

# ACADEMIC INFORMATION

## Mission

The Academic Department exists to educate, equip, and enrich Christians to be leaders through quality academic programs.

## Academic Programs Information

Manhattan Christian College offers four- and five-year bachelor's degrees, two-year Associate of Arts degrees, an adult student degree completion program, both via the classroom and online, and a one-year certificate. At the bachelor's level, the student may pursue a Bachelor of Arts degree, which includes a language study, or a Bachelor of Science degree. All MCC bachelor degrees include a Bible/Theology major, general education, leadership, professional studies major, and unrestricted electives.

Dual-degree programs are developed in cooperation between MCC and Kansas State University and Manhattan Area Technical College. A student pursuing a dual-degree is responsible for making application for admission to either KSU or MATC. Admission to MCC does not assure or imply admission to KSU or MATC. The student should review the other institutions' curriculum materials and meet with one of their advisors to obtain the most up-to-date and specific requirements for their degree. An MCC degree program may be changed through appropriate academic channels at any time. In cases where changes have been made while a student is pursuing a degree program at MCC, the following options are available:

- Completing degree requirements for the program undertaken when entering MCC.
- Completing degree requirements for the program as described in the current catalog.
- A student may not mix requirements from two or more catalogs.

## Continuation and Graduation Policies

### Academic Probation/Dismissal Policy

Regardless of degree intent, all students are subject to the probation/dismissal policy.

**Probation.** Students who do not attain a minimum cumulative 2.0 GPA will be placed on academic probation for the following semester.

A student who is placed on academic probation may be required by the Academic Dean to take a reduced course load. Students on academic probation may also be restricted from participation in extracurricular activities. Students on academic probation must enroll in ORN 010 Study Seminar during each semester of probation status. Students will be removed from probation at the time they earn a cumulative 2.0 GPA.

Students who have a semester GPA below 2.0, but a cumulative GPA of 2.0 or higher, while not considered "on academic probation," are required to enroll in ORN010 Study Seminar the following semester.

**Dismissal.** If after being placed on academic probation, a student continues on academic probation at the end of the next semester of attendance, that student will be disqualified and dismissed from MCC unless the GPA for the most recent semester of enrollment was above the previous cumulative GPA. In that case the student may be placed on continuing probation.

A student who does not attain a cumulative minimum 1.0 GPA in the first semester at MCC will be academically dismissed.

A student admitted on academic probation who does not attain the GPA of 2.0 by the end of the first semester will be dismissed from MCC.

A student who is academically dismissed will not be allowed to attend MCC for a minimum of one semester. If the student desires to return to MCC at that time, the readmission process must be followed. The Vice President of Academic Affairs may stipulate other conditions for the student's return to MCC.

**Reinstatement.** After being dismissed, a student may submit a letter petitioning the Vice President for Academic Affairs to receive immediate reinstatement. A student who has been reinstated is placed on academic probation for the subsequent semester. Petitions to appeal a denial of reinstatement to MCC should be directed to the Student Academic Appeals Board, which consists of each academic department head with one appointed as chair of the appeals board, and a representative from Student Life.

## Academic Integrity Policy

A student is expected to demonstrate the highest Christian character in academic integrity. The student is expected to do personal work and to acknowledge the source of another person's words, ideas, statistics, or other materials.

**Definition of Academic Dishonesty.** Academic dishonesty includes cheating, plagiarism, falsification of credentials, and any other means of taking credit for academic productivity that is not one's own. Plagiarism is offering the work of another, published or unpublished, as if it were your own.

**Consequences of Academic Dishonesty.** When a student practices academic dishonesty, the professor has the option of any or all of following sanctions: (a) requiring the test or assignment be redone for full or partial credit; (b) giving a failing grade for the test or assignment; or, (c) giving a failing grade for the course. Severe or repeated academic dishonesty by a student may become a matter of disciplinary action leading to dismissal. A written report form is completed by the professor and becomes part of the student's permanent record. A student may appeal the professor's judgment of academic dishonesty and the assessed penalty to the Vice President for Academic Affairs.

### Process for Reporting Academic Violations

1. The faculty member informs the student of the allegation while taking into account the confidential nature of the information and the goal of maintaining an environment that supports teaching and learning.
2. When evidence suggests that academic dishonesty has occurred, the faculty member will enter the charge and the academic sanction on the college's Academic Integrity Form, will sign the form, and then convey the charge and sanction to the student for his or her signature (in person or through other methods if necessary). Any appropriate documentation will be attached to the form.
3. After reviewing the allegation of academic dishonesty with the student, the faculty member may provide the student with an additional period of time (not to exceed 2 weeks) before the student has to make a decision and sign the Academic Integrity Form as to whether or not to accept the academic sanction(s). A student's failure to sign the Academic Integrity Form, by the specified deadline, consistent with college procedures, will be construed as not contesting the charge or sanction(s) and the adjudication process will go forward as defined by college procedures.
4. Once a student has been informed that academic dishonesty is suspected, the student may not drop the course during the adjudication process. The VP for Academic Affairs is responsible for notifying the Registrar's Office when academic dishonesty is reported in a course. Any drop or withdrawal from the course during this time will be reversed. A student who has received an academic sanction as a result of a violation of academic integrity may not drop or withdraw from the course at any time. This drop policy may be superseded in exceptional circumstances (i.e. trauma drop). In these cases, the VP for Student Life will consult with the VP for Academic Affairs to determine if the drop is warranted.
5. Upon an appeal, the final decision on a sanction(s) may differ from the sanction recommended by the faculty member regardless of whether or not the student accepts responsibility for the violation. For this reason, a student who has been notified of an alleged academic integrity violation should continue to attend classes and meet course requirements during the adjudication process. If the student chooses not to attend class or fulfill course expectations while the College completes its review of the academic integrity case, he or she agrees implicitly with the sanctions recommended by the faculty member and will receive their grade as appropriate. The VP for Academic Affairs will communicate in writing to the student the imposed sanction(s) upon conclusion of the review.

**Appeal Process Guidelines.** The following guidelines will be adhered to during all disciplinary decision-making processes:

- Due process will be granted to a student before MCC will impose any sanction upon one who has violated its rules or regulations.
- Students who do not agree to the faculty member's allegations of academic dishonesty may appeal their case with the VP for Academic Affairs by signing the appropriate section of the Academic Integrity Form.
- The student may make a final appeal if the student does not agree with the decision of the VP for Academic Affairs. The VP for Academic Affairs will create an ad hoc faculty committee made up of three uninvolved professors to hear such appeals. The request for this final appeal must be made in writing to the VP for Academic Affairs within

ten business days of his decision. The student is responsible to provide to the committee any evidence that supports their position for appeal.

- If the decision-making process involves a faculty hearing, the student will be notified in writing as to the time and place of the hearing. The student has the right to have another person present for any hearing.
- In the case of pending dismissal, the student will receive a written notice of the witnesses to appear, and will have an opportunity to inspect the evidence.
- No person, student or otherwise, will be forced to be a witness.

In all instances of appeal, student will be given a written statement of the findings of facts, the basis for the decision, and the nature of the disciplinary measures.

## Character Requirements

Since students at Manhattan Christian College are expected to conduct themselves in a Christ-like manner at all times, continued enrollment is contingent on conformity to the New Testament delineation of Christian character.

As noted in the Student Handbook, the standard of conduct at Manhattan Christian College is positive Christian living. All members of the college community will seek to live according to the principles of life revealed by and in Jesus Christ, as taught in scriptures. The goal is for such a quality of living as will provide the fruit of the Spirit in students' lives. Representative scriptural guidelines are found in Philippians 4:8; I Corinthians 6:12, 10:23,31; Galatians 5:16-25; Colossians 3:17; I Thessalonians 4:1-8; and Philippians 2:1-11. See the Student Handbook for a complete discussion of Christian character expectations. The MCC Student Handbook is online at the MCC website: [www.mccks.edu/current-students/](http://www.mccks.edu/current-students/).

A student integrity support system has been formed through the partnership of academic affairs and student development to provide accountability and to promote growth in the area of Christian integrity development. Should a student's integrity become such that the privilege of graduating from the college will not be granted, the student may appeal the decision to the President of the college.

## Commencement and Awarding of Diplomas

The college encourages all graduates to participate in commencement. MCC has only one commencement ceremony in the spring of each year. Diplomas will be delivered to students when all graduation requirements are met and all financial obligations to the college have been cleared with the office of business affairs.

### Commencement Participation Policy

**Spring Petitioner.** An MCC student petitioning to graduate in a spring semester may participate in the commencement ceremony only if the student will have met all graduation requirements by the end of that semester. A student with a directed field experience pending will not be allowed to participate in the commencement ceremony. The student may participate in a subsequent ceremony upon completion of the directed field experience.

**Summer and Fall Petitioner.** An MCC student petitioning to graduate in summer or a fall semester may participate in the subsequent spring ceremony after all graduation requirements have been completed.

## Graduation Requirements

In order to graduate the student must petition the faculty for graduation by completing and submitting the required form obtainable from the Registrar's Office. Deadlines for petitioning and other graduation related dates will be provided to the student by the Registrar's Office prior to the beginning of each semester. To graduate the student must fulfill all financial obligations to MCC and all courses required for the degree or certificate and have on record with the Registrar's Office official transcripts of all postsecondary institutions attended. The student must attain a cumulative GPA of 2.0 and have sufficient Christian Service credits.

Christian Ministry majors are required to earn a minimum final grade of 70% (C-) in each of their Christian Ministry Core courses and in their declared emphasis and/or track courses to graduate.

### Latin Graduation Honors

At graduation a student may qualify for various honors awarded during the commencement ceremony. These awards are based on achievement in all course work taken at MCC. Further, only course work taken at MCC is used

in determining graduation honors. Each year Latin graduation honors recognize approximately 20% of graduating students. A student must have a minimum cumulative GPA of 3.60 to qualify for Latin graduation honors. The awards are:

Top 3% - Summa cum laude  
Next 7% - Magna cum laude  
Next 10% - Cum laude

### **Residency Requirements**

To receive a degree from MCC the student must earn a minimum of 32 credit hours of course work at MCC. These are normally the last hours earned. Usually, these hours include at least 3 hours of leadership, 3 of theology, 6 hours of Bible, and 12 hours of professional studies.

## **Transcripts and Diplomas**

Transcripts and diplomas are issued from the MCC Registrar's Office. Request forms are available through the office or online ([www.mccks.edu/academics/](http://www.mccks.edu/academics/)) and signatures are required.

### **Requesting a Transcript**

A transcript is a certified, official copy of a student's permanent record. Since it contains confidential information, it cannot be released to anyone other than the student without written permission unless it is mailed directly to another university/institution from the MCC Registrar's Office.

A request form is available either through the Registrar's Office or printed off the website. A written request with the following information can also be submitted: 1) your current name, plus any other name(s) you have used while attending MCC, 2) your social security number, 3) the number of transcripts you are requesting, 4) complete addresses for where each transcript is to be sent; "Issued to Student" will be stamped on any transcript sent directly to the student, 5) your current home address and daytime phone number, and 6) your signature. An e-mail address is appreciated.

No one else may pick up your transcript without your written permission. Transcripts will not be issued to students who are financially delinquent to the college.

### **Issuing Diploma**

Based on the approval of a student's petition to graduate, the student's original diploma will be delivered when all graduation requirements are met and all financial obligations to the college have been cleared with the Office of Business Affairs.

Upon initial graduation petition, students may request that the standard printed diploma be replaced with a simple 'Bachelor of Arts' or 'Bachelor of Science' without the degree detail information.

### **Requesting a Reissued Diploma**

Graduates who find they need a duplicate or replacement diploma should contact the Registrar's Office for information regarding how to request a reissued diploma. A nominal fee applies.

## **Withdrawal Procedures**

Whenever a student terminates enrollment at MCC, the student should make sure to do so properly. Upon making a decision to withdraw after consultation with the Vice President of Student Life, a student should notify the Registrar's Office of their intent. The student may need to inform other campus offices (i.e. business office, financial aid, housing). If so, the Registrar's Office will direct the student through the remainder of this withdrawal process. If all course work is being terminated before the end of the semester ("dropped"), the student is responsible for officially withdrawing from all courses. At the time a student's enrollment at MCC ends, the student's academic record is closed, with all incomplete grades converting to "F" and statements of personal and/or academic standing being made on the transcript, as appropriate.

## **Enrollment Information**

### **Advising and Registration**

The degree programs are listed in this catalog for the benefit of students and their advisors. The student is advised to study carefully the programs and the graduation requirements. While there are certain core courses common to all the

degrees, there are also some significant differences in chosen emphases and/or tracks that the student should have clearly in mind.

Academic advising at MCC is a collaborative relationship in which student and advisor work to develop and meet the student's educational and vocational goals. Academic advising equips the student to think critically, seek out resources, and develop action steps consistent with gifts, talents, and passions. Although the advisor provides guidance, responsibility for making and implementing these decisions rests with the individual student.

After meeting with an advisor each semester, students are provided with a PIN to allow online registration (or pre-enrollment) in MyMCC. Students may also drop or add courses through the open registration period (typically the first week of class). Student should be aware that self-initiated changes of their schedule may affect successful completion of their academic program and should be done carefully and preferably after meeting with the student's academic advisor.

New students are provided registration packets and a faculty advisor at the time of new student enrollment or registration. Program course sequences allow students to follow progress from one year to the next in an orderly sequence. Non-sequential arrangement of courses can create scheduling conflicts, which may make additional time necessary in order to meet graduation requirements. Every student should check with their faculty advisor on these matters.

After advising, new students will also receive a PIN from their advisor, students may proceed through the online enrollment process in MyMCC, which includes enrollment in classes, payment of tuition, fees, and other costs. No student may officially be enrolled in classes until the student's admission is completed, and all enrollment forms are approved.

### **Late Enrollment/Registration Policy**

A late enrollment fee is assessed when students have not completed the enrollment process by the end of the first day of class each semester. To complete enrollment, a student must have enrolled in classes and made payment arrangements. The student's academic advisor is available to assist with course enrollment. The student's financial counselor is available to assist with payment arrangements. Students participating in a deferred payment plan will be assessed a deferred payment fee.

### **Auditing a Course**

To audit a class a student must attend at least 80% of the class meetings. The student is not required to take tests or turn in homework. If the student changes from credit to audit after six weeks, 80% of the remaining classes must be attended. No withdrawal or change from credit to audit is permitted during the last four weeks of the semester.

## **Class Attendance Policy**

Because the classroom experience is a valuable part of the educational process and to promote the development of good habits in the life of a Christian leader, a student is expected to attend class, participate in class discussion, and complete course requirements. Because of the variety of class sizes and objectives, instructors have authority for attendance and any effect that absences might have upon final grades. Instructors will have their attendance policy stated in their course syllabus.

Eight days after the course starts, instructors must notify the Registrar's Office in writing of any students who have not attended their course or contacted the instructor about their intention to participate. Students who do not attend during the first week will be administratively dropped from the course.

Instructors must keep accurate attendance records throughout the course so that the date of last attendance is available. The date of last attendance will be reported by the Registrar's Office to the Financial Aid office on all dropped courses after the open drop/add period.

## **Earning Credit through Non-Traditional Delivery Methods**

### **Credit by Distance Learning**

Distance learning courses are delivered via the Internet using MCC Online or our consortium partner, Knowledge Elements. Tuition and fees are separate from traditional and LEAD tuition.

**Traditional Students.** Distance learning courses are available for traditional students unable to enroll in classroom work due to location, time conflicts, schedule overloads, or other special circumstances. Enrollment is limited to one course per semester and permission to enroll in a distance learning course must be obtained from the student's advisor and the Registrar. Students with a cumulative GPA below 2.5, or a grade below "C" in a previous online course, must also receive permission from the Academic Dean.

**Adult Education Students.** Distance learning courses are available for adult education students who need additional hours to fulfill degree requirements. Enrollment is limited to one course per semester and permission to enroll in a distance learning course must be obtained through the LEAD office.

**Distance Learning Students,** Distance learning courses are integral to the online degree program, but students may not enroll in more than 2 courses per 8-week term, or 12 hours per semester.

**Non-degree Students.** Distance learning courses are available for any non-degree student who desires to further their learning. Permission to enroll in a distance learning course must be obtained through the Registrar's Office. Distance learning courses from other post-secondary institutions for transfer of credit will undergo the same evaluation as any course requested for transfer.

### **Credit by Examination and Prior Learning**

Manhattan Christian College accepts College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), DANTES Subject Standardized Test (DSST), and other recognized credit-by-examination credits for equivalent general education courses. Credits-by-examination may be transferred to MCC if applicable to the student's specific degree program.

Credit for Prior Learning (CPL) is a method of documenting and validating previous college-level learning. Credit may be awarded based on the evaluation of the learning attained in technical or professional training, non-credit classes or work experience. Students interested in receiving CPL credit should enroll in ORN 020, Introduction to Credit for Prior Learning to explore their credit options. A per-credit-hour fee will be charged for credit granted.

Credit may also be earned for non-collegiate training in the military. Credit will be awarded after receiving appropriate forms (JST transcript, DD214, DD295) and will be based upon the recommendations set forth by the American Council on Education as indicated in the Guide to the Evaluation of Educational Experiences in the Armed Forces.

MCC will not award credit for national proficiency examinations or credit for prior learning based solely upon the evaluation or transcription of credit by any other university, college, or organization.

A maximum of thirty percent (30%) of a student's chosen degree program can be completed through non-classroom contact (such as credit-by-examination, credit for prior learning, military experience, et cetera). A tentative evaluation of credits for transfer is usually made as a part of the admissions process. An official transcript of credits is completed after the student has been admitted to a degree program and has begun the first full semester of study at MCC.

The opportunities to demonstrate academic competence are being increased and modified continually, so students should inquire about the current possibilities with the MCC Registrar's Office.

### **Credit by Transfer**

Manhattan Christian College accepts credit for equivalent courses bearing a "C" (2.0) or higher grades from institutions accredited by regional accrediting commissions or the Association for Biblical Higher Education. Courses that are determined to be comparable in nature, content, level of credit, and relevant to MCC degree programs will be considered for transfer.

Credits from institutions not accredited by associations listed above may be accepted following validation. Validation consists of the following: (a) Only courses bearing a "B" (3.0) or higher grades will be eligible for transfer; (b) A review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution will be conducted; and, (c) The student must earn a cumulative GPA of 3.0 or higher in the first semester of full-time enrollment at MCC. In some cases, only partial credit may be recognized for work done at colleges operating below conventional college standards.

The amount of credit transferable from other institutions may vary according to the student's selected degree program.

## Semester Credit Hour Policy

The traditional academic calendar is based on two semesters, each composed of approximately sixteen weeks of classes and final examinations. Courses are offered on a credit-hour (or semester-hour) basis.

The unit of semester credit is defined as college-level credit that is awarded for completion of coursework, the transfer of coursework from another institution, or the evaluation of college-level prior learning (CPL). One credit hour (at least 50 minutes) reflects an amount of work represented in the intended learning outcomes and verified by evidence of student achievement for these learning outcomes. A credit hour is awarded on the basis of one of three sets of criteria.

1. Lecture/In-Class courses: The completion of one credit hour\* of classroom or direct faculty instruction and a minimum of two credit hours\* of out-of-class student work each week for one semester (15 weeks); or
2. For Distance/online or hybrid, and accelerated courses: The completion of an equivalent amount of faculty instruction and student work, as stipulated above in paragraph (1), that may occur over a different amount of time; or
3. For Directed Field Experience/Internships/Practicum/Independent Study/Individual Instruction courses: The completion of an institutionally sanctioned academic activity that is equivalent to the amount of work stipulated in paragraph (1), that may occur over a different amount of time.

	Traditional Lecture/In-Class Credit Bearing Course or Online Course (Per Semester)		Non-Traditional Credit Bearing Experience [e.g. DFE, Internship, Independent Study] (Per Semester)
Credit Hours Earned	Minimum Amount of Instruction Time Required	Minimum Amount of Time Required Outside of Class/ Instruction Time	Amount of Time Required for all Activities (Note: this is the same as the previous two columns combined)
1 Credit	12.5 hours	25 hours	37.5 hours
2 Credit	25 hours	50 hours	75 hours
3 Credit	37.5 hours	75 hours	112.5 hours
4 Credit	50 hours	100 hours	150 hours
5 Credit	62.5 hours	125 hours	187.5 hours

For example, in a three credit hour traditional lecture/in-class course, students spend 150 minutes in class per week for 15 weeks, resulting in 37.5 contact hours for the semester. Students are expected to engage in reading and other assignments outside of class for at least 5 hours per week, which adds up to 75 hours. These two sums should result in total student engagement time of 112.5 hours for the course. In a credited DFE/internship, these hours may be allotted differently. For example, the student may spend 1 hour a week for 15 weeks in meetings with their supervisor, work at their placement 4 hours a week for 15 weeks, and spend at least 37.5 hours during the semester on planning and documentation. The total student engagement time is the same (i.e., at least 112.5 hours). Note that these time allotments are minimums, not maximums.

All credit-bearing experiences require syllabi, which will include the number of credit hours, class meeting times or minimum number of hours required at an alternative site, and a schedule of required assignments.

\*This rule refers to a 50 min. "Carnegie hour" so the requirement is for 12.5 clock hours (750 min.) of direct instruction or a total of 37.5 clock hours (2,250 min.) of total student work for one semester credit.

Eighteen semester hours are considered the maximum load. Special permission to enroll in additional courses beyond this maximum must be secured through the student's advisor and the Vice President for Academic Affairs. Additional fees must be paid for course work in excess of eighteen hours.

## Drop/Add Policy and Procedures

Each student is responsible for enrollment maintenance. A student who does not follow the stated procedures to add a course will not be enrolled in it. A student who does not follow the stated procedures to drop a course, but instead just “walks away” from a course, will receive a grade of “F” for the course. The policy for dropping courses varies depending upon the length of the course.

### Sixteen Week Courses:

#### Policy for Drop/Add of Sixteen Week Courses:

1. Drop during the first 20 days of class: The course will not be recorded on the student’s permanent record.
2. Drop between the 21st day and the end of the twelfth week of class: A grade of “W” will be recorded on the student’s permanent record. The grade of “W” is not calculated into the grade point average.
3. After the twelfth week, the course may not be dropped and a grade will be assigned by the instructor and recorded on the student’s permanent record.

#### Procedure for Drop/Add of Sixteen Week Courses:

1. During the first week of class students may drop/add online through MyMCC.
2. After the first week of class, consult the Registrar’s Office or advisor to get a drop/add form.
3. Get a signature of approval from the advisor.
4. Get a signature of approval and last day of attendance from the professor.
5. Return the signed drop/add form to the Registrar’s Office.

### Eight Week Courses:

#### Policy for Drop/Add of Eight Week Courses:

1. Drop before second week of the course: The course will not be recorded on the student’s permanent record.
2. Drop after the beginning of the second week of the course and before the end of the sixth week of the course: A grade of “W” will be recorded on the student’s permanent record. The grade of “W” is not used in calculating the grade point average.
3. After the beginning of the seventh week: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student’s permanent record.

#### Procedure for Drop/Add of Eight Week Courses:

1. Consult with your course instructor.
2. Consult with the Registrar’s Office or advisor to get a drop/add form. If the student is a part of the Non-Traditional Campus, contact the Director of Non-Traditional Education to have a drop/add form filled out for you.
3. Get a signature of approval from the advisor.
4. Get a signature of approval and last day of attendance from the professor. Last day of attendance will be the day of last course specific activity (quiz, forum, submitted assignment).
5. Return the signed drop/add form to the Registrar’s Office.

### Five or Six Week Courses:

#### Policy for Drop/Add of Five or Six Week Courses:

1. Drop before the second class meeting: The course will not be recorded on the student’s permanent record.
2. Drop after second class meeting and before the next-to-last class meeting: A grade of “W” will be recorded on the student’s permanent record. The grade of “W” is not used in calculating the grade point average.
3. After the next-to-last meeting: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student’s permanent record.

#### Procedure for Drop/Add of Five or Six Week Courses:

1. Consult the Registrar’s Office or the Director of Non-Traditional Education and fill out a drop/add form.
2. Get a signature of approval from the advisor or Director of Non-Traditional Education.
3. Get a signature of approval and last day of attendance from the professor.
4. Return the signed drop/add form to the Registrar’s Office.

## Student Classification

A student is classified according to total credit hours taken at MCC and the credit hours transferred from other colleges.

<u>Classification</u>	<u>Total Credit Hours</u>
Freshman	0-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90+ hours

## Supplying Transcripts from Other Institutions

At the end of each semester students at Manhattan Christian College who have taken course work at another institution of higher education should request the institution's Registrar's Office to send to the MCC Registrar a record of credits earned at the institution.

## Grading

### Change of Grade Policy

A change of grade for any grade other than a grade of incomplete "I" may be made after a final grade has been submitted only when the case involves a grade calculation error by the instructor.

### Dean's List and Honor Roll

A full-time student who has a semester GPA of 3.60 or above will be listed on the Dean's List for outstanding achievement. A student with a semester GPA of 3.25-3.59 will be listed on the Honor Roll. The student must complete at least 12 hours of work at MCC in a given semester to qualify for either the Dean's List or the Honor Roll. An incomplete or an unofficial withdrawal from a course enrolled in for credit at the beginning of the semester may disqualify the student from either honor. A student in their final semester may qualify for the Honor Roll or the Dean's List with fewer than 12 hours.

### Grade Reports

Grade reports are available during the term for each course through MCC Online. Final grade reports are available to student in MyMCC at the end of the semester. Semester grades become a part of the student's permanent record.

### Grading System

Grades will be determined by individual professors as outlined in course syllabi. The college uses the following grade points to compute a semester GPA and a cumulative GPA. The cumulative GPA is computed on the basis of all credits attempted at MCC. The only exception is courses that are retaken and are not used in the calculation process.

Letter Grade	Suggested Numerical Value	Quality Points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 or below	0.0

- A** signifies work of distinctly superior quality. Recitations and examinations indicate mastery of the course content and competent correlation of facts and principles. This grade should be given only when the student demonstrates scholarship, initiative, a positive attitude, and cooperation in the class.
- B** Is assigned for work of above average quality. The student is interested, thorough in preparation and fulfillment of assignments, and observes directions regarding form, organization, and quality of content in written work. Recitations and tests give evidence of mastery of course content and of the ability to express oneself clearly. This grade should not be given when the essential work of the course is missing or done in a careless fashion.

- C indicates work of satisfactory character. The student is able to understand the basic elements of the course. Assignments are prepared promptly and are written in correct English. A grade of C should indicate the capability of the student to continue to the next advanced course in the field.
- D indicates that while the work for the course is not adequate for mastery of the content of the course, it is passing. A grade of D may be given when assignments are not completed and individual comprehension or improvement in the field is not evident.
- +/- Plus (+) indicates achievement in the upper third of a rank/grade. These (+/-) apply only to the grades A through D. Minus (-) indicates achievement in the lower third of a rank/grade. These (+/-) apply only to the grades A through D.
- F indicates failure to comply with course requirements or a definite inability to comprehend the basic elements of the course.
- W indicates withdrawal without assignment of a grade.
- CR indicates credit for a course for which only credit rather than a letter grade is given on the transcript.
- NC indicates no credit for a course for which only credit rather than a letter grade is given on the transcript.
- AU indicates credit for an audit course when there is at least 80% attendance.
- I indicates an incomplete which is given only when extenuating circumstances prevent completion of work during the semester.

### **Incomplete Grade Policy**

An incomplete grade must be requested of the instructor by the student and will be granted only if the extenuating circumstances are sufficient to have made it impossible for the work to have been done before the end of the course. A request for an incomplete must be made prior to the last class period. Any conditions for receiving an incomplete grade and completing the course are set by the instructor and agreed upon in writing by the student at the time the incomplete is granted. A deadline for completing the course may not exceed 30 days after the course end date.

To give a student an incomplete grade in a course, an instructor completes an incomplete grade form and submits it to the Registrar. When the student has completed the work the professor then submits a final grade. After the deadline for completing has passed, any incomplete not replaced by a final grade submitted by the instructor will be administratively converted to the grade of "F" by the Registrar's Office. Courses that are considered credit/no credit will receive a grade of "NC" if the deadline has passed for completion of the incomplete agreement and a final grade of "CR" has not been submitted. Courses with a grade of "I" will not be used in calculating a student's GPA.

### **Retake Policy**

A student may repeat enrollment in a course because of a low or failing grade. Retakes can be accomplished only by re-enrolling in and completing a MCC course. If a course is retaken, the original course and grade line is marked as "retaken" on the transcript and removed from the grade point average as long as the most recent course grade is equal to or higher than the previous grade. The higher grade will be used in the grade point average computation.

Although there is no limit to the number of times a course may be retaken, a student may retake a course with subsequent removal of the prior grade from calculation of the grade point average only once for each course. A total of five courses may be considered as retaken for grade point average purposes during the student's academic career at MCC. Any grades obtained from retaking courses beyond these limitations will be used in calculating the grade point average. A retaken course will count only once toward meeting degree requirements. Additionally, any course retaken after completion of a bachelor's degree will not affect the credits or the grade point average applied to that degree.

## **Other Policies**

### **Christian Service**

The MCC philosophy of Christian service is based on the idea that both academic preparation and practical service activities are valuable in the college experience. Christian colleges have recognized and practiced this philosophy since Bible college accreditation began. A total of seven semesters of Christian Service is required for graduation in the traditional bachelor degree programs or a total of three semesters of Christian Service is required for graduation in the traditional associate degree programs. A total of three semesters of Christian Service is required for graduation in the LEAD and distance learning degree completion programs.

Christian Service is service for the glory of God, but it is also an integral part of the education program. Conversely, academic preparation is first of all directed toward future goals, but it is also presently strengthening the student's daily experiences and present forms of ministry. The idea might well be stated in this way: "Preparation is service and service is preparation."

The Christian Service program is guided by the Christian Service Committee which is represented by faculty, staff, and students. The Christian Service Handbook is available online for all students and defines requirements as well as outlines specific areas of service that are approved for this requirement.

A student with a Christian Ministry major must fulfill the following requirements in choosing Christian service hours each semester:

- Five general Christian Service credits (CHR 101 - CHR 105)
- Two credits from the chosen area of emphasis (CHR 131 & CHR 132). These credits will be supervised by the professor overseeing the primary emphasis.

A student not earning a Christian Ministry degree (ex: dual degree, Theological Research) must fulfill the following requirements of Christian service hours:

- Seven general Christian Service credits (CHR 101 - CHR 107)

A student enrolled in an associates degree or a degree completion program (LEAD and Distance) must complete three Christian service credits (CHR 101 - CHR 103).

Semester commitment and evaluation forms are kept on file and are subject to committee review before degrees are granted.

### **Final Examination Schedule**

All students are expected to take final examinations at the time scheduled. Only in cases of extreme emergency will published examination schedules be broken. Personal plans for after-school activities, including weddings, do not constitute emergencies. In case of emergency, the student should clear absences with the professors involved. At the option of the professor, a student's final examination may be waived on the basis of exemplary grades, attendance, and participation. The availability of this alternative and its conditions are to be specified in the course syllabus. This option is a matter of professorial discretion and is not a prerogative of the student.

### **Student Records Policy**

To protect the privacy of student records and to comply with federal law, MCC has implemented a policy regarding student records. This policy seeks to ensure adequate protection of student records while providing the necessary data for the institution and the community to conduct appropriate pursuits. The college will protect the confidentiality of student records and ensure they remain out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff will respect confidential information they encounter in the work place.

### **Definitions**

**Student** is defined as one who has attended or is attending Manhattan Christian College.

**Educational records** are records directly related to a student and maintained by MCC. These records do not include files kept in sole possession by individuals and used as a memory aid and are not accessible to any other person except a substitute for the maker of the record.

**Directory information** is defined in the catalog and is: a student's name, local address and phone number, permanent mailing address, e-mail address, classification, degree program, dates of attendance, admission or enrollment status, degrees and awards received, date of birth, and hometown.

**Confidential information** is the remainder of the student record that is not defined as "directory information."

**Record** means any information or data recorded by any employee in any medium, including, but not limited to: handwriting, print, tape, film, microfilm, microfiche, or any form of electronic data storage including e-mail.

### **Release of Directory Information**

The Registrar's Office releases directory information to anyone upon inquiry. A student may request the college to withhold directory information by submitting a request for non-disclosure to the Registrar's Office. Students must request a non-disclosure of directory information form from the Registrar's Office within one week after registering for classes. The Registrar's Office will notify other appropriate college offices regarding the student's request. The student must submit the request to withhold directory information each semester of enrollment.

### **Release of Confidential Information**

Each type of student record is the responsibility of a designated college official, and only that person or the vice president to whom that person reports has authority to release the record:

- Academic records: Registrar
- Admissions records: Vice President for Student Life
- Financial Aid: Director of Financial Aid

- Business records: Vice President for Business Affairs
- Alumni/Donor records: Director for Institutional Advancement

1. Confidential records will not be released without the written consent of the student involved, except in following instances: (a) to other college personnel, (b) concerning the student's application for financial aid, (c) in response to a judicial order or subpoena, (d) in a bona fide health or safety emergency, (e) to other schools at which the student seeks or intends to enroll, (f) to parents of a dependent student, or (g) to the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, or state educational authorities.
2. Each student is entitled to a copy of their academic transcript upon written request.
3. Documents submitted in support of a student's application for admission or for transfer credit will not be returned to the student nor sent elsewhere. The student should request another document from the original institution.
4. Faculty and administrative officers of MCC may review the academic records of any student by showing a need to know before an academic record is released.
5. The contents of the official folder of a student will not be sent outside the office of the Registrar or other record offices except in circumstances specifically authorized by the Registrar or the custodian of the other records.
6. A request for a transcript or other academic information from another institution of learning, which states the reason for the request, may be honored as a matter of institutional courtesy.
7. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's identity is to be published. The Registrar will decide validity of the study as it applies to education and the privacy rights of students.

### **When Records May Be Withheld**

Transcripts and future enrollment at MCC will be withheld due to delinquent accounts or official disciplinary action. Removal of the hold only occurs when the Registrar's Office receives written authorization from the official who originally requested the action.

### **Review and Challenge of Records**

Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. A student must submit a written request to the Registrar's Office to gain approval for the inspection. The student must conduct the examination of the academic record in the Registrar's Office.

A student has the opportunity to challenge or amend the contents of an academic record. Challenges must be made in writing to the Vice President for Academic Affairs. Written challenges must identify the record in question and provide a brief explanation of the reason for faulting the record. The Vice President for Academic Affairs will decide within 30 days of receiving the written challenge the validity of the challenge and notify the student of the decision. Changes to or comments about the academic record will only be made upon the approval of the Vice President for Academic Affairs.

A hearing may be requested if the student is still dissatisfied. The hearing, conducted by a hearing officer appointed by the president, will be held within two weeks. The student will have the opportunity at the hearing to present any relevant evidence. A decision will be rendered within two weeks after that hearing. The student may place a statement in the file if the result does not satisfy the complainant.

### **Complaints**

A student who believes that the college has not complied with federal law or regulations may send a written complaint to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-8520.

## **Frequently asked questions**

### **What is MCC's policy on the copying of transcripts from other institutions?**

Transcripts from other institutions along with other documents in a student's file are the property of Manhattan Christian College, and, as such are under the control of the Registrar's Office. Under Federal policy, the student has the right to view the documents in their file; the college is not required to provide or allow the making of copies of these documents. Transcripts submitted to MCC for admission or transfer of credit become the property of MCC, and cannot be returned to the student or forwarded to other institutions.

### **Why do MCC and most other colleges and universities have a policy that does not provide for the making of copies of transcripts from other institutions?**

1. Transcripts are a reflection of a student's record at an institution at a particular point in time (like a snapshot). The transcript may have been added to or changed by the issuing institution after MCC received its copy and consequently may not reflect the student's most current record.
2. Transcripts reflecting a current, complete, accurate and official record of a student's academic work are made available by the transcribing institution. MCC is concerned that those receiving and using the transcript work are from official and current documents, not copies.
3. MCC has no way of knowing whether a student wishes to use a copy of a transcript from another institution (with an incomplete record) to avoid having others see grades or other information which may be considered by the student to be negative (e.g. low grades, records of disciplinary actions). In other cases, students may have an account balance at the issuing institution, and may therefore be prevented from obtaining an official transcript until such obligations are met. As a professional courtesy, MCC honors the desire of the issuing institution to have official records obtained directly from that institution.

### **How can students get a copy of their records from other institutions?**

Transcript order forms that may be used to order transcripts from other institutions are available in the Registrar's Office. Fees vary; you may want to call the institution to find out the current rate or other institutional requirements or processes prior to ordering a transcript.

### **How can a one request a change on their college record, such as a name change?**

The official college records for all students (current, former and alumni) is under the control of the Registrar's Office. To change a name or address you can access the College Records Information Change form by contacting the Registrar's Office or online at: <http://www.mccks.edu/academics>.

