

Marlboro College Graduate and Professional Studies

Student Handbook

2019-2020 Academic Year

Students are expected to familiarize themselves with the academic policies contained in this handbook. Failure to do so does not excuse students from the requirements and regulations described herein.

CONTENTS

Diversity Statement	5
Welcome to Marlboro College Graduate & Professional Studies	6
The Undergraduate College	6
Mission Statement	6
Graduate and Professional Studies	6
Mission Statement	6
YOUR SUPPORT TEAM	7
Graduate School Leadership	7
Graduate School Staff	7
Degree Chairs	8
Degrees and Coursework Offered	8
Master of Business Administration (MBA)	8
Master of Science in Management (MSM)	8
Master of Arts in Teaching: Social Justice (MATS)	8
Center for New Leadership	9
Mission	9
Values	9
Programs	9
Nonprofit Management Certificate	9
Training, Facilitation, and Consulting Certificate	9
Women’s Leadership Circles	9
Fundraising & Development Certificate	10
Results-Based Accountability (RBA) Trainings	10
Board Leadership Trainings	10
Nonprofit Management Summer Camp	10
ACADEMIC RESOURCES	11
Network Resources	11
Computer Hardware Resources	11
Library Resources	11
Additional Resources	11
Housing	11
Medical Information	12
ACADEMIC INFORMATION	13
Registration	13
Registration Process	13

Capstone Registration	13
Dropping a Class	13
Withdrawing from a class after add/drop	14
Transferring Classes	14
Adding a Class after add/drop	14
Academic Status	14
Matriculated and Non-Matriculated Status	14
Leave of Absence Status	14
Withdrawal Status	15
Administrative Withdrawals	15
Readmission	15
Grades	15
Mid-trimester Progress Grades	16
Reporting of Grades	16
GPA	16
Student Progress	17
Deadline for Accepting Student Work	17
Application for an Incomplete	17
Change of Program	17
Standards of Progress	17
Grade Appeal Process	18
Academic Probation	18
Dismissal	18
Reinstatement	19
Appeal	19
Graduation Requirements	19
Records and Transcripts	21
Paper Transcripts	21
Course Evaluations	21
FINANCIAL INFORMATION	21
Fees	22
Enrollment Deposits	22
Tuition Schedule	22
Financial Aid	23
YOUR ALUMNI BENEFITS	24
POLICIES AND PROCEDURES	25
Policy on Discrimination	25
Attendance Policy	25
Satisfactory Academic Progress Policy	26

Student Financial Aid Warning, Suspension, Probation and Appeal Policy	27
Financial Aid Warning	27
Financial Aid Suspension	27
Financial Aid Probation	28
2017-2018 Return of Title IV Federal Refund Policy	30
Extension Policy	30
Policy on Removing Community Members from Moodle	31
Transfer Credit Policy	32
Graduate Programs	32
Undergraduate Program	33
Disciplinary Policy	33
Academic Advisory Board	33
Plagiarism	33
Academic Fraud	34
Technical Plagiarism	34
Copyright Violation	34
Notification of Action	34
Suspension	34
Dismissal	34
Appeal	35
Policy on Acceptable Use of Graduate School Networks and Computers	35
General Rules	36
Enforcement	36
Security and Privacy	36
Commercial Use	37
E-Mail	37
Sexual Harassment Policy	37
Notice of Nondiscrimination	37
Access for Students with Disabilities Policy	38
Student Responsibility	38
Veterans Benefits Policy	39
The Family Educational Rights and Privacy Act of 1974	42
Snow & Weather Policy	43
Alcohol and Drugs	44
Off-Site Consumption of Alcohol	44
CAMPUS SECURITY REPORT	44
ACADEMIC CALENDAR	45
GRADUATE SCHOOL DATES AND DEADLINES	45

Diversity Statement

Marlboro College works to sustain a diverse learning community of culturally conscious individuals who explore and question difference, whether those differences are actual, perceived, or socially constructed. As an expression of our mission to foster discerning judgment and a global perspective, the college promotes curricular, social, and civic engagement and dialogue among differing points of view in order to realize a deep appreciation of the diversity in what it is to be human. Marlboro will continue to build a community that values thoughtful interchange in all facets of college life as we seek to realize a vision of the common good, both within the college and in the wider world.

Welcome to Marlboro College Graduate & Professional Studies

Marlboro College Graduate & Professional Studies is located on the Marlboro College campus at 2582 South Road, Marlboro, VT. Marlboro College Graduate & Professional Studies offers academic programs on the graduate and undergraduate levels, as well as community outreach and corporate programs. More information about the Graduate School is available online at <https://www.marlboro.edu/academics/graduate>.

The Graduate School was established in 1997 by Marlboro College to offer premiere graduate programs in management and education. In 2017 the Graduate School moved from its location at 28 Vernon Street in Brattleboro, to the Marlboro campus. The Graduate School continues to develop and innovate by adding new programs and partnering with local and regional organizations.

The Undergraduate College

When Walter Hendricks established Marlboro College in 1946, he wanted to create a different kind of college—one where students were not just participants but active contributors to the academic and community life of the campus. Students and faculty worked together, pounding nails and sawing lumber to turn three neighboring hill farms in southern Vermont into the core of a scenic rural campus. The hands-on approach and sense of common purpose engendered in those early years remain hallmarks of Marlboro today.

Mission Statement

The goal of the undergraduate program at Marlboro College is to teach students to think clearly and to learn independently through engagement in a structured program of liberal studies. Students are expected to develop a command of concise and correct English and to strive for academic excellence informed by intellectual and artistic creativity; they are encouraged to acquire a passion for learning, discerning judgment and a global perspective. The college promotes independence by requiring students to participate in the planning of their own programs of study and to act responsibly within a self-governing community.

Graduate and Professional Studies

Marlboro College Graduate and Professional Studies (MCGPS) provides both professional and lifelong learning opportunities based on our student-centered model to adults who seek to pursue their ideas and creativity and to enhance their careers.

Mission Statement

The mission of Marlboro College Graduate & Professional Studies program is to offer responsive, innovative education of the highest standard in professional studies in the topic areas of management, technology, and teaching. The educational practice of the graduate program fosters the development of critical thinking, articulate presentation, coherent concepts and arguments, superior writing skills, and the ability to apply creative, sustainable solutions to real world problems.

YOUR SUPPORT TEAM

Your support team includes Marlboro College Graduate and Professional Studies (GPS) leadership, the GPS staff, and program chairs.

Graduate School Leadership

Director of Graduate & Professional Studies: Tristan Toleno

tristant@gradschool.marlboro.edu

802-579-5511

Graduate School Staff

The entire staff at the Graduate School is committed to your success as a member of the GPS faculty team. The Graduate School offices are located at 2070 South Road, Marlboro, VT. The offices are generally open from 9:00 am to 4:00 pm Monday through Friday. In addition, Graduate School staff are present on the campus to provide student and faculty support during residency weekends while classes are in session.

Assistant Director for Student Experience: Moxie Mehegan

moxiem@gradschool.marlboro.edu

802-258-9209

Assistant Director for Teaching and Learning: Kim Lier

klier@gradschool.marlboro.edu

802-251-7690

Graduate School Business Manager: Danette Reynolds

dreynolds@gradschool.marlboro.edu

802-258-9206

Registrar: Cathy Fuller

Office in Mather

registrar@gradschool.marlboro.edu

802-258-9217

Library Director: Beth Ruane

Office in Library

bruane@marlboro.edu

802-451-7577

Financial Aid: Jayne Rivers

Office in Mather

finaid@marlboro.edu

802-258-9312

Degree Chairs

Degree chairs are responsible for supporting students academically throughout the entire program. They hire instructors, create student study plans, and advise students.

Master of Arts in Teaching for Social Justice Degree Chair:

Janaki Natarajan

jnatarajan@gradschool.marlboro.edu

Master of Business Administration and Master of Science in Management Degree Chair:

Travis Hellstrom

thellstrom@gradschool.marlboro.edu

Degrees and Coursework Offered

The Graduate School offers master degrees, graduate certificate programs and continuing education coursework in flexible delivery formats that combine online and on-site classes.

Master of Business Administration (MBA)

The Marlboro Master of Business Administration in Organizational Leadership program is a home for purpose-driven leaders to elevate themselves and empower their communities. In the Marlboro MBA program, students develop their authentic leadership, participate in a vibrant learning community, and learn how to guide healthy, high-functioning teams in nonprofit, business, or government organizations. Students in the MBA program meet once a month on campus for residencies and complete the rest of their studies online. The program is designed to be highly flexible to student's individual interests and schedules. (45 credits for degree)

Master of Science in Management (MSM)

The Marlboro Master of Science in Management in Organizational Leadership program follows the same mission and format as the MBA, but enables students to complete a degree in fewer trimesters. (36 credits for degree)

Master of Arts in Teaching: Social Justice (MATS)

Marlboro College Graduate School partners with *Spark Teacher Education Institute* to provide K-12 teacher licensure in an intense, practicum-based, one year program. Beyond licensure, this program focuses on bringing equity and social justice into the curriculum to present more balanced views and outcomes to students. Graduates will be equipped to enter the teaching profession as leaders and innovators who can help to confront and reconstruct practices and policies in order to create equitable and optimal learning environments for all students. (36 credits for degree).

Center for New Leadership

Founded in April 2015, The Center for New Leadership brings together the expertise of Marlboro's graduate faculty in management and its skilled corps of trainers and consultants to engage participants in transformative learning experiences to help them meet their individual, organizational and social goals. The Center serves clients through cohort-based leadership programs, professional development courses, leadership coaching and customized in-house programs. In addition, the services of vetted consultants are available to help organizations accomplish high-impact project work.

Mission

Partnering with individuals, organizations, and coalitions, CNL is a community focused on exploring and applying transformative approaches to leadership. Our goal is to strengthen leadership capacity in the mission-driven sector through teaching, coaching, and consulting.

Values

- We take an inquiry-based approach, informed more by curiosity than by certainty.
- We cultivate leadership that is responsive, collaborative, and reflective.
- We believe shared learning is a critical means for creating social good.
- We strive to expand the positive impact of the mission-driven sector.
- We foster joy, balance, and rigor in our work.

Programs

CNL offers several cohort-based certificate programs and shorter, customized trainings to the mission-driven sector of northern New England.

Nonprofit Management Certificate

The NPM Certificate program is designed for active practitioners and leaders in the nonprofit community. This renowned 80-hour cohort program helps nonprofit leaders gain and refine the skills needed to strengthen their organizations and achieve their missions. The Certificate program is offered annually in the fall. Participants set aside one day each week for 10 weeks to attend face-to-face workshop on topics such as leadership, fundraising, financial management, measuring your impact, and communication.

Training, Facilitation, and Consulting Certificate

Designed for experienced facilitators, trainers, and consultants, and people moving into these roles, this six month cohort program is offered in annually. Two in-person workshops (October and April) provide five days of intensive, hands-on training. During the intervening months, monthly webinars and personalized coaching, including opportunities to shadow and learn from instructors, help participants put their learning into practice.

Women's Leadership Circles

The Women's Leadership Circles of Vermont provide powerful women the space, support, and tools to lead with clarity and confidence. This program was specifically developed for

established women in leadership positions across sectors—nonprofit, business, and government. Participants have the initiative and vision to push themselves toward greater personal and professional achievement, and to grow in their roles as influential change-makers.

Fundraising & Development Certificate

Designed for small to mid-sized nonprofits, this six-month program demystifies fundraising and give participants the knowledge and tools needed to create a development plan and fundraise successfully for their organization. Consisting of six face-to-face, full-day workshops, monthly peer-learning group meetings and three hours of one-on-one coaching, this program is set up to support participants in a collaborative and hands-on environment.

Results-Based Accountability (RBA) Trainings

CNL has helped mission-driven organizations of all sizes evaluate and improve programs, understand and communicate their impact, and drive strategy.

Through public workshops and personalized coaching and consulting, CNL has introduced the key components of Results-Based Accountability to dozens of nonprofits, United Ways and community coalitions, state agencies, and the Vermont State Legislature.

Board Leadership Trainings

Designed to help nonprofit boards and their members be effective leaders and champions for the nonprofits they serve, our workshops introduce participants to the most important knowledge and skills for successful board service.

Nonprofit Management Summer Camp

CNL's annual one-day professional development retreat that features multiple tool-based, interactive workshops, networking and, of course, fun.

ACADEMIC RESOURCES

Network Resources

Every certificate or degree-seeking student at the Graduate School receives a @gradschool.marlboro.edu email account and is required to use this as their official email. This is available through our Grad School Apps program with email forwarding, web space on our server, and access to our online learning community through Moodle. We create back-up copies of all files on our networks for ongoing safety and security purposes. Our network policies are more completely described in the “Policies” section of this handbook. All students are expected to know and to follow these policies while using the computer resources at the Graduate School.

Marlboro College and the Graduate School do NOT permit illegal copying or sharing of files with each other or over our network.

Computer Hardware Resources

The Graduate School offers wi-fi and instructors' display stations in all of our classrooms. All students are expected to have and bring a laptop computer. Marlboro has established relationships with both Apple Computer, Inc. and Dell Computer Corp. that allow faculty, students and staff to purchase computer systems, software, and peripherals. Financing is provided through each of these manufacturers directly. See <https://nook.marlboro.edu/public/offices/it/purchase> for more information.

When on the Marlboro Campus you can log into two wifi networks. “Marlboro College” requires your graduate school username and password (the name as your email). “Guest” requires no login.

Library Resources

The library collection at the Graduate School can be found in Room 209 of the Rice Aron Library and includes books and periodicals as well as extensive online resources. We provide training during orientation on how to access these materials. For more information, please contact the Library Director, at library@marlboro.edu. All library information can be accessed online via: <http://www.marlboro.edu/academics/library>. In addition, each program has its own Subject and Course Research Guide at: <http://libraryguides.marlboro.edu/gradschool>. Please spend some time exploring these resources.

Additional Resources

Housing

Marlboro Graduate School does not provide housing. We can sometimes offer dorm accommodation on campus and we maintain a list of housing opportunities in the Brattleboro community in Moodle.

Medical Information

If you are ill and need to see a doctor right away while here, call your primary care physician and request an appointment. If your primary care physician is not available, you can be seen at the Brattleboro Memorial Hospital emergency room.

In the event of a medical emergency, dial 911 to be taken to the emergency room by ambulance.

Gym

Marlboro College Graduate School community members can use the gym on the Marlboro College Campus, located in the Campus Center. If you use the gym, please clean up when you are finished. We retain the right to discontinue gym privileges at any time.

ACADEMIC INFORMATION

Registration

Registration Process

Student registration is done online through the student portal at <http://www.marlboro.edu/students>. Registration is open for at least six weeks prior to the start of each trimester. Students are reminded of the registration period and process through emails from the Registrar.

Registration dates for the current year can be found at:
<https://www.marlboro.edu/academics/graduate/calendar>.

If a student fails to register for a trimester, and does not apply for a leave of absence, it is assumed that they are no longer pursuing their degree or certificate and they will be withdrawn from the program. Students requiring a leave of absence must request a leave in writing (see section on Leave of Absence Status).

Capstone Registration

Since Capstone I: Pivot, Capstone II: Plan and Capstone III: Launch are meant to be taken consecutively, in the event that a student passes Capstone II: Plan, and then has a break of more than one trimester through a leave of absence or a withdrawal, they will be required to retake Capstone II: Plan for credit prior to taking Capstone III: Launch in order to complete their degree.

Capstone II: Plan is a P/F class with no opportunity to take an incomplete. If the class is failed, it needs to be retaken before a student moves on to Capstone III.

Dropping a Class

Students who wish to drop a class may use the online withdrawal form found under the login section of the website at <http://www.marlboro.edu/students>. The student's tuition and financial aid refund will be calculated according to the refund policy, which can be found under "Our Policies" at the end of this handbook.

Enrolling or Withdrawing from a class during the add/drop period

Students may add or drop a class during the first week of the trimester. If students withdraw from a class during this period, the course will not appear on the permanent record and there is a full refund of tuition.

The add/drop deadlines for the current year can be found at:
<https://www.marlboro.edu/academics/graduate/calendar>.

Withdrawing from a class after add/drop

The Registrar will assign the grade of WD (withdrawn) for classes from which a student has withdrawn after the add/drop period. The Graduate School's "Refund Policy for Class and Program Withdrawal" will apply. *Policy updated April 10, 2014*

Transferring Classes

If a student transfers from one class to another during the add-drop period (with Degree Chair and instructor approval), there will be no additional charges incurred besides the adjustment in tuition amounts for the added class. Grading will be done as usual.

Adding a Class after add/drop

Students wishing to add a class after final registration must contact the Registrar with this request. Approval will only be given if it is feasible that the student can make up work missed during the first two weeks of the trimester.

Academic Status

Full-time and Part-time Status

A full-time graduate student is someone taking seven or more credits during one academic trimester. A three-quarter time students is someone taking five or six credits during one trimester. A half-time graduate student is someone taking four credits during one trimester. Students taking three credits or fewer are considered less than half time and are not eligible for federal financial aid.

Matriculated and Non-Matriculated Status

Matriculated students are those enrolled in degree or certificate programs that are making progress towards attaining that credential. Non-matriculated students are those enrolled in one or more single courses that are not being taken toward a degree or certificate program.

In Absentia #2

This status is granted to a Marlboro student enrolled as a non-matriculated or special student at another accredited degree-granting institution based within the United States who seeks prior approval for credits to transfer to Marlboro. Prior approval also allows a student to maintain financial aid eligibility. Students must request that official transcripts from the visited institution be sent to the Associate Registrar for transfer credit evaluation. A grade of B- or better (for graduate work) or C or better (for undergraduate work) is required in order for a course to transfer. Students should not elect Pass/Fail grading if given the option. The student is considered enrolled at Marlboro College Graduate School for the purposes of federal and state financial aid if a consortium or contractual agreement has been drawn up with the school at which the student will be taking courses. Arrangements for the consortium/contractual agreement are made through the Financial Aid Office.

Leave of Absence Status

Marlboro College Graduate School understands that as working adults our students are often challenged by personal obligations that require their attention. In regard to this, students may apply for a leave of

absence. They must be in good standing (B- or better) during the trimester preceding the requested leave in order to be granted a leave of absence for the subsequent trimester. Leave of absence status may be continued up to a year's time (three trimesters). If the student does not return at the end of one year they will be withdrawn from the Graduate School.

All requests for a leave of absence must be made in writing by logging into our student portal at <http://www.marlboro.edu/students>. Students must include the reason for their request. They must have every intention of returning at the end of the leave period and must show that the leave is necessary for their academic or intellectual development. Applications for leaves of absence must be submitted before the add/drop date for each term.

After the add/drop date, the Leave of Absence will only be granted in cases of emergency and unforeseeable personal, family or medical hardship, or for reasons beyond the control of the student. Leaves of absence are not usually granted during the trimester, except in special hardship cases. The Graduate School's tuition refund policy for withdrawal will apply to leaves of absence that begin during a trimester.

Students who receive financial aid must consult with the Financial Aid office to determine the impact that a leave of absence will have on the repayment of outstanding student loans. If the student is receiving financial aid, they may have to begin repayment of their student loans if their leave exceeds 60 days (from their last date of attendance carrying at least a half-time credit load). An exit interview may be required.

Withdrawal Status

Students who wish to withdraw from the Graduate School must notify the Registrar, in writing, of their intention to do so. Students who withdraw from the Graduate School during a trimester may be responsible for accrued tuition in accordance with the tuition refund policy. Students receiving financial aid must consult with the Financial Aid office on the Marlboro Campus prior to withdrawal to determine how their eligibility for aid and repayment obligations will be affected by withdrawal status. More information about financial aid is available in the "Financial Information" section of this handbook.

Students who withdraw from the school after the add/drop deadline will be given a grade of WD (withdrawal) for all classes and their access to Moodle will be removed as of the official date of the withdrawal.

Administrative Withdrawals

The Graduate School is an academic community in which students are responsible for active academic engagement. The Graduate School may administratively withdraw any student who fails to attend classes or to engage in academic work and who is therefore not functioning as a member of the academic community.

When there has been no communication requesting a leave of absence or withdrawal, failure to register for classes in subsequent trimesters by matriculated students will result in an administrative withdrawal.

Readmission

A student who wishes to return to the Graduate School at some future date must fill out the online application and submit an updated letter of intent to the Admissions Director for readmission. The Director of Graduate and Professional Studies, in consultation with the Admissions Director, will

determine readmission after considering the reasons for withdrawal. The decision will ultimately be based on the Director's confidence in the student's ability to complete the program. There is no separate fee for readmission, but upon acceptance, the student must send another enrollment deposit to secure a place in the class. In addition, incomplete required classes and all capstone credits are required to be retaken upon re-admittance.

Grades

The Graduate School records both mid-trimester progress grades and final grades, as follows:

Mid-trimester Progress Grades

- S Student work is definitely good, may be very good, excellent, or distinguished
- S- Student work is satisfactory, but barely, and could slip below B if not diligent
- U Student work is unsatisfactory, and needs to improve

Final Course Grades

- A Distinguished
- A- Excellent
- B+ Very Good
- B Good
- B- Satisfactory
- C Needs Improvement, unacceptable for the graduate level, (used for BS program only)
- P Pass
- F Fail
- I Incomplete
- PI Permanent Incomplete
- WD Withdrawal (only assigned by Registrar)

Grading rubric

- A Distinguished corresponds to 95-100%
- A- Excellent corresponds to 90-94%
- B+ Very Good corresponds to 85-89%
- B Good corresponds to 80-84%
- B- Satisfactory corresponds to 75-80%
- C Needs Improvement, Failing grade for the Graduate Level; less than 75%
- F Fail

Reporting of Grades

The Graduate School will make every effort to provide final grades within two weeks of the last day of the trimester. Students may request an official transcript by following the instructions at: <http://www.marlboro.edu/alumni>. See the section marked "Your Records" for more information about your academic records.

GPA

The Graduate School does not calculate grade-point averages, nor does it assign class rankings.

Student Progress

Deadline for Accepting Student Work

The deadline for the submission of student work will be the last day of the trimester, unless the student receives an incomplete from the faculty. (See "Application for Incomplete" below for details.)

Application for an Incomplete

An Incomplete may be granted by the faculty if extraordinary circumstances make it impossible for a student to complete work on time. Circumstances such as a death in the family or natural disaster may warrant an incomplete. As a general rule, it is expected that incomplete courses will be completed before the beginning of the subsequent trimester, but faculty may submit due dates that seem appropriate to the circumstances. After the student has completed the incomplete work, faculty members will submit a grade change via our online system. Students who are unable to complete the work by the due date will receive a permanent incomplete (PI) and will be required to retake the class for credit. Further extensions will be granted only in exceptional circumstances with the approval of the Director of Graduate and Professional Studies and in cooperation with relevant faculty.

Change of Program

If a student decides, during the course of study, that a different degree program or concentration would be more appropriate, an updated letter of intent should be made in writing (via post or email) to the Admissions Office and Registrar indicating the reasons for the requested change. The Admissions Office will inform the student if additional admissions requirements need to be met for the new program. The Registrar will consult with the student on necessary changes to their study plan and determine any additional requirements. The student needs to be aware that not all classes previously taken may be applicable to the new degree, concentration, or certificate program.

- *If changing from a degree to a certificate the student must be enrolled for one trimester as a certificate student in order to earn that credential. We can not award a credential based on prior classes completed.*
- *If changing from a certificate to a degree, all courses may be applied to the degree, provided a student transfers to that degree before completing the certificate. Once a certificate is awarded, nine credits can be applied toward a master's degree according to our transfer policy. The student will need to complete a new admissions application and an updated letter of intent and will need to complete all program requirements for the new program.*

Standards of Progress

Academic progress is the standard by which progress toward degree completion is measured. Please see the Satisfactory Academic Progress Policy on page 25 of this document for more information.

Grade Appeal Process

All students have the right to petition faculty members for clarification and/or reconsideration of academic grades. Faculty members maintain the right to academic freedom in their assessment of student work, but may occasionally find it appropriate to reconsider a student's grade at their discretion. If a faculty member is unwilling to entertain an appeal the Director of Graduate and Professional Studies may be asked to mediate.

Academic Probation

Students whose grades fall below the standards of progress will be placed on probation for one academic trimester with an opportunity to remain in their program provided that they maintain the standards of progress during that term. Students placed on probation will be notified in writing (via post or email) of their status, accompanied by recommendations for academic assistance, such as tutoring, faculty consultation, supplemental workshops, or other academic remedies as appropriate.

Dismissal

Students on probation who fail to meet the standards of progress within one academic trimester will be administratively withdrawn from the program. Students will be notified in writing (via post or email) of their status change, along with information regarding the procedures for appeal and reinstatement (below). In addition, incomplete classes and all capstone credits will have to be retaken if the student is re-admitted at a later date.

Reinstatement

Students who have been administratively withdrawn from the program due to their academic performance and wish to be reinstated, must write a letter requesting readmission to the Director of Graduate and Professional Studies. The letter should explain why the student believes he/she is prepared to successfully complete the program in light of his/her previous performance. After consulting with an Academic Advising Committee comprised of several faculty members, the Director of Graduate and Professional Studies will act upon the request based on her/his judgment of whether the student can succeed in the program.

Appeal

Those students who are administratively withdrawn may appeal the decision through the Graduate School Academic Oversight Committee, which consists of the Director of Graduate and Professional Studies. In general, the Academic Oversight Committee will consider procedural matters, such as faculty errors in grading.

Graduation Requirements

Although a number of administrative and faculty advisors are ready to help students in planning and checking the progress of their degree program, the final responsibility for completing all degree requirements rests with the student.

Requirements are:

- *Successful completion of all curricular requirements with a grade of B- or better for graduate degrees and a C average overall for undergraduate degrees.*
- *Completion of Capstone Project for the MSM and MBA programs, completion of a Portfolio for the MATS and MATL programs.*

Graduation Date and Conferral of Degrees and Certificates

Marlboro College Graduate & Professional Studies officially confers degrees three times a year, at the end of our fall, winter and spring trimesters. Our programs are designed so that your degree will be earned as of the last date of the trimester that your final grades are submitted. The Registrar cannot confirm your degree has been earned until all final grades have been submitted. Students should meet with their advisors regularly, and check their credit history each term to verify posted grades and credit amounts. If you cannot complete all degree requirements before the end of a trimester and need an extension, your graduation date will be shifted to the end of the subsequent trimester. Your transcript will reflect your graduation date.

While degrees are conferred every trimester, diplomas are awarded only once a year during our Commencement ceremony in May. All graduates from the previous spring, fall, and winter trimesters will receive information in March regarding the commencement ceremony. Your diploma will reflect the date of the commencement ceremony as that is the official date that your degree was awarded to you.

Please note: Participation in commencement ceremonies does not necessarily mean that all degree requirements have been met.

Records and Transcripts

Marlboro College Graduate School complies with Vermont State statutes annotated Title 16, Statue 176, Section 1(c)(1)(C) which states, "Credits earned at the student's (current) school are transferable only at the discretion of the receiving school."

The Registrar's Office maintains academic records on your behalf. You have a right to review these records at any time. Additional rights are provided to you under federal law and are described in detail in the "Family Educational Right to Privacy Act" chapter in the Policies section of this handbook.

Paper Transcripts

There are two types of paper transcripts: official and unofficial. These are identical, except that the official transcript is signed, dated, and bears the corporate seal of the college. Official transcripts are normally sent directly to an educational institution or a potential employer at the student's request. In compliance with the Family Educational Rights and Privacy Act (see FERPA) and for your protection, we cannot release a student's records without the student's signature.

Official transcripts require a \$5.00 fee. Unofficial transcripts will be provided at no charge upon request.

Official transcripts are not released if there is a balance owed on your account. If you have graduated in the past year, official transcripts may not be released if you have not completed exit counseling with the Financial Aid office. You will be notified if this is the case.

In addition, while matriculated, all students have access to their transcript records, grades, and contact information via the login area of the Graduate School website at <https://www.marlboro.edu/students>.

Instructions for Transcript Requests

Instructions for ordering transcripts and document authentication can be found on our website at: <https://www.marlboro.edu/alumni/transcript/graduate>.

For further information, contact the Registrar's Office at registrar@gradschool.marlboro.edu or 802-251-7609. * Policy effective beginning September 1, 2006

Course Evaluations

Your feedback is important to us. At the end of each academic term, we will ask you to complete course evaluations. We compile this feedback into a comprehensive, anonymous report that we share with your instructors. Please participate in course evaluations each term so that we may have the most complete and accurate information available to share with your instructors.

Financial Information

Tuition

Tuition for academic programs at Marlboro College Graduate School includes all fees (computer lab, student activities, and enrollment fees). Tuition is based on academic terms, which vary by program, in accordance with the schedule below. Tuition bills are generally posted to our online system once, before the trimester begins for those students who have registered early and again after the second week of the trimester. Current tuition rates can be found here:

<https://www.marlboro.edu/admissions/graduate/tuition>. Outstanding tuition bills will prevent the student from being able to register for classes for the subsequent trimester, and will create a hold on diplomas and official transcripts.

Late Fees

Late payments will incur a \$100 late fee plus 1% interest per month.

Enrollment Deposits

Non-refundable enrollment deposits of \$300, which are due within four weeks of acceptance to guarantee a student's place in an academic program, are credited toward the student's first trimester tuition bill, except in the following cases:

1. If the student does not enroll in classes.
2. If the student does not attend classes.
3. If the student withdraws after enrollment.

**Policy effective beginning September 4, 2009*

Tuition Schedule

A student who wishes to take MORE than the required credits for the degree or certificate (to widen his/her range of study), or who wishes to retake a class may do so, but additional tuition will be assessed at the per credit fee for the respective program.

The tuition schedule for the current year can be found at:

<https://www.marlboro.edu/admissions/graduate/tuition>

Auditing fees

All matriculated and non-matriculated students are welcome to audit any classes offered by the Graduate School. The audit fee is \$500 per class regardless of program. Alumni of the graduate and undergraduate programs can have the audit fee waived. Contact the Alumni Office for details.

Tuition is applied to Student Accounts.

Student Accounts Office

PO Box A, Marlboro, VT 05344

Student Accounts Officer

studentaccounts@marlboro.edu

802-258-9241

Financial Aid

The Graduate School participates in federal student aid programs to help students pay for their educational costs such as: tuition, books and supplies, room and board, travel and personal. To apply, students must be enrolled in an eligible graduate or undergraduate program. Students complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

Financial aid information can be found at <https://www.marlboro.edu/admissions/graduate/financial-aid>. Please contact the financial aid office at finaid@marlboro.edu or 802-258-9312 with your questions.

YOUR ALUMNI BENEFITS

Alumni of the Graduate School enjoy access to the benefits provided both on-site and online. On-site benefits include open invitations to attend workshops, guest lectures, and user group meetings offered at the Graduate School, as well as special discounts extended for conferences and special events. Online benefits include notifications of employment opportunities as well as alumni social networking through:

- Facebook:
<https://www.facebook.com/groups/MarlboroGraduateProgramAlumni/?ref=bookmarks>

In addition, graduates have access to the following benefits:

- The \$500 auditing fee to take a class is waived for graduates of any Marlboro credit bearing degree or certificate program.
- Graduates are eligible for access to JSTOR.

Contact the alumni director for more details at 802-451-7145.

POLICIES AND PROCEDURES

The policies of the Graduate School are developed collaboratively by its faculty and administrative staff. These policies are revised periodically and such revisions take effect for the next incoming academic class. Policies in effect upon current students remain binding for the entire term of their academic degree.

Policy on Discrimination

It is the policy of the Marlboro College Graduate School not to discriminate in its admissions program, student services or employment practices on the basis of race, creed, sex, sexual orientation, national or ethnic origin, age, or handicap. Inquiries regarding discrimination should be made to:

Director
Marlboro College Graduate School
2582 South Road, Marlboro, VT 05344
802-579-5511
tristant@gradschool.marlboro.edu

Attendance Policy

The Graduate School expects students to attend **all** face to face sessions and have a regular presence in online learning environments at least every 48 hours. In the case of extreme circumstances when a student may need to be absent, he or she is responsible for notifying instructors at least 48 hours in advance in order to develop a plan to make up work.

If a student is not present in class or participating online for 12 days or more they are at risk of being administratively withdrawn. The Registrar's office will notify them in writing that they have 7 days to respond to develop a plan to make up work or they will be academically withdrawn from the class (or classes) in question. If a student is unresponsive, and as a result is withdrawn from all classes, they will also be administratively withdrawn from their degree or certificate program.

If a student is withdrawn from a class for attendance issues, this does not meet the standards of progress and is equivalent to a failing grade in how it applies to academic dismissal.

** Policy effective beginning September 9, 2011*

Satisfactory Academic Progress Policy

Academic progress is the standard by which progress toward degree completion is measured. It applies to all students whether or not they are receiving financial aid.

According to federal regulations, in order to be eligible for financial student aid funds, a student must make satisfactory academic progress and all schools must define their Satisfactory Academic Progress in terms of both Quantitative (time-based) and Qualitative (grade-based) measures. In order to be making satisfactory progress, students must meet both quantitative and qualitative measures. Students who fail to meet these standards may lose their eligibility for financial aid.

Quantitative

Students in attendance in the Graduate School programs must successfully complete 67% of all courses attempted. Attempted courses include incompletes, in-progress, and withdrawn courses. Additionally, any courses transferred into a program of study will be counted towards the Quantitative Standard.

Qualitative

Graduate students must meet the Qualitative Standard by maintaining a grade of B- or better in all classes at the end of each trimester. For undergraduate students a C average overall in each trimester is required. An average of the grades in a given trimester is calculated based on the following grade points to define if there is a "C" (2.0) average:

A = 4.00 grade points

A- = 3.70 grade points

B+ = 3.33 grade points

B = 3.00 grade points

B- = 2.70 grade points

C = 2.00 grade points

F=0 grade points

for a P/F grade, P = 4 and F = 0

Because of the wholly online delivery of some courses, academic progress and credit hours are measured by assessing the scope and depth of the online materials developed by participants, rather than by measuring the durations of such traditional approaches as seat-based lectures, pencil-and-paper test sessions, or recitation periods. While online instructors do engage in synchronous Internet discussion with students in the class, much more of the instruction is conducted through asynchronous discussion, written formative assessment of work in progress and the creation of original materials. Additional learning takes place as students implement their newly acquired strategies in their own professional settings, and evaluate their effectiveness in that setting. Lessons learned in this way are then shared with the rest of the class. At a minimum, each course requires that students log in, read, and respond regularly each and every week. Attendance in wholly online courses and programs will be confirmed by these regular postings.

Attendance is required at face-to-face class meetings unless there is an unavoidable mitigating circumstance, such as an illness or severe weather that prevents the student from attending. Any expected absences should be discussed with the instructor to ascertain how this might affect the student's grade.

All students are reviewed at the end of the fall, winter, and spring trimesters to determine if they are meeting these minimum requirements. The review will be delayed, in the case of missing or incomplete grades, until the work is completed.

To determine how your financial aid award may be impacted by not making satisfactory academic progress, please see the Marlboro College Graduate Student Financial Aid Warning, Suspension, Probation and Appeal Policy.

Student Financial Aid Warning, Suspension, Probation and Appeal Policy

Financial Aid Warning

At the end of each semester, the financial aid office will review for Satisfactory Academic Progress (SAP). Students who do not meet the minimum number of credits to advance to the next grade level will be issued a financial aid warning effective the following term. Students will continue to receive financial aid while on financial aid warning. This may or may not coincide with guided or academic probation as voted on by faculty.

In order to be removed from financial aid warning the student must earn the required number of credits and maintain a cumulative GPA average of a C (2.0) to advance to the next grade level by the end of their financial aid warning term. A student cannot remain on financial aid warning more than one semester.

Financial Aid Suspension

Students who fail to make SAP will be placed on financial aid suspension and are not eligible for financial aid. Students who exceed 150% of the published program length (six years) will lose aid eligibility. Financial Aid suspension may or may not coincide with faculty voting to move a student from guided probation to academic probation. Students who are dismissed or academically withdrawn after faculty vote are no longer eligible for financial aid.

Students who lose aid eligibility due to financial aid suspension but who are not dismissed or academically withdrawn from the college can appeal this decision to the Director of Financial Aid.

- Students on financial aid suspension may continue to attend the college at their own expense. Students may become eligible for financial aid once SAP is obtained.
- Students who are dismissed, withdrawn or who withdraw from the college but who are subsequently reinstated may be considered for financial aid based upon SAP standards as determined by a review of your academic record since separating from the college.

Financial Aid Probation

Students who have appealed a financial aid suspension and are successful will be placed on financial aid probation for one term. The student will be eligible for financial aid while on probation. Students who do not earn SAP at the end of the term they are placed on probation will lose financial aid eligibility.

*Students may continue to be eligible for some outside sources such as private loans or outside scholarships. Students are urged to contact the source to determine if they remain eligible. Institutional aid and some outside sources of aid may be limited to a shorter period than 150% of the published length of the program.

Students should not expect aid beyond their normally projected graduation date. Dismissed students may be considered for financial aid if readmitted. Readmittance is granted on an individual basis. Students seeking readmittance must apply in writing to the Dean of Faculty.

Withdrawals and Leaves of Absences Policy

No adjustment of tuition, fees, institutional or non-federal aid will be made in the event that a student withdraws or separates from the College at any time after enrollment except as herein specified. No adjustment is made in cases of suspension or expulsion as a result of disciplinary action. Students who are granted a leave of absence after the start of classes will be treated in the same manner as students who withdraw from the College for calculation purposes. The same policy applies to a student on a one trimester, two trimester or full-year of absentia status. Exceptions are made if a policy for aid other than institutional aid requires the college to return funds in full or in part.

The Federal Start of Term is the first day of classes.

If the withdrawal occurs before the first day of classes a full refund of tuition and financial aid will be applied to the student's account. There will be no refund of the enrollment deposit. The enrollment deposit may be carried forward in the event a student postpones enrollment for up to one academic year.

If a withdrawal occurs on or after the first day of classes an adjustment to the student account for tuition and non-federal aid will be made according to the schedule below.

If the official withdrawal occurs on or after the first day of classes (Federal Start of Term), the schedule of tuition and non-federal aid is calculated as follows, based on calendar days:

- If the withdrawal occurs within day 1 through day 10, an adjustment of 100 percent is applied to the account.
- If the withdrawal occurs within day 11 through day 17, an adjustment of 75 percent is applied to the account.
- If the withdrawal occurs within day 18 through day 31, an adjustment of 50 percent is applied to the account.

- If the withdrawal occurs within day 32 through day 45, an adjustment of 25 percent is applied to the account.
- No tuition, fees and non-federal aid is returned or refunded after 45 days.

A student's withdrawal date is:

- date the student officially notifies the Registrar's Office of intent to withdraw; or
- the date the student begins the College's withdrawal process; or
- the midpoint of the trimester for a student who leaves without notifying the College; or
- at the College's discretion, the student's last date of attendance at a documented academically-related activity (which includes but is not limited to an exam, a tutorial, computer-assisted instruction, academic counseling, academic advising, turning in a class assignment or attending a study group that is assigned by the institution).

Refund dates* for the Fall 2019 and Winter 2020 are as follows:

	Fall 2019	Winter 2020	Spring 2020
Registration	8/16/19- 9/6/19	12/20/19- 1/10/20	4/17/20- 5/8/20
Term begins	9/6/19	1/10/20	5/8/20
Add/Drop Deadline	9/16/19	1/20/20	5/18/20
75% Refund	9/17 to 9/24	1/21 to 1/27	5/19 to 5/28
50% Refund	9/25 to 10/8	1/28 to 2/10	5/29 to 6/4
25% Refund	10/9 to 10/22	2/11 to 2/24	6/5 to 6/18
No Refund After	10/23/20	2/25/20	6/19 to 7/2

Term ends

12/14/19

4/18/20

8/15/20

* deadline is 11:59 pm on the date indicated

If the College's refund calculation policy conflicts with the Veterans Administration regulations concerning enrolled veterans receiving VA benefits, the VA policy on refunds will prevail.

Return of Title IV Federal Refund Policy

Adjustments in financial aid awards for students who withdraw on or after the first day of classes are determined according to a formula prescribed by federal regulations. Marlboro College and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid "earned" for the time period the student was enrolled.

The percentage of the trimester completed is the percentage of aid earned: This is calculated by the number of days the student attended divided by the number of days in the payment period (i.e. trimester). For example, if a student withdrew on the 20th day of a trimester 114 days in length, the student would have earned only 17.5% of the aid he or she received ($20/114=0.175$). Students who remain enrolled through at least 60% of the trimester are considered to have earned 100% of the aid received and will not be subject to a return of Federal Title IV funds. Students receiving financial aid who leave before the 60% point of the trimester may not have enough "earned" aid to cover charges owed but are still responsible for satisfying their financial obligations to the College. Students considering withdrawal are strongly encouraged to confer with the Financial Aid Office and the Student Accounts Office concerning any anticipated refund of charges and adjustments in financial aid. Students may also be required to return funds released to them for personal expenses. Details of the federal regulations can be obtained from the Financial Aid Office.

Extension Policy

Degree requirements include the completion of a capstone project or, for the MATS, and MATL degrees, the completion of a portfolio. Occasionally, a student will have registered for all required classes and completed all of his or her course work, but will be unable to complete the capstone or portfolio work by the end of their final trimester. In this case, the student's status will automatically change to "on extension" for the following (and subsequent) trimesters.

The Marlboro College Graduate School makes every effort to accommodate the needs of our students. To that end, we provide the following policy regarding extensions:

- If all course work has been completed and the student has paid for all of their capstone and course credits, but does not complete all deliverables for the capstone or final portfolio, the student will need to register for a zero credit Capstone Extension or Portfolio Extension course in the subsequent trimester(s). The student's status will change to "on extension" and the student can re-register for the extension course and maintain this status for up to one year (three trimesters).

- The charge for “on extension” status in order to complete academic work is \$500 per trimester. Because of the structure of the MATS and MATL degrees, this fee is waived for the first trimester on extension.
- Students are expected to continue to work toward the completion of their capstone or portfolio in conjunction with the Degree Chair for their respective program.
- Students must re-register for the Capstone Extension or Portfolio Extension class for every trimester that they continue to work to finish their degree. If they do not register for the extension class, they will be withdrawn from their program.
- If, at the end of three (3) trimesters on extension, the student has not completed the capstone or portfolio requirements, the student’s status will be changed to withdrawn and the student will be assigned a grade of Permanent Incomplete (PI) for any outstanding classes.
- Prior to the beginning of each trimester, students may request to be withdrawn from the program if they choose not to complete their degree and to end their status as a matriculated student.
- Any student who has withdrawn (or who has been withdrawn by the school due to failure to register or at the end of three trimesters) may apply for readmission in writing to the Director. The letter requesting readmission should explain why the student believes they are prepared to successfully complete the program in light of their previous performance. If readmitted, the student will be required to re-register for, and will be charged for, the total capstone or portfolio credits required at the current tuition rate for the student’s matriculated program, as well as any other required classes not previously completed.

** Policy effective beginning September 1, 2006;
amended November 10, 2010 to clarify;
amended October 5, 2011 to include MATS portfolios;
amended on October 8, 2013 to include MATL portfolios;
amended on October 9, 2014 to include Capstone Extension and Portfolio Extension course registration and waiving
of first trimester fee for portfolio programs.*

Policy on Removing Community Members from Moodle

Student’s access to Moodle will be disabled according to the following schedule:

Continuing Education Program students: Login access will be disabled for academic records, and student profile is deleted from Moodle immediately following completion of course

Withdrawn students: Login access will be disabled for academic records, and student profile is deleted in Moodle on the date of withdrawal.

Students on a leave of absence: Login access and presence in Moodle is maintained until the student re-enrolls. No action taken.

Students on extension: Login access and presence in Moodle is maintained until the student graduates. No action taken.

Graduated students: Login access will be disabled for student records, and student profile in Moodle is deleted one year after official graduation date. (Students are notified via snail mail prior to this happening.)

Archiving of courses:

All course content in Moodle will remain in-tact and searchable indefinitely.

Grad School Apps access:

Access to Grad School Apps and @gradschool.marlboro.edu email is maintained indefinitely for graduated students. This access is terminated for all other students as per the guidelines above.

Wordpress/ Google sites:

Individual student Wordpress and Google sites that are hosted by Marlboro College Graduate School will remain accessible until one year after graduation if the student is active at least once every three months. The student must contact the school to keep the site active after one year.

** Policy effective beginning January 8, 2010*

Transfer Credit Policy

Graduate Programs

Marlboro College Graduate School may award up to a total of 6 credits to students for similar graduate level courses successfully completed at other accredited institutions. Transfer credits will only be allowed for grades of B- or better. Students may transfer up to 9 credits of work completed through Marlboro College Graduate School Continuing Education Program classes (CEP) or through the Marlboro College Professional Development Institute (MPDI). Students may also request credit for knowledge gained through prior learning experience, such as professional certification. Credit will be based on relevance to the requirements of the student's degree program and will be decided at the discretion of the Dean.

To transfer credits from another accredited institution:

- Provide all official transcripts from transferring institutions to the Graduate School Registrar.
- Contact the Registrar to request a Transfer Credit Request Form.
- Fill out this form and provide it to your Degree Chair.
- The Degree Chair will approve the transfer of credits, and may request additional information.
- The Registrar will update your academic record and will notify you of any changes in your study plan.

To earn a credit waiver, a student may submit any of the following:

- a transcript from an accredited institution, or
- a portfolio of work, or
- evidence of similar training, certification, or
- evidence of advanced professional experience.

The Director and Degree Chair will consult with appropriate faculty members and will grant approval of credits or will waive required courses.

If a student is exempted from attending a particular course they will not be charged for those credits. If the College's transfer credit policy conflicts with Veterans' Administration regulations concerning enrolled veterans receiving V.A. benefits, the V.A. policy on shortening the duration of the training period will prevail.

Undergraduate Program

The Graduate School will accept up to 90 credits of satisfactory (C or better) academic work completed at another regionally accredited institution.

In addition to recognizing the first 60 credits of a regionally accredited associate degree program or equivalent undergraduate course work, the Graduate School will award up to 30 additional credits to students for similar upper-division courses successfully completed at an accredited institution. Students may also request credit for knowledge gained from prior learning experience through either portfolio review or credit-by-examination. In either instance, credit will be based on relevance to the requirements of the student's degree program.

To earn a credit waiver, a student may submit any of the following:

- a transcript from an accredited institution, or
- a portfolio of work, or
- evidence of similar training, certification and complete the appropriate final examination, or
- evidence of professional experience and complete the appropriate final examination.

The Director will consult with the faculty member of that course and will grant approval of credits or will prescribe specific assignments or limited attendance in the equivalent course.

There are no fees for transcript review of prior credits earned at a regionally accredited institution. Fees for portfolio evaluation and for credit-by-examination are one-half the published tuition for the course under consideration. If the College's transfer credit policy conflicts with Veterans' Administration regulations concerning enrolled veterans receiving V.A. benefits, the V.A. policy on shortening the duration of the training period will prevail.

Disciplinary Policy

The disciplinary policy is set and approved by the Academic Advisory Board and applies to all students enrolled in academic programs at Marlboro College Graduate School.

Academic Advisory Board

The Academic Advisory Board consists of the Director and two Graduate School faculty members. The Academic Advisory Board will be responsible for decisions regarding plagiarism, academic fraud, copyright violation, and disciplinary action, including suspension, dismissal, appeal, or any other serious matters that relate to the academic standing of a student. Two members of the Board must be present at a meeting for a quorum to exist. In extraordinary circumstances, the Director may make decisions without consultation of the other members of the Board. In those

situations, the Associate Dean's decision will hold until he/she consults with the other Board members, at which point a final decision will be made.

Plagiarism

Plagiarism describes a variety of academic offenses and errors in which a student uses information from a source without providing adequate attribution. The Academic Advisory Board will review any complaints that plagiarism has taken place, with consequences ranging from the student correcting an error, to receiving an F in a course, academic probation, or dismissal from the program. Examples of plagiarism include the following: Academic Fraud, Technical Plagiarism, and Copyright Violation.

Academic Fraud

Academic Fraud occurs when one deliberately misrepresents another person's work as his or her own. This can include, but is not limited to buying a term paper, taking someone's graphic without acknowledgment, or copying someone's html code without permission. Fraud will not be tolerated, and when proven will result in an F for the course, and will render the student liable for dismissal from the program.

Technical Plagiarism

Technical Plagiarism occurs when one inadvertently fails to properly cite, credit, and/or integrate a source, be it text, computer code, graphic, audio, or video information into one's work. Technical plagiarism can range in severity from an errant footnote, to incomplete citation information to "forgetting" to cite altogether. In the public environment of the Internet, the consequences of these errors can range from mild embarrassment to possible lawsuits. The Academic Advisory Board will review cases of Technical Plagiarism with faculty members and make recommendations for correction. This may include academic penalties for the student where appropriate.

Copyright Violation

Copyright Violation occurs when you follow all the rules for correct citation, and thus avoid plagiarism, yet your use of materials exceeds Fair Use guidelines as outlined in copyright laws and you have not received copyright clearance to use the material (Fair Use guidelines are available online at the Library of Congress site). Given that your courses and course work may concern themselves with projects that are "published" on the Internet you are required by federal law to honor copyright guidelines. Failure to procure copyright may result in the need to delete portions of your work from web sites that may be graded as part of your course work. These deletions may result in reduced grades, up to and including course failure.

Notification of Action

A student placed on suspension, reinstated from suspension, or dismissed from the program will be notified in writing.

Suspension

In certain cases, the Academic Advisory Board may place a student on suspension for violations of its policies. Suspension means that the student may not attend classes or participate in online activities during the period of suspension. Suspensions are temporary in nature and their term will be decided upon by the Academic Advisory Board in its discretion appropriate to the seriousness of the offense.

Dismissal

In certain cases, the Academic Advisory Board may dismiss a student whose conduct seriously undermines the educational environment of the Graduate School. Such behavior may include, but not be limited to, sexual harassment (See Policies on Discrimination and Sexual Harassment), threatening behavior, aggressive conduct, activities that violate federal, state or local laws, or actions that constitute an offense under the guidelines of the Graduate School as noted in the Handbook.

Appeal

A student has the right to appeal to the President of Marlboro College the Academic Advisory Board's decision to suspend or dismiss. The President, after reviewing the evidence and consulting with the appropriate parties, may affirm or overturn the suspension or dismissal decision. In general, the President's decision will be based on a review as to procedure in the case. If the President is out of the country or otherwise indisposed, he/she will render a decision within five working days after receiving notification of the appeal, and the decision will be sent in writing to the student and to the Associate Dean.

Policy on Acceptable Use of Graduate School Networks and Computers

This policy addresses the acceptable use and management of Graduate School information technology resources. It is intended to define and provide effective protection, equitable access, and administrative guidelines for the use of these resources. The purpose of this policy is not to replace but to supplement existing laws, regulations, and general Graduate School codes of conduct currently in place.

In support of the Graduate School mission, and within its institutional priorities, the Graduate School provides access to computing, network, and information systems and services for the students, faculty, and staff that form the basis of our community. The Graduate School strives to create an intellectual environment in which everyone can access information and collaborate with colleagues both within our community and at other institutions. In doing so, the Graduate School is committed to maintaining an information environment free from harassment and that is accessible to all community members. Such an environment can exist only when the users and managers of information technology behave responsibly and respectfully.

Marlboro College is chartered as a 501(c)(3) not-for-profit corporation in Vermont, and therefore students and faculty are generally prohibited from using institutional technology for commercial gain except in certain limited instances of academically related research and learning.

The administration of MCGPS reserves the right to delete any content or disable any processes hosted on institutional equipment or networks that it believes to be in violation of this policy without advance notice.

By using the institutions networks, computers, and servers, you agree to indemnify the institution for any liability incurred as a result of your use of those computers, networks, and servers.

Questions regarding this policy or the use of information technology at the Graduate School may be addressed to the Associate Director(katej@gradschool.marlboro.edu) or the Director of Information Technology (techsupport@gradschool.marlboro.edu).

General Rules

Users of Graduate School computing resources must comply with federal and state laws, Graduate School rules and policies, and the terms of applicable contracts, including software licenses. Examples of applicable laws, rules, and policies include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography. Users who communicate electronically with persons in other states or countries and/or on other systems or networks may also be subject to the laws and policies of those jurisdictions or organizations.

Users do not own accounts on Graduate School computers, but are granted the privilege of exclusive use. Accounts and passwords may not be used or shared with persons other than those to whom they have been assigned.

Although there currently is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of Graduate School technology resources, the Graduate School may require users to limit or refrain from specific uses if such use interferes with the efficient operation of the network and systems.

Users may not use information technology resources to gain unauthorized access to remote or onsite computers or networks and may not attempt to degrade, impair, or damage the operation of Graduate School computing resources.

This policy may be modified as deemed appropriate.

Enforcement

Users who misuse Graduate School information technology resources may lose access to such resources immediately when it reasonably appears necessary to do so in order to protect the integrity and security of Graduate School systems. Users who violate this policy may also be subject to other penalties and disciplinary action, including referrals to law enforcement agencies.

Security and Privacy

Although the Graduate School employs various measures to protect the security of its information resources, including user accounts, the Graduate School cannot guarantee security and privacy. Users are encouraged to protect their passwords and use virus-protection software.

Individual use of information resources is not monitored; however, system performance, activity logs, data caches, general usage patterns and other such activities are reviewed and monitored in accordance with regular system administration practices. Therefore, users should also be aware that their use of Graduate School information technology, though not monitored specifically, is also not completely private.

Commercial Use

Graduate School information technology resources may not be used for commercial purposes or business ventures not related to our academic programs or to the Corporation of Marlboro College.

E-Mail

E-mail, or any electronic messaging involving Graduate School computing resources, may not be used for transmitting any of the following types of information:

- Harassing, threatening, abusive, or obscene.
 - Inappropriate mass mailings such as chain mail, spam, junk mail, or other intentional messages which disrupt normal email service.
-

Sexual Harassment Policy

Marlboro College expressly prohibits all forms of sexual harassment, sexual misconduct, dating violence, domestic violence and stalking as defined in this Policy, and related retaliation. This Policy applies to all Marlboro College students, faculty, and staff, as well as to participants in any Marlboro College program or activity, on-or off-campus. Impaired judgment due to alcohol or drug use does not excuse conduct that violates this Policy.

The College encourages complainants who believe they are being or have been subjected to such conduct and others with knowledge of such conduct, to report the conduct to the College through the procedures described in this policy, and to seek the support of the College and/or external resources identified in this Policy.

Notice of Nondiscrimination

Marlboro College does not discriminate on the basis of sex in its education programs and activities, and Title IX of the Education Amendments Act of 1972, as amended ("Title IX"), as well as applicable state law, require that it not discriminate in such a manner. Prohibited sex discrimination includes sexual harassment and sexual misconduct as outlined in this Policy. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator (see below) or to the United States Department of Education Office for Civil Rights. The OCR Region I Office contact information is: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: (617)289-0111, Facsimile: (617) 289-0150, Email: OCR.Boston@ed.gov).

To promote awareness of and compliance with this Policy, the College will provide a copy of this Policy to every student, faculty, and staff, and extra copies will be available in the office of the Assistant to the President and the Title IX Coordinator. The College will hold training during both new student orientations as well as employee education on topics that include the provisions of this Policy and prevention programming. To assure adherence to federal law and best practice, this Policy will be reviewed at a minimum every three years by the Selectboard in consultation with the Board of Trustees.

The full Marlboro College policy document on sexual harassment is available on request and can also be accessed at: https://nook.marlboro.edu/public/governance/handbooks/sexual_harassment

Access for Students with Disabilities Policy

Marlboro College Graduate & Professional Studies offers equal educational opportunities and reasonable accommodations for the needs of qualified students with disabilities. Current federal legislation (Americans with Disabilities Act, 1990, Section 504 of the Rehabilitation Act, 1973) states that “academically qualified students with disabilities be reasonably accommodated in instruction and academic assessment.” In order to be eligible for services, students must have a documented disability. A disability is legally defined as a physical or mental impairment substantially limiting one or more major life activities (e.g., walking, speaking, seeing, hearing, sitting, breathing, learning, or caring for oneself). Recommended accommodations are intended to provide equal access as required by law. They are not intended to fundamentally alter the course/program or to create an undue financial or administrative burden to the faculty or to the Graduate School. The Graduate School supports and respects each student's desire to learn in, and contribute to, the Marlboro College community and encourages and supports intellectual and physical independence to the greatest extent possible.

Support services for students with disabilities are available through the Graduate School administrative offices. Any student who has a professionally documented disability or is concerned about the possibility of a disability is encouraged to contact the Associate Director to discuss accommodations or concerns about the process of requesting accommodation.

Identifying yourself as a student with a disability is your choice. However, if you wish to ask for accommodation, you must provide documentation of your disability made by certified professionals. All information will be kept confidential unless you decide that you wish to share that information with your instructors or with academic support professionals.

Accommodations are made on the basis of individual need. Diagnostic materials should verify the disability and note the specific impact on the student's functioning in specific academic areas.

The kinds of accommodations that have been made to qualified students with disabilities in the past are:

- Extended test time
- Assistance with study skills & time management
- Examination modifications such as oral exams, use of word processor
- Permission to tape-record classes
- Assistance in obtaining books on tape
- Classroom assignments altered
- Provision of tape recorder for recorded books
- Interpreter for admissions interview
- Auxiliary aid for use in the classroom

Student Responsibility

Disclosing a disability is the student's choice. However, if a student with a disability requests accommodation, he or she:

- must notify the Graduate School through the administrative offices of the disability, within a reasonable period of time, preferably prior to enrollment but at least two weeks prior to the need for accommodation. A longer lead-time is needed in some cases (e.g. obtaining the services of an interpreter or recorded books).

- must provide current professional documentation in the form of diagnostic test results and/or prescriptions for auxiliary aids when requested by the Associate Dean. Example: A student with a hearing impairment who requests an auxiliary aid must provide documentation from an audiologist that specifies the necessary aid.
- may be required to pay for the costs of diagnostic assessments or of accommodations that exceed the definition of “reasonable” under Section 504 of the Americans with Disabilities Act.

Additional information on the College’s Access for Students with Disabilities Policy can be found at: https://nook.marlboro.edu/public/academics/advising/disability_services.

Veterans Benefits Policy

The point of contact for Marlboro College is Cathy Fuller, Registrar; registrar@marlboro.edu or 802-251-7609.

Yellow Ribbon Program benefits:

The following are steps that the student and Marlboro College shall follow regarding Yellow Ribbon Program Scholarship benefits.

1. The student must apply and be accepted for admission to a Graduate and Professional Studies program. The student must be enrolled full-time.
2. The student must provide the admissions office with a copy of their veteran's eligibility letter from the VA.
3. The admissions and financial aid offices will confirm eligibility for the Yellow Ribbon Program and co-select scholarship recipients. The admissions office will notify the student in writing if they have been selected for a scholarship.
4. The student must complete the veteran's application for benefits. The website to apply is www.gibill.va.gov.
5. The student must have paid their enrollment deposit to the college and their student account must be in good standing.
6. The financial aid office will calculate a financial aid award for the student that will include the Yellow Ribbon Program Scholarship. An award letter will be provided to the student.
7. The scholarship may be renewable if: the college continues participation in the Yellow Ribbon Program; the student remains eligible for the benefit with the VA; and the student maintains satisfactory academic progress.

For all Veterans benefits other than Yellow Ribbon Program:

The following are steps that the student and Marlboro College shall follow regarding other veteran's benefits.

1. The student must apply and be accepted for admission to a Graduate and Professional Studies program.
2. The student must complete the veteran's application for benefits with the Veterans Administration (VA). The website to apply is www.gibill.va.gov.

3. The student must have paid their enrollment deposit to the college and their student account must be in good standing.
4. The student must notify the registrar's office that they plan to receive benefits. The registrar will complete the VA college enrollment form and submit it to the VA.
5. The student must meet the following requirements: (a) All documents and forms required by the financial aid office have been completed and submitted. (b) The online student billing information acknowledgement from the student accounts office has been read and acknowledged.
6. The student will provide the student accounts office with a copy of their letter detailing their monthly veterans benefits.
7. A student can elect to turn over their monthly veterans benefits toward tuition and fees at the college. If a student selects this option, the student agrees to present the check to the Student Accounts office within three business days from the date they receive the check or, if the student receives direct deposit they would issue a check payable to Marlboro College within three days from the date the deposit.
8. If a student elects to apply their monthly VA benefit amounts toward tuition and fees (# 7 above): as monthly veteran's benefits are received by the student accounts office the payment will be posted to the student account and the anticipated credit will be reduced by the same amount until all benefits each semester are received.

Graduate Training Time for Veterans Administration Benefits

The School Certifying Official handbook for the VA states:

“Certifying Credit (Chapters 30, 32, 35, 1606, 1607, and VRAP)

Graduate

Enter the training time (full, $\frac{3}{4}$, etc.) in the TT/FT box for the enrollment period based on your school's academic policy. The institution determines what is considered full-time.”

Since monthly benefits are paid to VA recipients based on training time as defined by the VA as follows:

Full time

$\frac{3}{4}$ time

$\frac{1}{2}$ time

less than $\frac{1}{2}$ time more than $\frac{1}{4}$ time

$\frac{1}{4}$ time or less

It is incumbent on Marlboro College to define the training time for our graduate programs in this same structure to allow appropriate access to benefits.

For the purposes of certifying training time for the following VA benefits:

- Montgomery GI Bill - Active Duty (MGIB-AD/Chapter 30);
- Montgomery GI Bill - Selected Reserve (MGIB-SR/Chapter 1606)
- Reserve Educational Assistance Program (REAP/Chapter 1607)
- Survivors' and Dependents' Educational Assistance Program (DEA/Chapter 35)
- The Post-Vietnam Veterans' Educational Assistance Program (VEAP/Chapter 32)
- Veterans Retraining Assistance Program (VRAP)

Marlboro College will use the following training times for Graduate programs:

7 credits or more are full-time

5-6 credits are $\frac{3}{4}$ -time

4 credits are $\frac{1}{2}$ -time

2-3 credits are less than $<\frac{1}{2}$ -time
1 credit is $\frac{1}{4}$ -time or less

The VA defines the training time for undergraduate programs as follows:

12 credits or more are full-time
9-11 credits are $\frac{3}{4}$ -time
6-8 credits are $\frac{1}{2}$ -time
4-5 credits are less than $<\frac{1}{2}$ -time
1-3 credits are $\frac{1}{4}$ -time or less

For clarification, we note that the training time used for VA benefits is distinct from the following standard Graduate School enrollment statuses, which define enrollment for Federal financial aid purposes:

Graduate:

7 credits or more are full-time
5-6 credits are $\frac{3}{4}$ -time
4 credits are $\frac{1}{2}$ -time
0-3 credits are less than $<\frac{1}{2}$ -time

Undergraduate:

12 credits or more are full-time
9-11 credits are $\frac{3}{4}$ -time
6-8 credits are $\frac{1}{2}$ -time
0-5 credits are less than $<\frac{1}{2}$ -time

For additional information regarding veterans benefits please go to www.va.gov or call the toll-free help line at 1-888-442-4551.

**Policy effective beginning July 1, 2009.
Updated April 6, 2013 to add training time.
Updated July 8, 2015 to update Federal financial aid statuses.*

The Family Educational Rights and Privacy Act of 1974

The Marlboro College Graduate School is required by the Family Educational Rights and Privacy Act of 1974 (The Act, also known as the Buckley Amendment) to inform its students, at least annually, of their rights under this Act.

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 as in the following specific cases and with Directory Information.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement and health

staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or 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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other exceptions include disclosures such as date of birth to authorized representatives of Federal and State-supported programs; e.g. the Comptroller General of the United States; The Secretary of State educational authorities; the Veterans Administration; the Secretary of Defense.

Directory Information

Certain information is considered "open to the public." Marlboro College Graduate School designates the following categories of student information as public or "Directory Information," and may disclose such information without prior consent upon request to members of the college community and outside agencies or individuals.

- Name
- Local and permanent address & telephone number
- Current academic status: full-time, part-time
- E-mail address
- Dates of attendance
- Academic class standing (e.g. freshman, sophomore, etc.)
- Academic Program (major area of study)
- Expected date of graduation
- Previous institution(s) attended
- Degree(s) conferred including dates and any honors or awards

The right to request that DIRECTORY INFORMATION not be disclosed

To withhold disclosure of directory information, your written notification must be received in the administrative offices of the Graduate School by no later than the final date for course registration each trimester. Forms requesting the withholding of directory information are available in the administrative offices at the Graduate School.

The right to inspect and review education records within 45 days of the date the written request is received

You should submit a written request identifying the record(s) you wish to inspect to the appropriate College official who will arrange for such access.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading

You may ask the College to amend a record that you believe is inaccurate or misleading by writing to the College official responsible for the record, clearly identifying the part of the record that you want changed, and specifying why it is inaccurate or misleading. The College will notify you of the decision to amend or not and advise you of your right to a hearing regarding your request.

The right to file a complaint with the U.S. Department of Education regarding alleged non-compliance by the institution to the requirements of FERPA

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

NOTE: Marlboro College assumes approval for disclosure when students do not specifically request that directory information be withheld by the stated deadline. Questions and concerns about the Privacy Act, directory information or issues of confidentiality should be addressed to the Associate Registrar.

Snow & Weather Policy

In the case of inclement weather, safety is our primary concern. Each student and faculty member is responsible for making their own safety conscious decisions in light of bad weather. Should inclement weather in your area make it unwise for you to attend class, you are responsible for making alternate arrangements with your instructor.

If there is inclement weather on the Marlboro campus, the Assistant Director for Student Experience coordinates with relevant faculty to make case by case decisions about class closures. If a decision is made to host classes virtually, students will be informed by email and through Moodle. The Assistant Director for Student Experience is the point person for all weather-related issues and can be contacted at: moxiem@gradschool.marlboro.edu.

** Policy effective as of September 1, 2018.*

Alcohol and Drugs

It is the policy of the Graduate School to abide by all state and federal laws related to the possession or use of alcohol and drugs. All faculty, staff, and students at the Graduate School are required to do the same.

The Graduate School will impose sanctions on students and employees consistent with state and federal laws. Such action can range from verbal warnings to suspension or expulsion from the program or termination of employment and referral for prosecution for the violation of the standards of conduct described herein. Sanctions will be determined by the Academic Advisory Board on a case-by-case basis.

Off-Site Consumption of Alcohol

Given that most, if not all, of the students at the Graduate School campus are at least 21 years of age, it is impossible for the Graduate School to dictate any guidelines regarding student behavior away from the building. The only student behavior that relates directly to the Graduate School is the use of alcohol at student gatherings off-site where a Graduate School staff or faculty member may be present. In those settings, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees of the Graduate School, or as part of any Graduate School activity, is prohibited.

CAMPUS SECURITY REPORT

The security report for the Marlboro Campus in Marlboro, Vermont is available online at:
https://www.marlboro.edu/community/graduate/campus_safety.

This information can also be accessed through the United States Department of Education at:
<http://ope.ed.gov/security/>

For more information contact:
Cathy Fuller
Registrar
registrar@marlboro.edu; 802-257-7609

ACADEMIC CALENDAR

Marlboro College Graduate & Professional Studies
Academic Calendar for 2019-2020

GRADUATE SCHOOL DATES AND DEADLINES

Graduation will be held on May 13, 2018, in Marlboro, Vermont.

	Fall 2019	Winter 2020	Spring 2020
Registration	August 16 - September 6	December 20 - January 10	April 17 - May 8
Term Begins, Moodle classes open	September 6	January 10	May 8
Add/Drop Deadline	September 16	January 20	May 18

Tuition Bills uploaded	September 20	January 24	May 21
Financial Aid Distribution	September 25	January 28	May 26
Tuition Bills due	October 9	February 12	June 3
Midterm grades due	October 25	February 28	June 26
Term Ends	December 14	April 18	August 15
Final grades due	December 18	April 20	August 20

Handbook last updated September 17, 2019