



# Mount Mercy College

Welcome to Mount Mercy College. We look forward to partnering with you as you begin your journey into graduate study. The Office of Graduate Studies is located in 303 Warde Hall. Please feel free to contact me with questions and/or concerns about your graduate experience. The faculty and staff of Mount Mercy are committed to offering you the highest quality education and take serious our commitment to student-centered learning.

This handbook lists the services available to you as a graduate student and the policies that govern Mount Mercy's graduate programs. Please take a few minutes to review this document and take advantage of the many opportunities available to you as a valued member of the Mount Mercy community.

Sincerely,



Melody A. Graham, Ph.D.  
Director of Graduate Studies

## **Graduate Programs**

Spring 2008 marked the beginning of graduate programs at Mount Mercy College. Founded by the Sisters of Mercy of Cedar Rapids, Iowa in 1928, Mount Mercy College began as a two-year women's college, and in 1957 began a four-year program, awarding the first bachelor's degrees in 1959. In 1960 Mount Mercy followed the mores and culture of the times and transitioned to a co-educational institution. The College began the Advance program in 1997, offering accelerated business classes in the evening and beginning a successful partnership with Kirkwood Community College. As Mount Mercy continues to evolve to meet the needs of its students and the community, the institution is proud to offer graduate education in the spirit of the Sisters of Mercy.

Mount Mercy's first graduate programs include Master's of Business Administration (MBA) and a Master's of Arts in Education with emphasis in Reading and Special Education

### **Special Education**

Society's understanding of special learning and behavior needs continues to grow and so does the demand for expertly trained professionals. This option lets teachers get an advanced degree with Special Education emphasis, whether or not they hold initial licensure in the field. Several degree options are available: Strategist I (K-6), Strategist I (7-12), Strategist II (K-12) or a master's in general special education.

### **Reading**

Professionals well-versed in the theory and practice of Reading are vital to helping today's diverse learners achieve success. Designed for teachers with or without a prior endorsement in the field, this program emphasis prepares specialists in K-8 Reading. Applicants seeking endorsement can meet this goal while completing graduate coursework tailored to the needs of experienced professionals.

### **MBA Program**

Characterized by its emphasis on ethical and socially responsible leadership, the Master's of Business Administration program will challenge students to think globally and strategically while using a multi-disciplinary approach to solving business problems. The Mount Mercy MBA is designed for working adults and will provide opportunities for students to practice strategic decision making and communication through a community centered, case study approach.

## **Graduate Student Services**

### **Academic Center for Excellence (363-1323, ext. 1208)**

The Academic Center for Excellence (ACE) is located in 242 McAuley Hall offers services that support student academic endeavors. Services such as testing accommodations and access to computer software, as well as help with mastering statistics are available at ACE. Services are personalized, flexible and designed to compliment and support academic performance. ACE offers day and evening hours, with weekend appointments available upon request. A wide spectrum of Mount Mercy College students use the Academic Center, but all have one goal in common: to bring their skills to a new level of excellence. Please call for an appointment.

### **Bookstore (368-6461)**

The College Bookstore is located on the upper level of Lundy Commons. Books, supplies, greeting cards, clothing, and personal items are available on a cash/charge (student ID or credit card) basis.

#### Bookstore Hours:

Monday – Thursday: 8:30 a.m. – 6:00 p.m.

Friday: 8:30 a.m. – 4:00 p.m.

1<sup>st</sup> Saturday of each month: 9:30 a.m. - 12:30 p.m.

### **Business Office (363-1323, ext. 6470)**

The Business Office is located on the first floor of Warde hall. Office staff members are available to help you with questions about billing.

#### Business Office Hours:

Monday – Thursday: 8:00 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.

If your employer offers any tuition reimbursement for your education, please read the following to qualify for deferred billing:

1. Call the Business Office before the first class to let them know that you have tuition reimbursement through your employer.
2. You will still receive a regular monthly billing statement; however, you will be allowed 60 days after the last day of each class to pay for that class without penalty.
3. Some employers reimburse for only tuition and some reimburse for books as well. If there is any item on your monthly statement that is not reimbursed by your employer those items will need to be paid by the due date on your statement.
4. If you need an itemized bill, which will state specific classes with the costs, call the Business Office and request those statements as needed. Statements may be mailed, faxed or picked up. A two-day notice is appreciated.

## **Campus Ministry (368-6478)**

Campus Ministry highlights its commitment to the Mission of the College by promoting purposeful and merciful living according to Gospel values. As part of a learning community of faith and reason, Campus Ministry supports the Catholic intellectual tradition, a worldview that inspires innovative thinking, probing inquiry, supportive interaction, and a strong belief in diversity – including religious diversity.

Located in the Busse Center, Campus Ministry hosts a variety of student-generated and student-focused activities that tap into people's thirst for a healthy relationship with God, others, and oneself:

- Sunday evening (8:30 p.m.) and Wednesday noon (12:05 p.m.) celebrations of the Eucharist
- Reconciliation and other worship services
- Sacramental preparation
- Retreats and vocational discernment activities
- Service and volunteer opportunities at home and away
- Formation in social justice
- Education for growth in one's faith

## **Career Services (368-6463)**

The Career Services Office provides comprehensive career counseling and programming to assist students at the graduate level. Career assistance is offered in an individualized manner, seeking to meet the current needs of the graduate student. Whether you are thinking about changing careers, need help with writing a resume or cover letter or are looking for new employment opportunities, Career Services is a helpful resource. Graduate students are welcome to attend any of the Career Services workshops offered on campus covering a variety of topics such as job interview skills, how to look for jobs, handling personal finances, applying for jobs, current job market trends and the annual Etiquette Dinner. The annual Career and Internship Expo held on campus is a valuable tool for graduate students to connect with area employers. The Career Services office is located in Lower Lundy Commons. Contact us by phone or email at: [careers@mtmercy.edu](mailto:careers@mtmercy.edu).

## **Computer Center (363-1323, ext. 4357)**

The main computer center is located in the basement of the Busse Center. In the Computer Center, students have access to e-mail, the World Wide Web, the Microsoft Office Professional suite of software, a variety of software designed for specific courses, and printing. Workshops and handouts are available to students. The Computer Center is open the same hours as the library. Students are also able to use a computer classroom on the third floor of Basile hall when the building is open. For computer problems, contact the Help desk at ext. 4357.

## **Counseling (363-1323, ext. 1257)**

Confidential counseling is available at no charge in the Counseling Center, located in Lower Lundy Commons. A licensed counselor assists students with a wide range of issues including: relationships, grief, domestic abuse, depression, anxiety, family problems, setting and attaining goals and problem solving. The counselor provides support and encouragement to students who are experiencing difficult times. Call to make an appointment or visit the Lundy Commons front desk. Evening appointments can be arranged.

## **Dining Services**

The campus dining room is located in McAuley Hall and is open to all students at regular meal times. Customers may pay with cash, debit/credit cards or may use their IDs. Gift cards are also available. The Mount Mercy food service also caters special events. The cafeteria offers continuous dining from 7:00 a.m. – 7:00 p.m. Food is available from the hot lines during the main meal times. Outside of the main meal times the salad and deli bar are available.

The Hilltop Grill is located adjacent to the McAuley Dining Room and offers food and snacks with day and evening hours.

### Hilltop Grill Hours:

Monday – Thursday: 7:30 a.m. – 11:00 p.m.

Friday: 7:30 a.m. – 8:00 p.m.

Saturday: Noon – 8:00 p.m.

Sunday: Noon – 11:00 p.m.

## **E-mail (363-8213, ext. 4357)**

Each student is assigned a Mount Mercy e-mail address. All College communication will be sent via the Mount Mercy email account, therefore it is very important that all students activate and check this account. Upon activation you may forward your e-mail to a different account if you choose.

## **Hennessey Recreation Center (363-1323, ext. 6472)**

The gymnasium, racquetball court, fitness area and weight equipment are available to all students. Priority for use of the gymnasium is given to athletic events, practices and intramural activities. Schedules are posted in Hennessey Rec Center's upstairs and downstairs entrances, and by the weight room. Racquetball reservations may be made one day in advance. Students will be asked to show their Mount Mercy ID to use the facilities.

### Hours of Operation:

Monday – Thursday: 7:00 a.m. – 10:00 p.m.

Friday: 7:00 a.m. – 7:00 p.m.

Saturday: 9:00 a.m. – 6:00 p.m.

Sunday: 1:00 p.m. – 10:00 p.m.

## **ICampus (398-6465)**

All students have access to ICAMPUS, a portal to a wide variety of college and library information. In your personal accounts there is a calendar, course sites, course scheduling information, a list of campus links, announcements, a place to put bookmarks to your favorite websites, and a link to library resources that are available when you are not on campus. To access your ICAMPUS account, contact Marilyn Murphy in the Busse Library by phone or e-mail at [marilyn@mtmercy.edu](mailto:marilyn@mtmercy.edu)

## **Library (398-6465)**

Busse Center is the learning resource center for the campus, housing both print and non-print materials and a variety of electronic resources. The library's online catalog, Horizon, and full-text periodical indexes are available over the campus computer network. Library services include: reference, interlibrary loan and library instruction. The campus media center, computer center and curriculum center also are housed in the Busse Library. Many of the library electronic resources may be accessed when off-campus through the LIBRARY tab in your ICampus account.

### Library Hours:

Monday – Thursday: 8:00 a.m. – midnight

Friday: 8:00 a.m. – 8:00 p.m.

Saturday: 9:30 a.m. – 5:00 p.m.

Sunday: 1:00 p.m. – midnight

To access from off campus: <http://www.mtmercy.edu/busse.htm>

## **Lost and Found (363-8213, ext. 1229)**

The Lundy Commons front desk stores lost and found articles. Missing items should be reported to Public Safety, 111 McAuley Hall. Items will be kept in Lundy for 90 days.

## **Lundy Commons (363-8213, ext. 1229)**

Located adjacent to the terrace level of McAuley Hall, Lundy Commons provides a place for students, faculty and staff to relax and socialize. Numerous services are provided at the main desk and include but are not limited to parking stickers, IDs, ticket sales, bikes, a copy and fax machine, discount tickets and information on student and family activities and events.

## **Parking (368-6477)**

All vehicles are required to display a current Mount Mercy parking sticker when parking on campus. Parking permits do not guarantee parking on campus in designated areas. All parking stickers are issued at the Lundy Commons front desk from 8:00 a.m. until midnight. Stickers must be permanently affixed with the adhesive of the sticker to the inside of the windshield in the bottom corner of the passenger side. One sticker for each student is included in tuition. Parking stickers are issued by the school year, not the calendar year. Commuter students may park in the following areas:

- ◆ The areas in the Prairie Drive lot NOT designed for faculty/staff or reserved for Hennessey vans.
- ◆ The 27<sup>th</sup> Street lot
- ◆ Lower Andreas lot
- ◆ The main drive with the exception for visitor, handicap (unless authorized by state of Iowa) and loading and unloading spaces
- ◆ From 5:00 p.m. to midnight on weekdays and all day on weekends, commuters may park in the following faculty/staff lots: Prairie Drive lot spaces near Donnelly and Hennessey; on the drive in front of Warde Hall (this does not include visitor and load/unload spaces); behind McAuley; lot near Busse Center and eastern two rows of space in lot behind Warde Hall.
- ◆ From 9:00 p.m. to 7:00 a.m. in the faculty/staff parking space in the Prairie Drive lot, from the Hennessey/Donnelly sidewalk to the Basile sidewalk.

Commuters who park overnight on campus must park in the Prairie Drive lot, Lower Andreas, or the 27<sup>th</sup> Street lot. No commuter vehicle may be stored on campus without permission from the Director of Public Security.

## **Public Safety (363-1323, ext. 1234)**

The College maintains a public safety program, which includes checks of all campus buildings and parking areas. If you would like an escort to or from the parking area, please call the McAuley switchboard (0). College IDs and parking stickers are issued from the Lundy Commons front desk. Security cameras record activity in many places on campus and there are security phones available throughout the campus. If you have concerns about security, please contact the director of public safety.

## **Registrar (363-1323, ext. 1845)**

The Registrar's office is located on the second floor of Warde Hall. Services offered include registration for classes, transcripts, course schedule information and veteran's affairs.

# GRADUATE POLICIES

## Admissions

### Admission as a Degree Seeking Student

Applicants desiring admission to Mount Mercy College graduate programs apply through the Admissions Office and must meet the graduate admissions criteria. Final admission decisions rest with the academic program. To be considered for admission an applicant must:

1. Hold an undergraduate degree from a regionally accredited college or university, or an equivalent degree from an accredited institution outside of the United States. Documentation of degree equivalencies must be submitted by an agency authorized to do so.
2. Have a minimum cumulative grade point average of 3.0 and an undergraduate record that reflects ability to be successful in graduate studies. If a student has a GPA less than 3.0, see the policy on Conditional Admission below.
3. Provide a personal statement that demonstrates solid writing skills and motivation for graduate studies. See application form for further instruction.
4. Submit two letters of recommendation, preferably from faculty and/or work supervisors, who can attest to an applicant's ability to be successful in graduate studies. See application form for further instruction.
5. Complete any requirements from the specific area of study.
6. Pay \$25 application fee.

Program specific requirements are as follows:

#### **Master's of Arts in Education**

1. Bachelor's degree in teaching
2. A valid teaching license or be eligible for a teaching license.
3. Resume that lists past and current teaching experience

#### **Master's of Business Administration**

1. At least 24 years old
2. Three (3) years of full-time work experience. (Provide a resume to document this work experience.)

An application is complete when the applicant submits the following required items:

1. A completed Mount Mercy College application, including personal statement, and two letters of recommendation.
2. Official transcripts of all previous academic work from which undergraduate and graduate grade point averages can be computed. Transcripts should be mailed directly to the Admissions Office. Official transcripts must be submitted in a sealed envelope and display the appropriate seal and signature of the institution.

### **Conditional Admission**

An applicant who does not meet the above criteria may qualify for either admission or conditional admission upon an interview with the Graduate Studies Program Director and approval of the Graduate Admission Committee. Students admitted on a conditional basis will be apprised in writing of the conditions they must fulfill in order to achieve regular admission status. The maximum number of graduate credits that can be earned while in conditional status is 12.

Applicants who are admitted prior to completing required undergraduate prerequisites will be required to fulfill those prerequisites prior to full admission to the program.

### **International Students**

Mount Mercy College welcomes international students to its campus, recognizing that they enrich the educational experience for all students by contributing to the intellectual, social and cultural diversity of the College community. The following additional items are required for admission for international students.

1. Official or true certified copies of the applicant's post-secondary academic record (transcripts, examination scores, mark sheets, etc.) in both English and the original language.
2. Official or true certified copies of the applicant's diploma or degree certificate in both English and the original language.
3. Documentation of English language proficiency for all non-native speakers of English. The College accepts only the Test of English as a Foreign Language (TOEFL). Minimum scores required are:

- a. 570 on the paper-based version
  - b. 88 on internet version (iBT)
4. Proof of comprehension and conversational proficiency as indicated by a 23 or higher on the TOEFL speaking subsection and interview with the Program Director (phone interview can be substituted.)

### **Graduate Special Student Status (or Non-degree Status)**

A student with a baccalaureate degree who wishes to earn graduate credit, but not a graduate degree, may be accepted for admission to study as a graduate student with special status. Credits earned as a graduate student with special status with a grade of "B" or above may be applied to a graduate degree at Mount Mercy College, upon admission to the program and with the approval of both the Director of Graduate Studies and the Program Director. Special student status students are not eligible for financial aid.

### **Transfer Policies**

Students may transfer in graduate courses upon the approval of the Program Director. The maximum number of transferable credit hours is 9. Credit allowance for graduate courses is considered on an individual basis, however student must have earned a "B" or higher for the course to be considered. Course syllabi, college catalog, and a sample of previous course work may be requested for consideration of a class.

### **Readmission**

When a student withdraws or is terminated from any of the graduate programs at Mount Mercy College, a recommendation will be made by the Program Director at the time of withdrawal or termination about whether the student will be eligible for readmission. Documentation of this recommendation will be maintained.

The student who has withdrawn or has been terminated from any graduate program and wishes to be readmitted will be considered for readmission by the Program Director according to the following criteria: the recommendation made by the Program Director at the time of the student's withdrawal or termination; evidence student has improved in needed areas of improvement.

Students who wish to be readmitted to a graduate program must complete the application process through Admission.

### **Policy on Admission of Undergraduates**

Mount Mercy College seniors who meet the following criteria may take graduate courses for graduate credit:

1. They have senior status
2. They are eligible for admission to graduate study
3. They limit their load to a maximum of 15 credits for the semester, including undergraduate and graduate credits.
4. They file an application for admission to the graduate program and secure the approval of the division in which they wish to earn graduate credit.

Undergraduate students admitted to graduate study under this policy may earn a maximum of 12 graduate credits. Graduate credits earned under this policy may be applied to a graduate program only with the approval of the appropriate Program Director.

### **Grading Policies**

Graduate courses are graded as follows:

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.00
C-	1.67

F Failure: no credit earned. A student earning an "F" grade may not repeat the Course for which the "F" was received without the approval of the Program Director.

I Incomplete: a temporary grade given only when extenuating circumstances prevent completion of all course work on time.

P Pass: a mark used to show satisfactory performance.

W Withdraw: A non-punitive grade which will be entered on the permanent record if a student withdraws from a class within the published withdrawal period.

The cumulative grade point average is calculated by dividing cumulative grade points by cumulative hours graded. Transfer course grades will be included in the cumulative grade point average.

### **Academic Standing/Probation**

A student is required to achieve a minimum grade point average of 3.0. A student whose cumulative grade point average falls below 3.0 will be placed on probation and the student will have two enrolled terms to remove that status. If the student fails to earn a minimum grade point average of 3.0 within that time, the student will be dismissed from the program.

Only two "C" grades are permitted in the graduate program. A third grade of "C" or below will result in academic dismissal from the program. No course with a grade of "C-" or below will count toward a graduate degree. Any grade of "F" may be cause for dismissal from the program. A second "C" (or below) in a repeated course may be cause for dismissal from the program. Dismissals may be appealed through the appeal process.

Departments can identify courses in which a "B" is the minimum grade required.

### **Incomplete Grades**

The incomplete (I) is a temporary grade given only when extenuating circumstances prevent completion of all course work on time. To remove an incomplete grade, a student must complete all required work in the course no later than 30 days from the close of the term. Failure to do so automatically results in failure in the course. Extensions may be given by the course instructor.

### **Repeating Courses**

A student receiving a "C+", "C" or "C-" may repeat a graduate course once. A maximum of two different courses in a student's degree program may be repeated. Both the original course and the repeated course remain on the transcript. The cumulative grade point average will include only the second grade.

## **Academic Policies**

### **Adding and Dropping a Class**

Courses may be added up until six (6) business days prior to the first class meeting. Courses must be dropped prior to the last class meeting. See published schedule for actual dates. Also, see the refund policy for financial implications for dropping and adding courses. After conclusion of the add/drop or withdrawal period, all change requests must be approved by the Program Director. Late add and drops are limited to unusual circumstances that can be documented in writing.

### **Second Master's Degree**

A student may pursue a second Master's Degree at Mount Mercy College. The degree must be significantly different from the initial degree. A maximum of 12 credits from the initial degree may be accepted toward the Mount Mercy College degree.

### **Attendance**

Attendance requirements in graduate courses are established by programs and individual instructors. Attendance policies are stated in each course syllabus.

### **Statute of Limitations and Leaves of Absence**

Students enrolled in a graduate program must complete all degree requirements no later than six years after the date of first enrollment in the program. A student may petition the Graduate Director for an extension for a limited period if such extension is sought before the five-year limit expires.

Students desiring a Leave of Absence must meet with the Program Director to complete the appropriate paperwork. If the leave is granted the student must return to the College within one year. Students who do not return at the end of the leave will be withdrawn from the program and must submit a petition for subsequent readmission. An exception to this time period will be made for students called to active duty in the military. Students are required to provide proof of deployment prior to being deployed.

## **Tuition/Financial Aid**

### **Withdrawal/Refund Policy**

A student's final bill will be determined on the last day to add classes for each term. This is generally seven (7) days after the beginning of the term and is referred to as the final bill date. Before the final bill date students may adjust their class schedule without incurring add/drop fees. Students who withdraw from the College after the final bill date may be eligible to receive a refund of a portion of the tuition charged for the semester. The tuition refund schedule follows the federal financial aid guidelines. Please contact the Business Office for more information regarding tuition refund amounts.

Students in the MBA program must drop a course prior to the class beginning in order to avoid being charged for the class. If the course is dropped on, or after the start of the class, but prior to the second day of class, the student will receive a grade of "W" on the academic transcript reflecting the withdrawal, but will not be charged. Students dropping the course during the second day of class, or after, will be charged 100% of the tuition. Students that are "No-Showed" (removed from the class due to non-attendance) for a given course, after the course has started, will receive a grade of "NA" and will be charged 100% of the tuition for the course.

### **Tuition**

Tuition is charged per credit hour. Current tuition rates are:

Master's of Arts in Education	\$390 per credit
MBA	\$500 per credit

Education Students may take advantage of the Mercy Payment Plan which allows tuition to be paid in four (4) equal installments due on the tenth day of August, September, October and November for fall semester and the tenth of February, March, April and May for spring semester. Students are eligible for the Mercy Payment Plan unless:

1. The student is reimbursed by their employer
2. The student account is considered delinquent
3. A student at anytime has declared bankruptcy in which a College account has been written off.

## **Delinquent Accounts**

All students, except those on employer reimbursement, are required to have their entire account paid in full by the last day of class. Any balance remaining after this date will be considered delinquent.

Students who are reimbursed by their employers are required to have their entire account paid in full within 60 days of receiving their grade report for each class or their account will be considered delinquent. It is the student's responsibility to notify the Business Office that s/he is eligible for employer reimbursement.

Students with delinquent accounts may be subject to the following actions until the balance is paid in full.

- a. All current and future registrations will be cancelled
- b. All financial aid for future terms will be cancelled
- c. All student account privileges will be revoked
- d. Official transcripts will not be made available
- e. Interest of 18% per annum will be assessed on the unpaid balance
- f. Accounts will be turned over to a collection agency unless arrangements have been made for the timely payment of the delinquent amount due.

## **Additional Fees**

(All fees are non-refundable)

Application fee	\$25
Audit fee for a regular course	\$500
Course drop fee	\$5
Mount Mercy ID replacement card fee	\$5
Official Transcript	\$5
Additional Parking Stickers	\$2
Replacement Diploma	\$20
Returned check	\$25

## **Grievance Procedure**

Grievances may arise in the following areas or situations:

1. Allegations of inadequate supervision or instruction which the student feels hinders his or her ability to function adequately
2. Disagreement with an evaluation of classroom or clinical performance.
3. Disagreement with faculty's decision regarding discontinuation of progression in the program(s) in question
4. Disagreement with faculty or administration decision in other categories that would delay or prohibit progression in the program(s)
5. Disagreements with College administrators and/or College administrative staff members.

### **Required Steps before Initiating a Formal Grievance**

1. Within 15 working days of the alleged injustice the student may initiate a conference with the involved person or persons to determine if he/she can resolve the problem(s) at this level. If the student decides not to initiate such a conference, he/she may not initiate a formal grievance.
2. A response from the involved faculty/administrative personnel to the student must be given within 5 working days.
3. If the student considers the response unacceptable and inconsistent with the alleged injustice, the student is to inform the involved faculty and/or College administrative staff member(s) within five working days that the response is considered unjust.
4. Then, if the student chooses, the student may initiate a grievance conference with the Program Director to whom the faculty/administrative personnel involved is responsible. A response to the student from the Program Director is due within 5 working days of the latter's receipt of the student's request for a grievance conference.

## Formal Grievance Procedure

1. The formal written "Statement of Grievance" is to be submitted to the Director of Graduate Studies within 10 working days following the student's grievance conference with the Program Director. The student may select an uninvolved faculty member to assist him/her in working through the steps of the grievance procedure.
2. The formal "Statement of Grievance" must include:
  - a. the date(s), time(s) of day, and setting relevant to the alleged injustice
  - b. names of the person or persons involved
  - c. the nature of the problem and alleged injustice.
  - d. a narrative, objective description of events relevant to grievance.
  - e. the student's previous attempts to resolve the problem and the specific results of those attempts.
  - f. objective assessment(s) with documentation concerning specific aspects of the alleged, initial injustice and subsequent responses from involved faculty member(s) and/or administrative personnel.
3. Within 5 working days following step 1 of the formal grievance procedure, the Director of Graduate Studies has the responsibility to convene a committee that will hear both sides. This committee shall consist of persons representing the following categories:
  - a. Director of Graduate Studies serves, with no vote, as chair of the grievance committee. All other members shall vote.
  - b. One full-time Mount Mercy graduate faculty selected by the student.
  - c. One full-time Mount Mercy graduate faculty member selected by involved faculty or administrative staff member.
  - d. One graduate student representative, selected by the student, from the same class, specialty, or major field as the student.
  - e. The Program Director to be replaced by the department chairperson if the Program Director is the involved faculty member.
  - f. The College's Equal Opportunity Officer representative, if different from all of the above.

**Note:** *The student and the involved other individual have the responsibility for informing the Director of Graduate Studies of the name of each person selected by each of them within 1 working day of the student's distribution of the Statement of Grievance.*

4. Student shall receive the written recommendation of the committee, postmarked no later than 3 working days after the final meeting of the committee. Copies of the recommendation shall also be sent to the involved faculty member and the Program Director.
5. The committee chairperson shall also send the committee's recommendation to the Provost, who shall report in writing, normally within 5 working days, his decision to the committee the parties concerned. The Provost's decision is final.

## **Academic Integrity**

Students will sign an acknowledgment at the beginning of their enrollment at Mount Mercy College that they have been informed of the College's Academic Integrity Policy. At the initial registration, each student will receive a copy of the policy and will sign an acknowledgment form to be retained in the advising folder.

All information regarding cases of suspected or confirmed Academic Dishonesty will be provided to only those with a need to know. Any suspected incident or dispute shall be raised to the appropriate party within **five (5) days** of obtaining knowledge of the alleged violation. The following defines procedures, responsibilities and timelines for reporting suspected incidences of Academic Dishonesty.

### **Informal Faculty Resolution**

The College encourages faculty members and students to informally resolve incidents of alleged academic dishonesty. Faculty members have the discretion to resolve cases of suspected academic dishonesty or misconduct on their own, including determining the consequence imposed. Upon accusation of academic dishonesty or misconduct, the student or the faculty member have the right to refer the incident to the Program Director or the Academic Integrity Committee.

A written record of a faculty resolved incident of academic dishonesty or misconduct, signed by the student, will be sent to the Academic Integrity Committee by the faculty member. The record will detail the suspected academic dishonesty and the outcome.

### **Program Director Resolution**

The Program Director may attempt to mediate and resolve the dispute over the suspected academic dishonesty or misconduct. If either the student or faculty member is not satisfied with the outcome, either party has the right to refer the incident to the Academic Integrity Committee.

A written record of a Program Director resolved incident of academic dishonesty or misconduct will be sent to the Academic Integrity Committee by the Program Director. The record will detail the suspected academic dishonesty and the outcome, and will be signed by the student.

### **Academic Integrity Committee Resolution**

**Self-Referral:** Students who commit acts of academic dishonesty or misconduct may refer themselves to the Program Director within **five (5) days** of their violation. The Program Director will forward the matter to the Director of Graduate Studies. The incidence will be reported to both the instructor as well as the Academic Integrity Committee who will maintain a record of the incident. If agreeable with the instructor, a first offense will not meet with disciplinary action; however, the Committee may refer the student for counseling and/or wish to speak with the student about the offense. The student will still be required to complete the assignment or complete a different assignment after consultation with the instructor. Repeated offenses, although self-reported, will not be tolerated and will require a decision by the Academic Integrity Committee as to appropriate action.

**Referral by a Faculty/Student:** In the event that an alleged incident of academic dishonesty or misconduct cannot be resolved informally with the student and faculty member, and/or the Program Director, the student or faculty member shall provide written documentation of their concerns to the Director of Graduate Studies, within **five (5) days** of the faculty member or Program Director's decision.

## **Procedure Following Referral to the Academic Integrity Committee**

1. The Director of Graduate Studies shall notify the Academic Integrity Committee **within three (3) days** of receipt of a complaint.
2. The Director of Graduate Studies shall notify the interested parties in writing of the specific allegations of Academic Dishonesty **within three (3) days** of the referral to the Director of Graduate Studies, including a request for the submission of relevant written materials. Interested parties will then have **five (5) days** to submit any relevant materials to the Director of Graduate Studies office.
3. The Director of Graduate Studies will provide all materials to the Academic Integrity Committee. Upon receipt, the voting members will decide within **three (3) days** whether the allegations warrant a hearing. A vote of one of these members will warrant a hearing, otherwise the allegations will be closed because there is not sufficient evidence to proceed.
4. If a hearing is warranted, the chair will notify all parties and schedule a hearing **within ten (10) days**. The chair will contact all parties in writing, along with the Director of Graduate Studies, providing a brief statement of why a hearing was not warranted.
5. Within these ten (10) days, the Academic Integrity Committee may gather relevant information to the case. The Academic Integrity Committee may solicit information from other students in the class or other members of the Mount Mercy College community at their discretion or upon request of any person involved in the allegation. At the hearing, the Academic Integrity Committee will meet with all parties and witnesses. The proceedings will be recorded; this record will be available on a need to know basis and maintained in the Director of Graduate Studies office.
6. If the student wishes to challenge the allegations of Academic Dishonesty, he/she must appear before the Academic Integrity Committee at the hearing. If a student does not appear at the hearing, the student waives all rights of appeal. In the event of a conflicting schedule, a faculty member may choose not to attend the hearing and allow his/her written materials to state his/her side of the case.

7. If the student wishes to admit to the charges, he/she must state so in writing to the Academic Integrity Committee, which will consult with the student and instructor to determine the appropriate action.
8. A decision, by majority vote of the voting members present at the hearing, shall be made based on the evidence presented at the hearing, along with other relevant materials gained through investigation by the Academic Integrity Committee. A written letter with findings and recommendations shall be prepared by the Committee and submitted to the Director of Graduate Studies, along with copies sent to both parties, **within three (3) days** of the hearing. The Committee shall refer to section IV for possible consequences.
9. Once the findings and recommendations of the Academic Integrity Committee are submitted, **within three (3) days** the Director of Graduate Studies shall issue a final decision and notify in writing the interested parties and the Academic Integrity Committee. The Director of Graduate Studies may consider additional information prior to making the decision.
10. After receiving the final written decision of the Director of Graduate Studies, any party to the dispute may appeal this decision. A written letter summarizing the grounds for contesting this decision must be submitted to the Provost of the College, 210 Warde, **within three (3) days**. **Within thirty (30) days**, the Provost shall render a final written decision based upon review of the submitted information, findings, and recommendations. A copy shall be provided to the involved parties, the Director of Graduate Studies, and the Academic Integrity Committee. The decision of the Provost is final.

## **Weather Policy**

### **Cancelled Classes**

The decision to cancel classes due to inclement weather will be made the evening before or the morning of a regular business day by the College Administration. If classes have not been cancelled but weather conditions deteriorate during the day, classes may be cancelled during the regular business day. The decision regarding whether or not to hold evening classes will be made by 5:00 p.m. In all cases, the determination will be made based on the severity of the weather, area road conditions, and campus conditions.

## Locations for Announcements

Online: [www.mtmercy.edu](http://www.mtmercy.edu)

Weather Voicemail: 363-1323, Ext. 1532

Switchboard: On campus, dial "0"; off-campus, dial 363-8213 or 363-1323

Television: KCRG-TV9  
KGAN-TV2  
KWWL-TV7

Radio: KZIA-FM Z102.9  
KHAK-FM 98.1  
KDAT-FM 104.5  
KRNA-FM 94.1  
KCKK-FM 88.3  
WMT-FM 96.5  
WMT-AM 600  
KMRY-AM 1450

**School Notification System (SNS):** Cancellation alerts are also available instantly to employees and students via their personal cell phones, pagers and inbox. Log onto [www.mtmercy.edu](http://www.mtmercy.edu), click on the SNS logo and follow the instructions.

(All policies have been approved by the Graduate Policy Council, Fall 2007)