual,
- cause a suspect to flee or evade detection, or
- result in the destruction of evidence.

However, Martin University will disclose any information withheld for any of these reasons once the adverse effect is no longer likely to occur.

Martin University will make the crime log for the most recent 60-day period open to public inspection during normal business hours. Persons interested in inspecting the log should contact the Director of Facilities (317- 917- 3323). Martin University will make any portion of the log older than 60 days available within two business days of a request for public inspection.

Timely Warning of Criminal Activity

In the event that a situation arises, either on or off-campus, that, in the judgment of the Director of Facilities, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the University email system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of Facilities may also post a notice at strategic locations on campus (e.g., student lounge, faculty lounge). Anyone with information warranting a timely warning should report the circumstances to Campus Safety personnel by phone (317-917-3311 or 317-917-3398), the Director of Facilities (317-3323), or in person at the dispatch center located on the first floor of the Administrative (Main) Building immediately inside the west entrance doors.

Preparation of Disclosure of Crime Statistics

The University annually prepares a crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Director of Facilities and local law enforcement agencies surrounding the University’s campus. Campus crime, arrest, and referral statistics include those reported to the Campus Safety Department and local law enforcement agencies. University crime rates statistics for the most recent reported the calendar year of 2013 is provided at the end of this document.

Each year, an email notification is made to all enrolled students and current employees that provide the website to access this report. Copies of the report may also be obtained through Student Services, Human Resources, or downloaded from the University’s website. All prospective employees may obtain a hardcopy of the report from the Office of Human Resources, by calling (317) 917-3259 or the Martin University website.

How to Report Criminal Offenses?

To report criminal or suspicious activity, contact Campus Safety personnel by phone (317-917-3311 or 317- 917- 3398), the Director of Facilities (317-3323), or report in person at the dispatch center located on the first floor of the Administrative (Main) Building immediately inside the west entrance doors. In the case of an emergency, dialing 911 may also be appropriate.

Voluntary Confidential Reporting

All instances of observed criminal or suspicious activity may be reported on a confidential basis. Moreover, any victim of a crime that does not want to pursue action within the University system or the criminal justice system may still want to consider making a confidential report. With permission, the Director of Facilities can file a report on the details of the incident without revealing the reporting individual's identity. The purpose of a confidential report is to comply with the reporter's wish to keep the matter confidential while taking steps to ensure the future safety of his/her-self and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner may be counted and disclosed in the annual crime statistics for the institution.

Security and Access

During business hours, Martin University will be open to students, employees, and guests. All students and employees entering the Main Building must electronically sign-in using the University issued badge. Students or employees who do not have their badge on their person upon entering the building will be asked to manually sign-in. Guests must sign-in as part of the building admittance process. During non-business hours' access to all University facilities is by admittance via the Department of Campus Safety personnel.

Campus Law Enforcement Authority

Martin University Campus Safety personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at Martin University. Martin University Campus Safety personnel do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

Encouragement of Accurate and Prompt Crime Reporting

Martin University students, faculty, staff, guests, and visitors are encouraged to report all crimes, suspicious behavior, and public safety related incidents to the Martin University Campus Safety Department in a timely manner. To report a crime, suspicious behavior, or an emergency occurring on the University campus, call Campus Safety personnel by phone (317-917-3311 or 317-917-3398), the Director of Facilities (317-3323), or report in person at the dispatch center located on the first floor of the Administrative (Main) Building immediately inside the west entrance doors.

Security Awareness Programs for Students and Employees

During student orientation sessions, students are informed of the services offered by the Martin University Campus Safety Department. Presentations outline ways to maintain personal safety. Students are informed about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis. Periodically during the academic year, the Martin University Campus Safety Department, in cooperation with other University organizations and departments, present crime prevention awareness sessions. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

**Crime Prevention Programs for Students and Employees are provided by the Martin University Campus Safety Department throughout the year.*

Alcoholic Beverages

Possessing, purchasing, manufacturing, selling, or making available alcoholic beverages on University-owned or controlled property or at University-sponsored or supervised activities is in violation of University policies and may be a violation of State or Federal law. Being in an intoxicated state while on University-owned or controlled property or at University-sponsored or supervised activities is also prohibited. Martin University will notify legal agencies in situations where State or Federal law has been broken. Detailed policies regarding alcohol use, awareness/education, treatment, and possible actions against violators are contained in the Student Handbook (applicable to students) and the Martin University Personnel Handbook (for employees).

Illegal Substances

Possession or use of illegal or non-medically prescribed controlled substances violates State and Federal law and is expressly prohibited on Martin University-owned or controlled property or at University-sponsored or supervised activities. The manufacturing, selling, bartering, exchanging or giving away of illegal or non-medically prescribed controlled substances to any individual or group of individuals is also illegal and prohibited on Martin University owned or controlled property or at University-sponsored or supervised activities. Martin University will notify legal agencies in situations where State or Federal law has been broken. Detailed policies regarding illegal or controlled substances use, awareness/education, treatment, and possible actions against violators are contained in the Student Handbook (applicable to students) and the Martin University Personnel Handbook (for employees).

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

The Martin University Director of Facilities, upon written request, will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary actions taken by the University against the person who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the Martin University Director

of Facilities will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Preventing and Responding to Sex Offenses

The University educates students about sexual assaults through student orientation and literature provided upon request from the Campus Safety Department.

Victims of a sexual assault at Martin University are first encouraged to get to a place of safety and then obtain necessary medical treatment. The Martin University Campus Safety Department strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Safety Officer. Filing a report with a Campus Safety Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

When a sexual assault victim contacts the Martin University Campus Safety Department, the Indianapolis Police Department will be notified as well. The victim of a sexual assault may choose for an investigation to be pursued through the criminal justice system. A representative from the Indianapolis Police Department will guide the victim through the available options and support the victim in his or her decision. The Indianapolis Police Department will also provide appropriate counseling and support service referrals. University disciplinary proceedings against persons accused of engaging in sex offenses are detailed in the Student Handbook.

Sex Offender Registration

The State of Indiana requires all persons convicted of a sexual offense to register with the State. As part of this registration process, sexual offenders must identify a work address and/or the address where they attend school. A database of registered sex offenders is accessible on the Internet at <http://www.icrimewatch.net/indiana.php>. The names of registered sex offenders who may be employed or enrolled at Martin University can be found using this database, searching registered offenders in the area of 2186 Sherman Drive, Indianapolis, IN 46218 (Martin University's address), and selecting the "Work/Volunteer Addresses" and "School Addresses" Offender Address Type boxes.

Emergency Notification

If there is an immediate threat to the health or safety of students or employees occurring on campus, Martin University will follow its emergency notification procedures. These procedures are outlined in detail in the University's Emergency Preparedness Plan. The complete Martin University Emergency Preparedness Plan is located on the University's website at <http://az480170.vo.msecnd.net/29058da5-9375-4249-a41b-9e38f5430632/docs/716fba2b-72b9-41a9-97f1-33697c572139/emergency-preparedness-plan-10-7-13-revision.pdf>. In the event that Martin University identifies an emergency condition and implements its emergency notification procedures, the institution is not required to issue a timely warning based on the same circumstances. However, Martin University will provide adequate follow-up information to the community as needed.

Personal Property

Martin University is not liable or responsible for the personal property of students. Check with campus safety for lost and found articles.

Smoking

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

Drug and Alcohol Policy

Martin University, through its policies and programs, is dedicated to providing an atmosphere that encourages a positive, drug, and alcohol-free environment and respect for laws and rules prohibiting the use of alcohol and illegal drugs. Therefore, no alcohol, controlled substances without a valid prescription or illegal substances are allowed on the University premises or in your person at any time. Students believed to be under the influence of drugs, narcotics, or alcohol or display a strong odor of alcohol or marijuana will be required to leave the premises. A Campus Safety Officer will be notified to arrange safe transit.

Weapons

Weapons of any kind are not permitted on campus.

Parking Regulations

It is the policy of Martin University that parking is permitted only in approved lots. The Campus Safety 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 (IMPD), as well as Campus Safety Officers, have the authority to ticket and/or tow any vehicle that violates the Martin University parking regulations.

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". This is enforced by the Indianapolis Metropolitan Police Department.

Violators will be subjected to the following progressive sanctions:

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

EMERGENCY PREPAREDNESS

An Emergency Preparedness Plan is available on Martin University's website on the Students' Right to Know page. This document is also available for review in the Office of Campus Safety. All students are asked to review the Emergency Preparedness Plan and to follow the Plan as directed. For all emergencies, call the Office of Campus Safety at 317-917-3311.

Martin University Automated Alert System

Martin University will provide updates on the University's website at www.martin.edu. In the event that classes are canceled and the University is closed, the Automated Alert Program will be activated to send text messages to those who are registered in the emergency notification system. In compliance with the Clergy Act, Martin University created the Alert Automated System program to increase safety and awareness within the University community. Alert Automated System allows the University to alert students, faculty, and staff of threats, emergency situations, and weather-related closings via text messaging, email, and voice messaging.

Notification

In order to receive alerts from the Automated Alert Program, students must provide the University with the phone number and email address through which they wish to be contacted. Students, faculty, and staff enrolled in the Automated Alert Program will be promptly notified upon the confirmation of a significant emergency or dangerous on-campus situation involving an immediate threat to the health or safety of students, faculty, or staff as determined in the University's sole discretion, unless issuing a notification will compromise efforts to contain or manage the emergency. Students enrolled in the Automated Alert Program understand that substance and timing of alerts will be at the University's sole discretion. In the event, the University decides to send an alert. The program will send each enrolled student an email and/or text message. The method(s) of contact will depend on the contact information provided by the student at the time of enrollment.

Martin University will not charge students a fee for enrolling in the Automated Alert Program, but students will be responsible for any fees charged by their phone/cellular service providers for the associated calls, text messages, or voicemails.

Inclement Weather Policy

Listed below are the basic categories of University response to seriously inclement weather and/or emergency conditions. Automated Alert Program is the communication tool to keep students, faculty, and staff informed during threatening situations and weather-related closings.

Announcements on local TV and radio stations may also indicate which of the following category applies.

Classes are Cancelled/University Closed

Classes will not be held and/or University offices will be closed. Martin University employees are not expected to report to work unless specifically contacted by their supervisor to report for emergency operations. It is expected that the use of this category will be rare.

Classes are Cancelled/University Offices on Delayed Start

On such days, classes before the defined time are cancelled and University offices will remain closed until a specific time. Employees are not required to report to work prior to the announced start time and will not be required to make up the missed time. Emergency essential personnel should still report as scheduled.

MARTIN UNIVERSITY NOW

Programs Offered

Martin University offers 11 baccalaureate programs and 2 graduate degrees. The undergraduate majors include: Bachelor of Applied Science Degree in Healthcare Management, Bachelor of Applied Science Degree in Software Applications, Bachelor of Science Degree in Addictions Counseling, Bachelor of Science Degree in Business Administration, Bachelor of Science Degree in Criminal Justice, Bachelor of Science Degree in Early Childhood Education, Bachelor of Science Degree in Liberal Studies, Bachelor of Science Degree in Psychology, Bachelor of Science Degree in Religious Studies, Bachelor of Science Degree in Teacher Preparation PreK-3rd, and Bachelor of Science Degree in Teacher Preparation K-6th. The master's degree programs are Community Psychology and Urban Ministries.

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

Martin University Facts

University Colors

Rich Gold and Royal Brown

University Mascot Bear



University Logo



University Song

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 it 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.

CAMPUS FACILITIES

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

Main Administration Building

The main Administration building is the home of faculty and staff offices, the President's Suite, the Academic Affairs Suite, Fiscal Affairs, Bursar and Financial Aid Offices, the Gathertorium. Additionally, the Administration Building Houses Faculty offices; the Department of Student Services including New Student Recruitment; the Registrar, the Assessment Center and the Student Success Center; the Global Lab; 7 classrooms, a Faculty Lounge and a Student Lounge.

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, a variety of hot and cold beverages, and a microwave. Students are expected to keep the lounge clean at all times.

Andrew J. Brown Building (AJB)

The AJB building houses the Drop-in Center, the Student Center, and a Fitness Center. Additionally, there are several classrooms including a designated computer classroom and a science lab.

Drop-In Center

The Drop-in Center is a service provided to registered students and their children. It is located on the lower level of the Andrew J. Brown building. Children ages 2-8 are eligible to attend the Drop-in Center for up to four hours a day while the student is attending class on the campus of Martin University. To get more information regarding the Drop-in Center Contact: ***Dr. Mattie Solomon mjones@martin.edu***

The Fitness Center

The Fitness Center is located on the lower level of the Andrew J. Brown building. Faculty, staff and administrators have full use of a variety of fitness equipment. Use of the equipment is at your own risk. ***A release of liability statement must be signed and submitted to the Director of Student Services prior to the use of the Martin University Fitness Center.*** No children under the age of 18 are allowed in the fitness room.

STUDENTS RIGHT TO KNOW

Federal regulations state that all prospective and current students have a right to know specific information about the college they are considering or currently attending.

The following lists the topics and where one can obtain the appropriate information at Martin University:

- Accreditation: Academic Course Catalog, Student Handbook, University website
- Emergency Preparedness Plan: Campus Safety, University website
- Financial Aid: Student Handbook, Office of Financial Aid, University website
- General College Information: Academic Catalog, Enrollment Services, Registrar, University website
- Campus Security Report: Campus Safety
- Nondiscrimination Code: Academic Course Catalog, Student Handbook, University website

******Additional questions may be directed to the Title IX/Compliance Director: Gina Cowherd (gcowherd@martin.edu)***

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy Statement

In compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), Martin University protects the rights of students with relation to the accuracy and privacy of their education records. In accordance with FERPA, Martin University has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student, or otherwise allowed or required by law. In addition, procedures have been established by which a student may request to examine his or her education records, may challenge any portion of the record, and may request the opportunity to have any inaccurate, misleading, or otherwise inappropriate data deleted or corrected, or may have inserted into the record a written explanation regarding the content of the record.

1. In the undergraduate and graduate schools of Martin University, these rights belong to the student. However, the parents of a student who is financially dependent upon the parents (as defined in Section 152 of the Internal Revenue Code of 1954) may not have access to the student's records without Martin University having written consent farther
2. 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:
3. 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.

4. 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.
5. 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.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Martin University to comply with the requirements of FERPA.

For more information on FERPA contact the office that administers FERPA:

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

SOCIAL AND LEGAL RESPONSIBILITY

Compliance Statement

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.

Title VI of the Civil Rights Act of 1964

This law provides that, "No person in the United States shall, on the ground of race, color, sex, religion, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...." Martin University does not discriminate, exclude from participation in, or deny benefits of its educational programs, admission policies, activities, or employment policies and opportunities on the basis of race, color, sex, religion, or national origin. Students complaining of any type of discrimination or harassment outlined above are encouraged to bring them to the attention of the University via one of the following resources:

**U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General, Main Washington, D.C. 20530**

Title IX of the Education Amendments Act of 1972 (Harassment, Sexual Discrimination)

This law provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance....". This includes protection from sexual harassment. Martin University does not discriminate, exclude from participation in, or deny benefits of its educational programs, admission policies, activities, or employment policies and opportunities on the basis of gender. Martin University's Title IX/Compliance Director monitors compliance with this law and coordinates Martin University's response to complaints of

discrimination based on gender, including facilitating any interim protective measures that may be warranted.

Clery Act

Federal law, known as the Clery Act, mandates reporting and disclosure procedures for higher education institutions. The Clery Act requires every institution to provide the campus community with information necessary to make informed decisions about their health and safety. The Clery Act specifically mandates every institution to do the following:

- (1) have emergency notification and evacuation procedures
- (2) issue timely campus alerts for crimes that represent an ongoing threat to the safety of students or employees.
- (3) keep a crime and fire log
- (4) collect crime reports from campus security authorities
- (5) request crime statistics from local law enforcement
- (6) submit crime and fire statistics to U.S. Department of Education
- (7) publish an annual security report and fire safety report.

For more information on the Clery visit:

<http://clerycenter.org/sites/default/files/Jeanne%20Clery%20Act%20Full%20Text.pdf>.