



Marlboro College

Graduate & Professional Studies

Student Handbook

2015-2016 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.

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WELCOME

Welcome to Marlboro College Graduate & Professional Studies

Marlboro College Graduate & Professional Studies is located in the Marlboro College Graduate Center, at 28 Vernon Street, in Brattleboro, 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 at a Brattleboro branch campus. In 2000, Marlboro purchased the Graduate Center facility to augment its educational experience by fostering synergies among the tenant companies and educational programs and to support regional economic development. The Graduate School continues to develop and innovate by adding new programs and partnering with local and regional organizations.

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.

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.

Degrees Offered

The Graduate School offers master degree programs in flexible delivery formats that combine online and weekend on-site classes, as well as a bachelor's completion degree and various certificate programs:

Master of Business Administration in Managing for Sustainability (MBAS)

Organizations today face an economic landscape marked by resource depletion, intense efforts to protect the environment, and the emergence of "LOHAS consumers"—50 million Americans who make choices based on their lifestyles of health and sustainability. People with the acumen to lead in this climate will be well placed to advance within their organizations, enter new fields and establish their own enterprises. The Marlboro MBA instills this realistic approach to business in our students. (60 credits required for degree)

MSM Healthcare Administration (HCA)

All of the courses in the MSM-HCA program point to the central theme of managing change in healthcare organizations in the technological age. The nature of the delivery format: hybrid - mixing face to face with online between-class projects and discussions and the tools used in support of students will provide an experiential grounding in the use of technical tools and platforms to facilitate collaboration and organizational development. This truly unique degree meets the professional development needs of Vermont's healthcare industry. (36 credits required for degree)

MSM Project Management (PRM)

The Project Management Institute predicts there will be over 15 million new project management roles added globally across project-intensive industries by 2020. Professionals and job-seekers with project management skills are in a prime position to benefit from this growth. The Marlboro MS in Management with a focus in Project Management prepares students to be leaders in addressing today's project challenges and tomorrow's opportunities. (36 credits required for degree)

MSM Mission Driven Organizations (MDO)

Our Master of Science in Management: Mission Driven Organizations, takes a project-based approach to assessment. Students are strongly encouraged to bring their work projects into the classroom. This helps students manage the rigor of the program through better time management while, at the same time, giving them the full benefit of first-hand learning. The monthly face-to-face intensives are supplemented by

collaboration in our state-of-the-art online learning environment. This degree blends coursework from our other management degree programs and the nonprofit management curricula creating a more well-rounded graduate who has the skills to engage the increasingly shared worlds of nonprofits, mission-driven organizations, and triple-bottom-line enterprises. (36 credits required for degree)

MS Management (MSM)

Our Master of Science in Management is a self-designed program that incorporates the core classes from the management degree programs. The student works in collaboration with the Associate Dean and Degree Chairs to develop a program that integrates learning from all of our Masters programs. (36 credits required for degree).

Master of Arts in Teaching with Technology (MAT)

A Master of Arts in Teaching with Technology is for those who want to work with schools, colleges and businesses to effectively integrate technology into their learning environment. Students learn the fundamentals of instructional design and learning theory and then apply their knowledge to technology. Courses cover educational uses of the web, e-learning, distance learning, blogs, wikis, learning management systems, virtual learning environments and educational technology evaluation. (30 credits required 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. (32 credits required for degree)

Master of Arts in Teaching-ESOL (MATL)

The Marlboro MA in Teaching English to Speakers of Other Languages (TESOL) 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 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'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. (32 credits required for degree)

Master of Arts in Teaching Ecological Education and Leadership (MATE)

Marlboro's Master of Arts in Teaching, Ecological Education and Leadership (MAT-E) program is run in collaboration with Expedition Education Institute (EEI). Often referred to as "the bus program," EEI has been educating ecological leaders for more than 40 years, working from a specially designed, self-contained bus that travels to different

regions for hands-on, immersive learning. The program is designed to be completed in either 15 or 18 months. All master's candidates will spend two full terms (fall and winter/spring) living, learning, and traveling on the bus in an intergenerational, ecologically focused, co-created community. Students gain a deep and critical understanding about complex ecological issues through a place- and person-based curriculum built on EEI's model for ecological education and leadership, and learn best practices for ecological education through praxis; learning, then doing. Following their time on the bus, MAT-E candidates then select a professional internship or employment opportunity in their chosen field to acquire skills and experience, and complete eight credits of work—four credits per term over two terms—related to this practicum. (32 credits required for degree)

Bachelor of Science in Management (BSM)

The BSM program prepares management leaders in a variety of organizational settings. The BSM program is an upper division degree completion program. Participants may transfer 60 – 90 credits of previously completed coursework into the program in order to complete their degrees. Concentrations are available in Managing Information Systems, Sustainability, Nonprofit Management, Healthcare Administration and Project Management. (120 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. 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. The project management certificate is a 15-credit program comprised of seven classes. This graduate certificate is based on the Project Management Body of Knowledge (PMBOK®) and meets the formal education requirements needed to apply for the Project Management Institute's PMP® exam..

Graduate Certificate in Educational Technology (CET)

If you are a teacher who wants to get more "techie," or a techie who wants to get more "teacherly," Marlboro's 15-credit certificate is the gateway to bridging the digital gap and becoming more effective in your workplace. It is appropriate for those who want to create better online classes or training resources, as well as those who find themselves acting as intermediaries between "computer people" and everyone else. Courses in Marlboro's certificate program cover the design, implementation, and evaluation of educationally oriented technology. The focus is effective integration of technology teaching tools into schools, colleges, nonprofits, and companies..

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 Associate Dean and the Program Directors. Courses are available on-site and online. With the approval of the Associate Dean these credits may be accepted toward a final graduate or undergraduate degree.

Your Support Team

The members of your academic support team include your instructors, Degree Chairs, and administrative support staff. Your primary contacts include the following team members:

Instructors

Instructors at Marlboro College Graduate & Professional Studies are all practicing professionals and active leaders in their fields. Instructor biographies are published on our website under their respective program. Instructor contact information will be available to students on each course syllabus. For each degree program, in addition to the instructor, you have recourse to academic discussion with a Degree Chair. Degree Chairs work collaboratively with the Associate Dean to supervise curriculum development and instructional practices. Contact information for the Associate Dean and Degree Chairs can be found in the Directory below.

Administrative Support Staff

The entire staff at the Graduate School is committed to your success as a student. The staff members provide technical support, maintain student records, and offer a wide variety of student services.

Graduate School Staff Directory

Associate Dean for Graduate &
Professional Studies
Sean Conley
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802-258-9203

MSM-HCA Degree Chair
Karen White
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MAT Degree Chair
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MSM-MDO Degree Chair
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MATS Degree Chair
Janaki Natarajan
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MBA Degree Chair
Pat Daniel
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802-451-7511

MATL Degree Chair
Beverley Burkett
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802-451-7514

Director of Graduate Admissions
Matthew Livingston
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802-258-9209

MATE Degree Chair
Larkspur Morton
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Admissions Officer
Don Parker
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802-451-7505

Admissions Counselor
Kara Hamilton
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802-258-9244

Director of Information Technology
Ian Kozak
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802-251-7691

Graduate Center Coordinator
Kelly Fletcher
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802-258-9200

Associate Registrar
Kathy Urffer
kurffer@marlboro.edu
802-258-9206

ACADEMIC RESOURCES

Computer Hardware Resources

The Graduate School offers wifi and instructors' display stations in all of our classrooms. In addition, the Graduate School maintains an open laboratory for all students on the first floor in the Common Room. 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.

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.

Library Resources

The library collection at the Graduate School 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. Additional resources are available at the Rice-Aron Library, located on the Marlboro College campus. Materials from the Rice-Aron Library can be sent to the Graduate School. 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://>

<http://libraryguides.marlboro.edu/gradschool>. Please spend some time exploring these resources.

ADDITIONAL RESOURCES

Housing

Marlboro Graduate School does not provide housing, however 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

As a courtesy, Marlboro College Graduate School makes available a gym on the third floor of the Graduate Center. If you use the gym, please clean up when you are finished. We retain the right to discontinue gym privileges at any time. Access to the gym is available by signing out key cards from the kitchen.

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 Associate Registrar.

Registration dates for the 2015-2016 academic year are as follows:

Fall 2015: July 17 to September 4

Winter 2016: November 20 to January 1

Spring 2016: March 18 to April 29

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: Planning and Capstone II: Implementing are meant to be taken consecutively, in the event that a student passes Capstone I: Planning, 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 I: Planning for credit prior to taking Capstone II: Implementing in order to complete their degree.

Capstone I: Planning 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 II.

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 2015-2016 academic year are as follows:

Fall 2015: September 20

Winter 2016: January 17

Spring 2016: May 15

Withdrawing from a class after add/drop

The Associate 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 Associate 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.

A full-time undergraduate student is someone taking twelve or more credits during one academic trimester. A three-quarter time students is someone taking between nine and eleven credits during one trimester. A half-time undergraduate student is someone taking between six and eight credits during one academic trimester. Students taking five or fewer credits 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 for the subsequent trimester. Leave of absence status may be continued up to a year's time (three trimesters). If you do not return at the end of one year 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 this 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 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 Associate 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 Associate Dean, in consultation with the Admissions Director, will determine readmission after considering the reasons for withdrawal. The decision will ultimately be based on the Associate 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 readmittance.

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 Associate 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 Associate Dean and in cooperation with relevant faculty.

Change of Program

If a student decides during the course of study that a different degree program would be more appropriate, a program Change Request should be made in writing (via post or email) to the Associate Registrar. The Change Request should include the reason for the change. The Associate Registrar will consult with the student on necessary changes to his or her 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 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 Associate Registrar 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

The Grad School does not cancel classes because of weather. Given the sophistication of weather forecasting we usually have advance notice of storms. Therefore we encourage students and faculty to travel to Brattleboro early, if needed, to be able to attend class. Safety is our top priority, so we expect that each person will take their own unique circumstances into consideration when making decisions about travel during challenging weather situations. We ask that all students and faculty know how to use google hangouts, so that we have a shared resource for those times when people cannot get here. In the very unlikely event that we need to cancel we will communicate through facebook, moodle and email.

** Policy effective as of December 5, 2013*

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 Associate Dean 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 Associate Dean. 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 Associate Dean 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 Associate Dean, Associate Registrar, and Degree Chairs. 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.
- Capstone Project, or for the MATS, MATL and MATE programs, a Portfolio.

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, in fall, winter and spring. 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 Associate 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 August. All graduates from the fall, winter and spring trimesters will receive information in summer 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 mean all degree requirements have been met.

Records and Transcripts

Marlboro College Graduate School complies with Vermont State statues 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 Graduate School 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 Associate Registrar's Office at kurffer@marlboro.edu or 802-258-9206.

** 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 after the second week of the trimester and your tuition payment is due upon 30 days of receipt of bill. 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:

- a. If the student does not enroll in classes.
- b. If the student does not attend classes.
- c. If the student withdraws after enrollment.

**Policy effective beginning September 4, 2009*

2015-2016 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.

Graduate Programs		Total Credits Required	Per Credit Fee	Total Tuition
	MAT	30	\$735	\$22,050
	MATS	32	\$735	\$23,520
	MATL	32	\$725	\$23,200
	MATE	32	\$735	\$23,520
	MBAS	60	\$765	\$45,900
	MSM-HCA	36	\$710	\$25,560
	MSM-PRM	36	\$710	approximately \$25,560 (based on study plan)
	MSM-MDO	36	\$710 / \$765	approximately \$25,560 (based on study plan)
Certificate Programs		Total Credits Required	Per Credit Fee	Total Tuition
	Educational Technology (CET)	15	\$735	\$11,025
	Project Management (CPM)	15	\$710	\$10,650
Undergrad Programs		Total Credits Required	Per Credit Fee	Total Tuition
	BSM	120 (minus transfer credits)	\$480	between \$14,400 to \$37,440 (varies per # of credits needed)
Continuing Education Program	Credits	Per Credit Fee		Total Tuition
CEP	N/A	When taking regular (graduate) classes on a CEP basis, rate is as per graduate rates. EDU prefix courses = \$611 per credit		N/A

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.

Tuition is applied to Student Accounts. Student Accounts are handled at the Marlboro College campus, located in Marlboro, Vermont.

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>.

Financial aid is processed by staff located on the Marlboro campus. Please contact the financial aid office at finaid@marlboro.edu or 802-258-9213 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 LinkedIn at: https://www.linkedin.com/groups?home=&trk=anet_ug_hm&gid=1066847.

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.
- Graduates of any Marlboro Bachelor degree programs are eligible for a 50% Fellowship toward our graduate degrees.

Contact the alumni director for more details at kwaters@marlboro.edu or 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:

Associate Dean
Marlboro College Graduate School
28 Vernon Street
Brattleboro, VT 05301
802-258-9203
sconley@marlboro.edu

Refund Policy for Class and Program Withdrawal

No refund of any tuition charges will be made in the event that a student withdraws from the College at any time after enrollment except as herein specified. No refund is made in cases of suspension or expulsion. Students who are granted a leave of absence after the start of classes generally will be treated in the same manner as students who withdraw from the College. A student's withdrawal date is:

- the date the student begins the College's withdrawal process and officially notifies the administrative offices of intent to withdraw in writing; 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: the last time a student logs in to the online course area, an exam, academic counseling, academic advisement, posting of a class assignment or face to face attendance).

NOTE – the term 'withdrawal' refers to full withdrawal from the degree or certificate program and for withdrawal (or drop) from individual courses even if the student continues to be enrolled in the program.

If the withdrawal is official before the first day of the trimester, a full refund of all tuition charges for that trimester, less the nonrefundable enrollment deposit fee in the student's first trimester, is given.

If the official withdrawal occurs on or after the first day of the trimester, the schedule of tuition and fees refunded is as follows:

- If the withdrawal occurs before the add/drop deadline all tuition is refunded.

- If the withdrawal occurs between the end of the college add/drop period and the Monday following the end of the second week of the academic term, 75 percent of tuition is refunded;
- If the withdrawal occurs on or before the end of the fourth week of the academic term, 50 percent of tuition is refunded;
- If the withdrawal occurs on or before the end of the sixth week of the academic term, 25 percent of the tuition is refunded.
- No tuition is refunded for withdrawal after the end of the sixth week of the academic term.

Refund dates* for the 2015- 2016 Academic Year are as follows:

	Fall 2015	Winter 2016	Spring 2016
Registration (7 weeks)	<u>7/17/15 - 9/4/15</u>	<u>11/13/15 - 1/1/16</u>	<u>3/11/16 - 4/29/16</u>
Term begins (nine days)	9/11/2015	1/8/2016	5/6/2016
Add/Drop Deadline	9/20/2015	1/17/2016	5/15/2016
75% Refund (one week)	9/21 to 9/27	1/18 to 1/24	5/16 to 5/22
50% Refund (two weeks)	9/28 to 10/11	1/25 to 2/7	5/23 to 6/5
25% Refund (two weeks)	10/12 to 10/25	2/8 to 2/21	6/6 to 6/19
No Refund After	10/26/2015	2/22/2016	6/20/2016
Term ends	12/19/2015	4/16/2016	8/13/2016

* deadline is 11:59 pm on the date indicated

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

Return of Title IV Funds 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 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 by on the 20th day of a trimester days in length, the student would have earned only 20% of the aid he or she received ($20/100=0.200$). 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 Title IV funds. Student 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 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, MATE, 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 his or her 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 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.
- 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 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 Associate Dean. The letter requesting readmission should explain why the student believes he/she is prepared to successfully complete the program in light of his/her 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;
amended on July 8, 2015 to include MATE program.*

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 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 Associate Dean.

To transfer credits from another accredited institution:

- Provide all official transcripts from transferring institutions to the Graduate School Associate Registrar.
- Contact the Associate 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 Associate 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 Associate Dean 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 he/she 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 Associate Dean 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 Associate Dean 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 Associate Dean 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 Dean (sconley@marlboro.edu) or Ian Kozak, Director of Information Technology (iank@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 e-mail 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's 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 Dean 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
- Accessible parking spaces
- 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 Kathy Urffer, Associate Registrar for Graduate & Professional Studies; kurffer@marlboro.edu or 802-258-9206.

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 admissions 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 admissions 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 benefit.
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 time 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.*

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.

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

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:

Kathy Urffer
Associate Registrar
kurffer@marlboro.edu; 802-258-9206

ACADEMIC CALENDAR

July 17	Fall 2015 class registration opens (7 weeks before begin of tri.)
August 15	SPRING 2015 TRIMESTER ENDS FOR ALL PROGRAMS
August 17	Spring 2015 Final grades due (2 days after end of tri.)
August 22	Class of 2015 Graduation Day
Sept. 4	Final day to register for Fall 2015 (one week before begin tri.)
Sept. 11	FALL 2015 TRIMESTER BEGINS FOR ALL PROGRAMS
Sept. 20	Fall 2015 add/drop period closes (9 days after tri. begins)
Oct. 30	Fall 2015 Midterm grades due (7 weeks after tri. begins)
Nov. 20	Winter 2016 registration opens (7 weeks before begin of tri.)
Dec. 19	FALL 2015 TRIMESTER ENDS FOR ALL PROGRAMS
Dec. 21	Fall 2015 Final grades due

2016

Jan. 1	Final day to register for Winter 2016 classes (one week before begin tri.)
Jan. 8	WINTER 2016 TRIMESTER BEGINS FOR ALL PROGRAMS
Jan. 17	Winter 2016 add/drop period closes
Feb. 26	Winter 2016 Midterm grades due (7 weeks after tri. begins)

March 18 Registration opens for Spring 2016 (7 weeks before begin of tri.)

April 16 WINTER 2016 TRIMESTER ENDS FOR ALL PROGRAMS

April 18 Final grades due for Winter 2016 (2 days after end of tri.)

April 29 Final day to register for Spring 2016 (one week before begin tri.)

May 6 SPRING 2016 TRIMESTER BEGINS FOR ALL PROGRAMS

May 15 Spring 2016 add/drop period closes (9 days after tri. begins)

June 4 Spring 2016 Midterm grades due (7 weeks after tri. begins)

July 22 Registration opens for Fall 2016 (7 weeks before begin of tri.)

August 13 SPRING 2016 TRIMESTER ENDS FOR ALL PROGRAMS

August 15 Final grades due for Spring 2016 (2 days after end of tri.)

August 20 Graduation day for Class of 2016

Sept. 2 Final day to register for Fall 2016 (one week before begin tri.)

Sept. 9 FALL 2016 TRIMESTER BEGINS FOR ALL PROGRAMS

Sept. 18 Fall 2016 add/drop period closes (9 days after tri. begins)

Oct. 28 Fall 2016 Midterm grades due (7 weeks after tri. begins)

Nov. 18 Registration opens for Winter 2017 (7 weeks before begin of tri.)

Dec. 17 FALL 2016 TRIMESTER ENDS FOR ALL PROGRAMS

Dec. 19 Final grades due for Fall 2016 (2 days after end of tri.)

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**MBA, MDO, PRM, CPM, and HCA  
Residencies**

| <b>Fall 2015</b> | <b>Winter 2016</b> | <b>Spring 2016</b> | <b>Fall 2016</b> |
|------------------|--------------------|--------------------|------------------|
| Sept. 18-20      | Jan. 15-17         | May 13-15          | Sept. 16-18      |
| Oct. 9-11        | Feb. 19-21         | June 17-19         | Oct. 7-9         |
| Nov. 13-15       | March 18-20        | July 15-17         | Nov. 11-13       |
| Dec. 11-13       |                    |                    | Dec. 9-11 #4     |

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MAT & CET Class Weekends

Fall 2015	Winter 2016	Spring 2016	Fall 2016
Sept. 19-20	Jan. 16-17	May 14-15	Sept. 17-18
Oct. 10-11	Feb. 20-21	June 18-19	Oct. 8-9
Nov. 14-15	March 19-20	July 16-17	Nov. 12-13
Dec. 12-13	April 9-10	Aug. 6-7	Dec. 10-11

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**MATL Intensive**

**Spring 2015**

June 26 arrival (for all students)

June 27 orientation

June 29 to August 21

August 22 is Graduation

**Spring 2016 (TBD)**

June 24 arrival (for all students)

June 25 orientation (for all students)

June 27 to August 19

August 20 is Graduation

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*Handbook last updated July 16, 2015*

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