

Marlboro College Graduate and Professional Studies

Student Handbook

2018-2019 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

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	9
Master of Business Administration (MBA)	9
Master of Science in Management (MSM)	9
Master of Arts in Teaching: Social Justice (MATS)	9
Master of Arts in Teaching: TESOL (MATL)	9
Graduate Certificate in Project Management (CPM)	10
Center for New Leadership	10
Mission	10
Values	10
Programs	11
Nonprofit Management Certificate	11
Training, Facilitation, and Consulting Certificate	11
Women’s Leadership Circles	11
Advanced Leadership Institute for Growing Nonprofits (ALIGN)	11
Results-Based Accountability (RBA) Trainings	11
Board Leadership Trainings	12
Nonprofit Management Summer Camp	12
Computer Hardware Resources	13
Housing	14
Medical Information	14
Gym	14
ACADEMIC INFORMATION	15
Registration	15
Registration Process	15
Capstone Registration	15
Dropping a Class	15
Withdrawing from a class after add/drop	16
Transferring Classes	16
	1

Adding a Class after add/drop	16
Academic Status	17
Full-time and Part-time Status	17
Matriculated and Non-Matriculated Status	17
Leave of Absence Status	17
Withdrawal Status	18
Administrative Withdrawals	18
Readmission	18
Grades	19
Reporting of Grades	19
Your Progress	20
Deadline for Accepting Student Work	20
Attendance Policy	20
Grad School Snow & Weather Policy	21
Standards of Progress	21
Grade Appeal Process	22
Academic Probation	22
Dismissal	22
Reinstatement	23
Appeal	23
Graduation Requirements	23
Records and Transcripts	25
Paper Transcripts	25
Course Evaluations	25
FINANCIAL INFORMATION	26
Fees	26
Enrollment Deposits	26
Tuition Schedule	26
Financial Aid	27
YOUR ALUMNI BENEFITS	28
POLICIES	29
Policy on Non-Discrimination	29
Policy and Procedures on Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence and Stalking	29
Mutual Respect Policy/Anti-Harassment	29
Access for Students with Disabilities Policy	30
Student Responsibility	30
Service Animal Policy	31
Support Animal Policy	31

Parking Policy	31
Information Policy	31
Records Policy	31
Grievance Policy and Appeals Process	32
The Family Educational Rights and Privacy Act of 1974 (FERPA)	32
Intellectual Property Policy- Students	34
Non-Disclosure Agreements (NDA)	34
Attendance Policy	34
Inclement Weather Policy	35
Policy on Computer Use at Marlboro College	35
Rights	35
Responsibilities	36
Incomplete Policy	37
Capstone/Portfolio Extension Policy	37
Alcohol and Other Drugs Policy	38
Smoking Policy	38
Disciplinary Policy	39
Academic Advisory Board	39
Plagiarism	39
Academic Fraud	39
Technical Plagiarism	39
Copyright Violation	40
Notification of Action	40
Suspension	40
Dismissal	40
Appeal	40
Marlboro College Graduate Student Financial Aid Warning, Suspension, Probation and Appeal Policy	40
CAMPUS SECURITY REPORT	42
ACADEMIC CALENDAR	42

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 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

Marlboro College Graduate and Professional Studies (GPS) is lead by a shared leadership team of three co-directors, informally called the Troika. Springing from our commitment to shared leadership in the curriculum, the Troika works together as a team to lead the graduate school. Each Troika member has a distinct area of expertise, but you can contact any of them at anytime at

troika@gradschool.marlboro.edu

Dean of Graduate & Professional Studies, Graduate School Co-Director: Kate Jellema

katej@gradschool.marlboro.edu

802-451-7510

Graduate School Co-Director: Bob Crowley

Bob is primarily responsible for staff project management

rcrowley@gradschool.marlboro.edu

Graduate School Co-Director: Tristan Toleno

Tristan is primarily responsible for budgeting and business planning

tristant@gradschool.marlboro.edu

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 8:30 am to 5:00 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: Kelsa Summer

kelsas@gradschool.marlboro.edu

Assistant Director for Teaching and Learning: Kim Lier

klier@gradschool.marlboro.edu

802-251-7690

Associate Director for Graduate Admissions: Amanda Mehegan

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802-258-9209

Graduate School Business Manager: Danette Reynolds

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802-258-9206

Registrar: Cathy Fuller

Office in Mather

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802-258-9217

Assistant Registrar: Tanya Bernard

Office in Mather

registrar@gradschool.marlboro.edu

802-258-9233

Library Director: Beth Ruane

Office in Library

bruane@marlboro.edu

802-451-7577

Financial Aid: Jayne Rivers

Office in Mather

jrivers@marlboro.edu

802-258-9312

Degree Chairs

Part-time and full-time degree chairs are responsible for supporting students academically throughout the entire program. Degree chairs 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 Arts in Teaching English to Speakers of Other Languages Degree Chair:

Beverley Burkett

bburkett@gradschool.marlboro.edu

802-451-7514

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

Kate Jellema

katej@gradschool.marlboro.edu

802-451-7510

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

Travis Hellstrom

thellstrom@gradschool.marlboro.edu

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

Lori Hanau

lhana@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)

Master of Arts in Teaching: TESOL (MATL)

The Marlboro MA in Teaching English to Speakers of Other Languages (TESOL) program prepares qualified and innovative teachers of English who base their instruction on learners and learning, communicative use of language, cultural understanding, group learning, and reflective practice. The program is designed to be completed in two eight-week summer terms on site in Brattleboro Vermont combined with the interim academic year during which teachers use their own classrooms as their teaching internship site. The program's advisory council and faculty

consist entirely of individuals who share a commitment to an experiential, whole-person approach to the preparation of Language teachers. These shared core beliefs about language, teaching, and learning provide a consistency across the program that is rarely a part of formal academic offerings. (36 credits required for degree)

Graduate Certificate in Project Management (CPM)

Students from diverse professional backgrounds—including construction managers, business teachers, civil engineers, and cost estimators—apply coursework knowledge directly to real project management challenges they face on the job. Students will gain an understand the concepts associated with agile and traditional project management methods and be able to comfortably blend project management techniques within a project as required. In each of the project management certificate courses, participants are required to select a "live" project. Thus, students apply their coursework directly to the business challenges that they face in their work.

Continuing Education Courses Offered

Marlboro College Graduate School offers a variety of individual courses, both from our degree programs and in response to community and corporate requests. These courses are arranged in consultation with the Dean and the Program Directors. Courses are available on-site and online. With the approval of the Dean these credits may be accepted toward a final graduate or undergraduate 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, building a board, 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.

Advanced Leadership Institute for Growing Nonprofits (ALIGN)

ALIGN prepares emerging community leaders for a sustainable, high-impact career in the mission-driven sector by helping them clarify personal purpose, develop practices to support work/life integration, form a supportive community of practice, and better align their work with their strengths and passions. This three-month program consists of three overnight retreats with 2-3 hours a week of engagement between retreats.

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 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 student 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, you may apply for a leave of absence. You must be in good standing (B- or better) during the trimester preceding the requested leave in order to be granted a leave of absence. Leave of absence status may be continued up to 180 days. If you do not return at the end of 180 days, you 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>. You must include the reason for your request. You must have every intention of returning at the end of the leave period and you must show that the leave is necessary for your 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 returning from a leave of absence must restart at the beginning of a term. It will not be possible to join a class that is already underway.

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 you are receiving financial aid, you may have to begin repayment of your student loans if your leave exceeds 60 days (from your 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 Dean 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 Dean'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.

Your 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.)

Applications 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 Dean 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 all classes previously taken may not 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 degree, all courses may be applied to 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.*

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*

Grad School 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: kelsas@gradschool.marlboro.edu.

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

Standards of Progress

Academic progress is the standard by which progress toward degree completion is measured. Quantitative progress in all Graduate School programs entails completing the degree or certificate within its published academic terms. Qualitative progress includes maintaining a grade of B- or better in all classes at the end of each trimester for graduate students and a C average overall in each trimester for undergraduate students. 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 a number of times 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.

Federal regulations related to financial aid require that institutions of higher education define their quantitative and qualitative measures of progress in a degree program. Students, who do not make sufficient academic progress, quantitatively and qualitatively, face possible loss of federal financial aid.

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 Dean for 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 Dean for 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 Dean for 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 Dean for 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.

For Degree Programs

- *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.*

For Certificate Programs

- *Successful completion of all curricular requirements with a grade of B- or better.*

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.

Fees

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

Enrollment Deposits

Non-refundable enrollment deposits of \$300 (or \$150 for certificate programs), 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 enrolling 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.

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:

1. If the withdrawal occurs within day 1 through day 10, an adjustment of 100 percent is applied to the account.
2. If the withdrawal occurs within day 11 through day 17, an adjustment of 75 percent is applied to the account.
3. If the withdrawal occurs within day 18 through day 31, an adjustment of 50 percent is applied to the account.
4. If the withdrawal occurs within day 32 through day 45, an adjustment of 25 percent is applied to the account.
5. No tuition, fees and non-federal aid is returned or refunded after 45 days.

A student's withdrawal date is:

1. the date the student officially notifies the Registrar's Office of intent to withdraw; or
2. the date the student begins the College's withdrawal process; or
3. the midpoint of the trimester for a student who leaves without notifying the College; or
4. 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).

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.

2018-2019 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.

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: alumni@marlboro.edu

POLICIES

Policy on Non-Discrimination

It is the policy of Marlboro College not to discriminate in its admissions program, student services or employment practices on the basis of race, creed, color, religion, gender, sexual orientation, gender identity or its expression, nationality, ethnic origin, age, or disability. Inquiries regarding discrimination should be made to the Human Resources Manager 802-451-7160.

Policy and Procedures on Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence and Stalking

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, and to seek the support of the College and/or external resources identified in this Policy. The full Marlboro College policy document can be accessed at:

https://nook.marlboro.edu/public/safety/sexual_harassment/policy.

Mutual Respect Policy/Anti-Harassment

Marlboro College is committed to preserving an environment conducive to academic and professional excellence. This can only exist when every community member actively promotes an atmosphere of mutual respect. This policy is not intended to inhibit the free and open exchange of ideas, essential to Marlboro College's principles, but rather to provide all community members the respect that will encourage their positive and honest participation.

Harassment is defined as any type of behavior that is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment. Harassment may include any unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication. Harassment in any form is against the policies of Marlboro College and in many cases, it is also illegal under state and federal law.

Those found to have violated this policy will be subject to corrective action up to and including termination of employment. Harassment complaints regarding a staff member should be reported to the compliance coordinator (senior human resource officer), who will initiate an investigation of the complaint. Upon gathering all information relative to the harassment complaint, the human resources office will convene a committee according to step four of the grievance policy procedure. Should the

committee find that harassment has occurred; the human resources office and the individual's supervisor will apply discipline according to the corrective action policy. Retaliation against an individual who complains of harassment under this policy is strictly prohibited. Intentionally making a false accusation of harassment is also strictly prohibited.

Certain kinds of treatment based on gender, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, or veteran status are also covered under the Marlboro College non-discrimination policy. Please refer to this policy if the harassment is relative to employment or employment decisions.

Access for Students with Disabilities Policy

Support services for students with disabilities are available through the office of the Dean of Academic Advising and Support. Any student who has a professionally documented disability or is concerned about the possibility of a disability is encouraged to contact the Dean of Academic Advising and Support to discuss accommodations or concerns about the process of requesting accommodation.

Students who wish to ask for accommodation may be required to provide documentation of that disability made by certified professionals. All information will be kept confidential unless the student decides to share that information with you, the 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 record classes
- Assistance in obtaining audio books
- Classroom assignments altered
- Accessible parking spaces
- 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 Dean of Academic Advising and Support 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. 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.

If a student suggests difficulty meeting your expectation because of physical or emotional disability it is essential that you consult with the Dean of Academic Advising and Support who may choose to explore special student accommodations. It would be appropriate to suggest to students at the beginning of the term that if there were any learning issues of which you should be aware they should talk to you outside of class. We know you will be sensitive and supportive in your approach.

Service Animal Policy

Service animals will be permitted on campus when needed as an accommodation. The animal must be licensed and have an up to date health statement, including vaccinations, from a licensed veterinarian. The animal should wear some type of commonly recognized identification symbol and be leashed and quiet at all times. A service animal may be excluded from campus when that animal’s behavior poses a direct threat to the health and safety of others, or is not being used as an accommodation. When a service animal is determined out of control or disruptive as reported by students, staff or faculty, the infraction will be treated on an individualized basis. The student will be responsible for any damages incurred to property, as well as ensuring the safety, health, and behavior of the animal. For more information see *Article V: On-Campus Animal Regulations* in the bylaws for details of our animal policy. <https://nook.marlboro.edu/public/governance/handbooks/constitution>

Support Animal Policy

Support animals will only be permitted in campus housing when supported by sufficient documentation and deemed a reasonable accommodation for a student with a disability. All health and behavioral guidelines will be the same as for service animals. Requests for a therapy pet in housing must be made at least two months prior to the start of the semester. For more information see *Article V: On-Campus Animal Regulations* in the bylaws for details of our animal policy. <https://nook.marlboro.edu/public/governance/handbooks/constitution>

Parking Policy

Students with disabilities requiring a parking permit for campus must provide documentation and contact the Dean of Academic Advising and Support as soon as possible.

Information Policy

All student information will be kept confidential among the staff of the Dean of Academic Advising and Support, unless authorized in writing by the student or required by law.

Records Policy

The Dean of Academic Advising and Support will keep, in confidentiality, all records for students with disabilities until graduation, at which time they will be purged. If a student is withdrawn, dismissed or

discontinued before that time, records will be kept for 3 years or until documentation is not longer current.

Grievance Policy and Appeals Process

Students who think they have been denied equal access to the College's academic programs, resources, or other services because of a disability may file a detailed written grievance with the Dean of Academic Advising and Support as soon as possible after the alleged discrimination occurred, but in no event more than 60 days thereafter. In order to establish the basis for such a grievance, students must have filed a Disability Accommodation Request Form and supporting documentation with the Dean of Academic Advising and Support and discussed their request with the Dean of Academic Advising and Support. The College encourages students to first speak with the Dean of Academic Advising and Support in order to resolve their complaints informally. If informal steps do not satisfactorily address the complaints or there is a complaint about the Dean of Academic Advising and Support, students may file the written grievance described above to the Dean of Academic Advising and Support who see that the complaint is investigated. A report will be issued, normally within 30 days.

Appeals Process: Students who are not satisfied with the Dean of Academic Advising and Support's decision may file an appeal by contacting the President. Appeals must be submitted within seven business days of when the student receives notice of the Dean of Academic Advising and Support's decision. The President may affirm or modify previous decision made and/or may send the matter back for reconsideration by the ADA Committee and the Dean of Academic Advising and Support. The President will communicate a final decision to the student in writing.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

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 Registrar.

Intellectual Property Policy- Students

All student work completed at MCGPS is the sole and exclusive property of the students.

Occasionally, faculty members have invited students or alumni to contract with them or their organizations to for special projects. Both parties, in writing, prior to its creation, should specifically agree to ownership rights to this type of work. MCGPS is not liable for the quality, timeliness, or delivery of any work contracted outside its academic relationship with students.

If faculty suspect that a student has not respected the intellectual property guidelines of MCGPS, or of the US Federal Code (Title 17 of the Copyright Act) they should consult the degree chair or the Dean of the Graduate School immediately. The Dean will convene a meeting of the Academic Oversight Committee, which is 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.

Non-Disclosure Agreements (NDA)

When students or outside organizations that sponsor projects or capstones request that faculty and staff members at MCGPS agree to any non-disclosure agreements, the Dean for Graduate & Professional Studies must review this agreement with the student's basis for the request to protect certain information, and confer with our legal counsel on its contents prior to signing. As a course instructor, you are not authorized to execute an NDA on behalf of MCGPS. Only the Dean or his/her delegate has the authority to bind the institution to a non-disclosure agreement.

Once MCGPS has signed a non-disclosure agreement, faculty members and advisors, as employees of the College, must abide by its contents. The Dean will provide faculty members with a copy of any NDAs that could affect their work.

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. You must notify the Registrar if a student is not present in class either online or in face to face classes. The Registrar will notify the student 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

Inclement 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: kelsas@gradschool.marlboro.edu.

Policy on Computer Use at Marlboro College

Expectations for reasonable and ethical use of Marlboro College computing resources are congruent with the Mission of the College. Computing resources are primarily intended to support the educational goals of the College; therefore, uses for academic and administrative purposes have priority. Moreover, computer users at Marlboro should "act responsibly within a self-governing community". Responsible and ethical behavior, as it pertains to computer use at Marlboro College, includes but is not limited to the following rights and responsibilities.

Rights

Services & Resources

You may avail yourself of information technology systems (ITS) and services at the college appropriate for your role within in the community.

Privacy

You should be aware that data or electronic messages stored and/or transmitted by ITS cannot be guaranteed to be private and confidential. Nevertheless, IT administrators at Marlboro College make every effort to treat the contents of data files and electronic mail as private and confidential. Access and inspection of electronic data stored on Marlboro College servers will be governed by all standard College procedures and applicable U.S. and Vermont Laws.

Freedom of Expression

Following the AAUP 1967 Joint Statement on Rights and Responsibilities of Students, the College believes that community members, "should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations [individuals in the community] speak only for themselves." These freedoms of expression extend to the use of computer and Internet resources.

Due Process

Marlboro's online communications are an extension of the college's physical community. Violations of college policies, bylaws, or the constitution that occur online shall be addressed in the same manner as if those violations had occurred in the physical community. Misuse of ITS will be handled in the same manner as other violations and infringements of College policies and community norms, by the Deans' Offices, Community Court, Committee on Sexual Harassment, or other avenues as the occasion warrants. In a situation where a system administrator feels the integrity of a computer system or network has been seriously threatened by your behavior, he/she may immediately suspend your access pending further action by the appropriate authority.

Responsibilities

Legal Behavior

As in any college endeavor, you are required to behave in a manner consistent with state and federal law. You are responsible for your own actions.

System Integrity

You should not act in any way that could reasonably be expected to damage or compromise ITS at the College. Likewise, you should not attempt to gain unauthorized access to or try to overwhelm the system resources. You may not share passwords or attempt to access any account not assigned to you.

Reasonable Comport

Like within the physical community at the College, your behavior through electronic communication media should support the "general assumption that a code of civilized behavior, suitable to adult citizens of a democratic community, will be followed by all members of the Marlboro College Community."

College Logo and Name

You may not use the college logo in electronic media without authorization by the appropriate College body. Congruent with the Marlboro College Policy on Campus Organizations, no individual or group may use the name Marlboro in the title of its organization without registering such organization with the Dean of Students Office. Individuals may not represent themselves as official agents of the college.

Non-Profit

Personal use of the College's computing resources is not explicitly prohibited as long as it does not interfere with other users' access to resources for academic or administrative work and is not excessive.

Internet Service Provider Policies

Your use of the College's external internet connection is also bound by any related policy of our upstream service provider(s). A violation of such policy by any individual user can jeopardize the entire College's internet service connection. By using the College's internet, you also agree to abide by these policies, listed below.

Incomplete Policy

An incomplete for regular coursework (not portfolio or capstone work) 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, serious illness or natural disaster may warrant an incomplete. Outstanding coursework must be completed within 30 days of the end of the trimester in which the course was taken. After the student has completed all course requirements, faculty members will submit a grade change via our online system.

Students who do not complete the work by the due date will receive a Permanent Incomplete (PI) grade (or the grade otherwise designated by the faculty based on completed work) and will be required to retake the class for credit. Any extension beyond this due date will require a formal written petition to the Dean. Incompletes may not extend beyond the end of the subsequent trimester. After this point, the student will receive a Permanent Incomplete (PI) grade.

As per federal guidelines, students with outstanding incomplete grades who request and receive a leave of absence will automatically receive Permanent Incomplete (PI) grades if the outstanding work is not turned in before the start of leave.

Last updated by the Academic Oversight Committee on July 26, 2018

Capstone/Portfolio 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 student's status will change to "on extension". The student can re-register for the extension course and maintain this status for up to one year (three trimesters).
- The charge for being "on extension" in order to complete academic work is \$500 per trimester. Because of the structure of the MATS degree, 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.
- Student 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 wish 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 on extension) may apply to the Dean in writing, to be reinstated. The letter requesting reinstatement should explain why the student believes he/she is prepared to successfully complete the program in light of his/her previous performance. If reinstated, 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.

Alcohol and Other Drugs Policy

In order to comply with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989, the College has adopted the following policy.

The unlawful or improper use of alcohol within the workplace and on all campus property is prohibited. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs within the workplace and on all campus property is prohibited. No employee may be under the influence of alcohol or any illegal drug or controlled substance while in the workplace, while on duty or while operating a vehicle or equipment owned or leased by the College.

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 an ad hoc panel, consisting of the GPS Dean, the Assistant Director for Student Life, and one additional staff person appointed by the Dean, 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.

Smoking Policy

To protect the health of all community members, and in accordance with state statutes, the College prohibits the possession of lighted tobacco products in any form in all indoor places of public access and in all indoor workplaces. Smoking shall be permitted outdoors and in any space specifically designated as a "Smoking Permitted Area", such as the outdoor smoking pavilion.

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 Dean of GPS, the Assistant Director for Teaching and Learning, and one Graduate School faculty member. 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 Dean may make decisions without consultation of the other members of the Board. In those situations, the 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 coursework. 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 Dean.

Marlboro College Graduate Student Financial Aid Warning, Suspension, Probation and Appeal Policy

Financial Aid Warning

At the end of each trimester the financial aid office will review for Satisfactory Academic Progress (SAP). Students who do not earn a grade of B- or higher for each course they are registered in will be issued a

financial aid warning effective the following trimester. Students who have any type of financial aid will continue to receive aid while on financial aid warning. This may or may not coincide with academic probation. See 'Standards of Progress' in the Marlboro College handbook at <https://www.marlboro.edu/academics/graduate/student-handbook>.

In order to be removed from financial aid warning the student must earn the required grades by the end of their financial aid warning trimester. Students must be enrolled at least half-time. A student cannot be on financial aid warning more than one trimester without earning SAP.

Financial Aid Suspension

When a student fails to make SAP for a second trimester while enrolled at least half-time will be placed on financial aid suspension and are not eligible for financial aid.* Students who exceed 150% of the published program length will lose aid eligibility. Financial Aid suspension may or may not coincide with academic probation. Students who are dismissed or academically withdrawn 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 in their next trimester 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 the student's 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 trimester. The student will be eligible for financial aid while on probation. Students who do not earn SAP at the end of the probation trimester will lose financial aid eligibility.

Students with incomplete grades will be placed on the appropriate status. Once grades are determined, if the student meets SAP the warning, suspension or probation status would be revoked.

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

Last updated by the Registrar on January 22, 2018

CAMPUS SECURITY REPORT

Security reports for both the Marlboro Campus in Marlboro, Vermont, and the Graduate School campus in Brattleboro, Vermont, are 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 the Registrar:
registrar@gradschool.marlboro.edu; 802-251-7609

ACADEMIC CALENDAR

You can find the up to date academic calendar at:
<https://www.marlboro.edu/academics/graduate/calendar>

Handbook last updated September, 2018