



2009-10 Eastern Mennonite University Graduate Catalog

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General Information

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The information in this Graduate Catalog applies to the academic year 2009-10. The university reserves the right to change programs of study, academic requirements, the announced university calendar and other matters described herein without prior notice, in accordance with established procedures. This Graduate Catalog is descriptive and is not to be construed as a legal contract.

Acknowledgements

Editor: P. David Glanzer; Lois R. Shank

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Accreditation

Eastern Mennonite University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Mennonite University. The university is certified to operate by the State Council of Higher Education for Virginia. The teacher education department at Eastern Mennonite University is accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Ave., NW, Suite 500, Washington, DC 20036; phone (202) 466-7496. This accreditation covers initial teacher preparation programs and advanced educator preparation programs. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel. The program is approved by the Virginia Department of Education. The Graduate Counseling Program is accredited by the Council for Accreditation of Counseling and Related Educational Programs. The Graduate Counseling Program also is approved as a training program by the American Association of Pastoral Counselors (AAPC).

Nondiscriminatory Policy

EMU does not discriminate on the basis of gender, race, color, age, handicap, national or ethnic origin in administration of its employment and educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs. EMU's designated coordinator for matters related to nondiscrimination policies is the provost, telephone 540-432-4105.

FERPA Provisions for Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the university registrar a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the students of the correct official to whom the request should be addressed. □
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the University to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official had a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and the address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-5920.

FERPA-based Definition of Directory Information

Eastern Mennonite University's current definition of directory information is listed below in accordance with the Family Educational Rights and Privacy Act of 1974 as Amended.

Should you wish not to have this information released, please make a formal request in writing to the university registrar prior to September 5, 2008. You must sign and date request. Any request will be honored for the 2008-09 academic year only. Directory Information may be unconditionally released to the public without the consent of the student, unless he/she has specifically asked that prior consent be obtained before releasing such information. Directory Information includes:

- ◆ a student's name and enrollment status (full-time or part-time)
- ◆ address and telephone listing (permanent, local, or residence hall)
- ◆ date of birth
- ◆ major and minor field(s) of study
- ◆ participation in officially recognized activities and sports
- ◆ weight and height of members of the athletic teams
- ◆ dates of attendance
- ◆ degrees, awards, and honors (including Dean's List and graduation honors) received
- ◆ the most recent previous education institution attended by the student
- ◆ student level
- ◆ degree sought and anticipated graduation date
- ◆ photograph
- ◆ email address

Students will be notified each year by the university registrar's office as to what is considered Directory Information.

Statement of Legal Control

According to Article IV of the Articles of Incorporation "The affairs of the corporation shall be managed by a Board of . . . Trustees The Board of Directors of Mennonite Education Agency, Inc., a religious corporation organized under the laws of the State of Indiana shall appoint three-fourths of the Trustees and the Board of Trustees shall appoint one-fourth of the Trustees"

Historical Sketch

The year 1917 was a year of revolution and war—revolution in Russia and, for Americans, first-hand encounter with modern warfare as the United States entered World War I. It seems, in retrospect, an inauspicious time for pacifist Mennonites who abhor war and revolution to be launching a new educational venture. But the people of God respond to a time clock governed by faith. Therefore, the humble beginning of Eastern Mennonite University in the peaceful Shenandoah Valley of Virginia provides a moving counterpoint to a year of rapine and violence seldom matched in the annals of human history.

Eastern Mennonite School, as it was first called, began as a Bible academy and is now a fully accredited university with 1,600 students in the undergraduate, seminary and graduate programs. EMU was founded to provide a setting for young men and women of the Mennonite Church to deepen their biblical faith, study the liberal arts and gain specific skills in a variety of professions.

That tri-part objective has remained central to the purpose of the university, and its history is the story of an ever-broadening curriculum and program. In 1930 the university was accredited by the Virginia Board of Education as a junior college. Seventeen years later, in 1947, a four-year degree program was approved by the state of Virginia, and regional accreditation by the Southern Association of Colleges and Schools was achieved in 1959.

By 1965 a graduate theological school had evolved. Eastern Mennonite Seminary, which seeks to prepare persons for Christian ministry--especially in the local congregation--offers an intensive, well-rounded program of biblical, theological, historical and practical studies.

During the early 1970s, the university instituted a unique interdisciplinary core curriculum, Christianity and Civilization. That program has evolved into a core curriculum entitled the Global Village Curriculum which is not only interdisciplinary but also cross-cultural in its focus.

The first graduate program (other than seminary)--counseling--began in 1993. It was followed by two others in the next two years--conflict transformation and education. An adult degree completion program was established in 1994 and an MBA program was added in 1999.

The school's name was changed from "college and seminary" to "university" in 1994. Biblical studies, liberal arts, graduate programs and professional training--EMU is still evolving, but its roots reach deep into Mennonite heritage which takes history seriously and reveres humble service guided by faith and knowledge.

Mission Statement

Identity

A leader among faith-based universities, Eastern Mennonite University emphasizes peacebuilding, creation care, experiential learning, and cross-cultural engagement. Founded in 1917 in Harrisonburg, Virginia, EMU is an educational institution of Mennonite Church USA. EMU serves students of diverse religious and cultural backgrounds and confers undergraduate, graduate, and seminary degrees.

Mission

EMU educates students to serve and lead in a global context. Our Christian community challenges students to pursue their life calling through scholarly inquiry, artistic creation, guided practice, and life-changing cross-cultural encounter. We invite each person to follow Christ's call to bear witness to faith, serve with compassion, and walk boldly in the way of nonviolence and peace.

Vision

EMU envisions a learning community marked by academic excellence, creative process, professional competence, and passionate Christian faith, offering healing and hope in our diverse world. To this end, we commit ourselves to do justice, love mercy, and walk humbly with God.

Shared Values

EMU embodies the enduring values of the Anabaptist tradition: Christian discipleship,

community, service, and peacebuilding. Together we worship God, seek truth, and care for God's creation.

Approved by the EMU Board of Trustees June 28, 2008

Location

Eastern Mennonite University is located in the heart of the scenic and historic Shenandoah Valley of Virginia. Situated in Harrisonburg, a city of 40,000 people, EMU is fronted on the east by the Massanutten and Blue Ridge mountain ranges. To the west lie the Alleghenies. Only 125 miles from the nation's capital and 115 miles from Richmond, the state capital, EMU has an ideal location for historical and cultural field trips. Harrisonburg is served by Interstate 81 as well as two national highways, U.S. 33 and 11. The Shenandoah Valley Regional Airport, about 15 minutes from the university, provides regular air service.

In addition to the Harrisonburg campus, EMU operates a site in Lancaster, Pennsylvania for working adults. This site, known as EMU at Lancaster, is located at 1846 Charter Lane in the Greenfield Corporate Park. Programs offered at this location include an RN-BSN program, Master of Arts in education program, associate in arts in pastoral ministries program, and seminary classes. The facility houses three classrooms and administrative offices.

Academic Policies

The information in this Graduate Catalog applies to the academic year 2009-10. The university reserves the right to change programs of study, academic requirements, the announced university calendar and other matters described herein without prior notice, in accordance with established procedures. Each graduate student should understand that published descriptions of degree requirements establish only minimum requirements. It is the prerogative of the graduate program to make changes in degree requirements at any time. Graduate students must meet university graduate student policies and individual program policies. In lieu of no specific EMU graduate program policy, the individual graduate department policies apply. This Graduate Catalog is descriptive and is not to be construed as a legal contract.

Academic Integrity

Eastern Mennonite University fosters a culture where faculty, staff, and students respect themselves and others. In this culture, faculty, staff, and students gain confidence in their desire and ability to discover their ideas, construct new knowledge, and think critically about their own ideas and the ideas of others. In doing so, EMU community members grow as competent thinkers and writers.

EMU faculty and staff care about the integrity of their own work and the work of their students. They create assignments that promote interpretative thinking and work intentionally with students during the learning process. Honesty, trust, fairness, respect, and responsibility are characteristics of a community that is active in loving mercy, doing justice, and walking humbly before God.

At EMU, academic integrity means

- honesty in producing one's own work.
- use of documented course information and aids.
- submission of work that is one's own.
- honesty in representation of research results, one's credentials, and facts or opinions.
- honesty in use of technology, including cell phones and the Internet.
- honesty in acknowledging sources used in research and presented in papers and other assignments.
- honesty in establishing and maintaining the appropriate parameters of collaborative work.

Academic integrity includes

- documenting and citing work that was created for a previous assignment, whether for the current course or for another one.
- using accurate quotations. When used, quotations are exact, word-for-word as they appear in the original document. Every quotation, including a short phrase or a single word if it is unusual, includes the required citation and quotation marks.
- using appropriate documentation when using words from a class speaker, including the class instructor, in an assignment, i.e. cite professors' lectures.
- using appropriate paraphrasing with documentation. Paraphrasing is more than rewording the original material. It must be nearly entirely in the writer's own words, using new phrases and synonyms. The writer may repeat technical terms. Place quotation marks around any exact words that are retained. The sentence structure should not be the same as in the source. In the paraphrase, do not add interpretations, ideas, and assessment that are not in the original source.
- using common knowledge appropriately. Common knowledge is information that is easily observed, commonly reported facts (George Washington was the first president of the United States.), or proverbs. Common knowledge does not need to be cited, but be certain that these words are in the public domain. When in doubt, ask the professor.

EMU defines **plagiarism** as occurring when a person presents as one's own someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source (adapted from the Council of Writing Program Administrators, 2005, <http://www.wpacouncil.org>).

Academic integrity violation for students may be evidenced as a **minimal violation** of academic integrity codes, which includes doing the following **without appropriate documentation**:

- using a minimal number of distinguishing words from a source.
- re-arranging the word order of a sentence.
- producing a similar sentence or style from a source.
- using an idea or argument from a source

(These items are adapted from "Westmont College Plagiarism Policy" [2002] [www.westmont.edu/_academics/pages/provost/curriculum/plagiarism/.](http://www.westmont.edu/_academics/pages/provost/curriculum/plagiarism/))

A **substantial violation** of academic integrity codes includes (but is not limited to)

- cheating on a quiz, test, or exam.

- copying or attempting to copy someone else's work, including paraphrasing or quoting a professor's classroom lectures, handouts, and presentations without appropriate documentation.
- falsifying results and credentials, withholding data, misrepresenting facts.
- using someone else's work as one's own work.
- using quotations with no documentation.
- using an online source by copying and pasting with no documentation. Online sources may appear free. In this case, *free* means economically free. While a source may not be paid for, it is to be used only for its specified use. A citation must be given if words, graphics, or ideas are used.
- presenting material as one's own from a site that sells essays. Some of the papers-for-sale sites do have disclaimers that state the work must be cited. Remember, if a source can be found, the professor can also find it.
- frequently committing minimal violations within a single document or repeatedly over time.

Undergraduate academic departments and graduate units are responsible for establishing right-of-use parameters for non-print materials (e.g. presentations).

Academic Integrity Violation Procedures

(Graduate, Seminary, and Undergraduate) When a student violates academic integrity values, the student and professor/advisor will work together to restore the student to community.

Procedures for Minimal Violations

When a first-time minimal violation is noted in a project, the professor will use this as an opportunity to teach the student/s explicitly about academic integrity. Faculty should keep internal records of minimal violations. When a second minimal violation occurs, either within the same class or in multiple classes with the same instructor, faculty will document this as a substantial offense by submitting a Violation of Academic Integrity Report to the respective Dean.

Procedures for Substantial Violations ¹

At EMU, when academic integrity codes are violated to this level, the following procedure will be followed.

The professor will

- notify the student of the violation.
- determine whether the student is guilty of the violation.
- contact the respective Dean's office to check on previous student violations in order to determine first, second or third offense.
- document the finding and the action either taken (First-time offense) or repeated (Second and Third-time offenses) on the Violation of Academic Integrity Record.
- meet with the student to obtain the student's signature, either acknowledging her/his violation or acknowledging discussion in which the professor explained the charges to the student. In the event that a student refuses to sign, the professor will document that the violation was discussed with the student and the student refused to sign. (Under some circumstances, the professor may want to request another professor present as witness. Students have the option to include a faculty or staff member, e.g. academic advisor, student life personnel, coach.)
- submit the Violation of Academic Integrity Record to the respective Dean.

The respective Dean's office will

- inform the Vice President for Student Life of violations and actions taken.
- follow steps for Second and Third-time offenses.

The student will either

- accept the decision or
- submit an appeal by following the *Appeal Procedures*. (See respective catalog.)

Graduate Catalog www.emu.edu/catalog/graduate/general/academics

Seminary Catalog <http://www.emu.edu/seminary/catalog>

Student Handbook, University Policies, <http://www.emu.edu/studentlife/studenthandbook>

Consequences for Students

1. *First-time substantial violation* : If a student cheats on a quiz, test, or exam or plagiarizes material in an assignment, the quiz, test, exam, or assignment receive an F or 0 grade at faculty discretion. For an extreme first time offense, a professor may give the student an F for the course (e.g. essay taken from Internet, test answers from another source). At the discretion of the professor, educational and restorative outcomes could include enrolling in an Academic Integrity workshop, provided by EMU's Writing Program Director, revising and re-submitting the assignment.
2. *Second-time substantial violation* : If the student repeats the above violation in the same or another course or commits another violation in the same or another course, a professor may give the student an F for the course, and the student may receive a Letter of Probation. (See *Student Handbook*, University Policies, <http://www.emu.edu/studentlife/studenthandbook>)
3. *Third-time substantial violation* : If the student commits the violation for the third time, the professor may give the student an F for the course, and the student may receive a Letter of Indefinite Suspension/Disciplinary Withdrawal. (See *Student Handbook*, University Policies.)
4. Upon re-enrollment and a subsequent violation, the professor may give the student an F for the course, and the student may be subject to a Letter of Dismissal at the discretion of the university.

(See *Student Handbook*, University Policies, <http://www.emu.edu/studentlife/studenthandbook>)

Faculty and staff who violate academic integrity codes are subject to review by the Provost's office.

The graduate, seminary, and undergraduate units use this policy for processing academic integrity violations with the exception of student appeal. (See above.) This policy appears in yearly course catalogs; the *Student Handbook*; on graduate, seminary, and undergraduate websites; and at z://provost/forms.

*Reviewed by Undergraduate Council, Graduate Council, and Faculty Senate
Adopted by Academic Cabinet, 25 March 2009*

Periodic review of this policy is under the purview of the provost.

¹ Adapted from American Association of Collegiate Registrars and Admissions Officers (2007) *Academic Dishonesty: Developing and Implementing Institutional Policy*.

Admission to Candidacy

When students have been admitted to graduate study and enter upon their graduate work, they are not yet candidates for a degree. Admission to candidacy is contingent upon successful completion of such program specific requirements as comprehensive exam, supervised practicum, successful completion of course work, etc.

The student should normally have met all requirements for admission to candidacy upon completion of half of the credit hours required. The specific number of hours is defined within each degree program. Admission to candidacy is required for work in the program beyond this point.

To be admitted to candidacy the student must have completed the requisite number of semester hours, including any courses prerequisite to admission to candidacy, with a 3.00 minimum GPA, met any program specific competency assessment criteria, actively participated in the advising process and met all advising objectives, and obtained the formal approval of the faculty in the degree program.

Students are reviewed for admission to candidacy during the semester in which they are expected to meet the requirements. Specific procedures for admission to candidacy are established within each degree program.

Admission: Decisions and Appeals

Each graduate program establishes and maintains its admission requirements. Admission committees composed of faculty members make admission decisions in each graduate program. A student denied admission may address a written appeal to the admission committee, providing additional information pertinent to an admission decision. Prospective students may appeal a second denial of admission to the graduate dean, whose determination for admission is final.

Admission: Matriculation Deferral

Students who apply and are admitted to the graduate program but are unable to enroll in the term specified may request to have their admission deferred for one academic year. If after one year the student is still unable to enroll, the student must re-apply for admission. Individual graduate programs will work with applicants on documentation needed for re-applying.

Advising

Each graduate student is appointed a faculty member to serve as an advisor. Until the faculty advisor's appointment, the program director serves as the advisor. The faculty advisor helps the graduate student with career planning and course selection. The advisor also functions as a mentor, monitoring the student's academic progress and working as an informal advocate for the student to the program faculty. Requests to change academic advisors should be made to the program director.

Class Attendance

Students are expected to attend all class meetings. If unusual or emergency circumstances prevent class attendance, the student should notify the professor in advance if possible. Multiple absences from class will result in lower grades. The student is responsible for the material presented in classes missed.

Commencement Participation

To be eligible to participate in spring commencement ceremonies, students must complete all degree requirements by the December following spring commencement.

Course, Credit and Enrollment Information

Completion of Course Work

Each student is expected to complete all course work on time and to the satisfaction of the graduate instructor. Incompletes will be allowed only in cases of emergency, when circumstances beyond the control of the student prevent completion of course requirements on time. An incomplete shall be requested at least one week before the end of the term and must be approved by the instructor and adviser or the director of the program. Incomplete work must be completed within the specified timeframe or a grade will be assigned based on the work completed.

Course Cancellation

The university reserves the right to cancel courses or to combine class sections when insufficient enrollment occurs.

Courses taken by EMU Students at Other Schools

A student should secure advance approval from the graduate program director before enrolling for work in other colleges, including correspondence or extension courses, where credit is to be transferred back to EMU for graduation. The graduate program reserves the right to limit the amount of transfer credit which may be applied to degree requirements. In all cases the majority of credits must be earned through instruction offered by EMU.

Courses Taken Through Eastern Mennonite Seminary

Credit earned through Eastern Mennonite Seminary may be applied to EMU graduate programs in this catalog as deemed appropriate by the respective graduate director.

Courses Taken As a Non-degree Student

Persons are invited to take courses in a graduate program as a non-degree student prior to applying to the graduate program, subject to approval of the program director and the course faculty member. A maximum of four courses taken as a non-degree student can later be applied to the graduate degree program upon matriculation.

Course Syllabi

Instructors will prepare a syllabus for each course describing its purpose, requirements and other appropriate information such as bibliography and schedule. Students may request to see course syllabi when making course selections. Such requests should be

made to the program office. Graduate programs will specify course requirements in research and learning projects and reading.

Credit for Practicum/Internship Experience

The expected number of work hours required per semester hour of practicum or internship experience is congruent with the expectations for a traditional course. However, accreditation standards and/or standard practice in the discipline take precedence in establishing hours within a particular program

Classroom and Study Time

Courses for degree credit typically require a minimum of 15 class contact hours for each semester credit hour. Approximately two and a half to three hours of out-of-class study are expected for each hour in class.

Graduate Full-time Enrollment

A graduate student taking 9 SH in a given semester is considered a full-time student that semester.

Grading System and Quality Points

EMU uses the four-point system. The grade point average (GPA) is computed by dividing the number of quality points earned by the number of graded semester hours.

Graduate students are expected to earn A and B grades.

A Excellent	
A	4.0 quality points per semester hour
A-	3.7 quality points per semester hour
B Good	
B+	3.3 quality points per semester hour
B	3.0 quality points per semester hour
B-	2.7 quality points per semester hour
C Marginal	
C+	2.3 quality points per semester hour
C	2.0 quality points per semester hour
F	Failure, 0 quality points
P	Pass: Applies only to approved courses, no quality points. Indicates performance at a B- level or better.
SP	Satisfactory Progress: A non-terminal grade for a continuing course
W	Withdrawal: Indicates student withdrawal from the course
AU	Audit: No credit given.

I	<p>Incomplete: Each student is expected to complete all course work on time and to the satisfaction of the instructor. Incompletes will be allowed only in cases of emergency, when circumstances beyond the control of the student prevent completion of course requirements on time. An incomplete shall be requested one week before the end of the term and must be approved by the instructor and the program director. A grade will be assigned based on the work completed.</p>
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Academic Warning and Dismissal

Students who have completed nine hours in a graduate program will be placed on academic probation if their GPA falls below 3.0. The director of the program will notify such students in writing of the probationary status, which remains in effect until they raise their GPA above 3.0 or are dismissed from the program. Those on probation should work with their faculty advisor to develop a plan for maximizing future academic success.

Graduate students may be dismissed from a graduate program upon:

1. Receiving a grade of "C" or below on nine hours of graded work or
2. Receiving a second grade of "F" or
3. Exhibiting attitudes, behaviors or lifestyle inconsistent with the mission of Eastern Mennonite University or the graduate program.

The admissions committee in the graduate program makes all dismissal decisions.

Grade Reports

Grades are available to students through the EMU Campus Web (<https://my.emu.edu/ics/Academics>) within one week from the date they are submitted to the university registrar's office. Payment of account is required for the release of grades.

Grade Appeals

A student who believes that a grade received for a course does not accurately reflect his/her achievement of course requirements and expectations should:

1. Confer with the teacher who assigned the grade, stating the reason(s) she/he believes a grade change is warranted.
2. If the teacher does not agree to change the grade, the student may appeal to the program director. This appeal must state in writing the evidence the student believes indicates that a grade change is warranted.
3. If the program director does not agree to ask the teacher to change the grade, the student may appeal in writing to the graduate dean, whose decision will be final.

All grade changes must be authorized by the person who agreed to the change and use the formal grade change process of the university registrar's office.

An appeal to any grade assigned between September 1 and December 31 must be initiated no later than February 15 of the following year; an appeal to any grade assigned

between January 1 and May 15 must be initiated by July 1; and an appeal to any grade assigned between May 16 and August 31 must be initiated by October 15.

Graduation GPA

Graduate students are expected to earn A and B grades. A GPA of 3.0 is the minimum requirement for graduation.

Grievance Procedures

The grievance procedures are applicable to all students, faculty and staff of Eastern Mennonite University as well as applicants for faculty, staff or student status. These procedures comply with the requirements of Title IX of the Federal Health, Education, and Welfare procedures and the general employee grievance policy of the Mennonite Education Agency.

The main concern in any grievance procedure is to bring reconciliation and growth in ways that enhance community. To implement this goal, the American Council on Education definition of grievance is adopted: "Grievable issues are those in which there is the possibility of an error in the institutional policies (or lack of them), in its prescribed procedures for carrying out the policies, in the administration of those procedures, or in varying combinations of these." If it is determined that an institutional error has occurred, the second function of the grievance procedure is to provide a process to determine appropriate redress for the grievant.

The first approach to any grievance should be non-adversarial and open, undertaken with careful attention to fostering understanding, problem-solving attitudes. The expectation is that the majority of grievances can be resolved through a flexible process of conflict resolution. These procedures are based on the understanding that differences can be resolved within the institutions of the church without adopting adversarial positions and that the resources of the wider church community are available when mediation is requested. A complete copy of these procedures is available upon request from the President's Office.

Ineligibility

Persons with criminal histories seeking admission may appeal to the director by presenting evidence of personal change and restoration.

Intellectual Property (excerpt from Intellectual Property Policy)

The purpose of this policy is to clarify issues related to the ownership, use, and sale of intellectual property created by university personnel.

Eastern Mennonite University wishes to foster an intellectual environment that encourages creativity, innovation, and excellence while managing its resources for the benefit of all constituents. In this policy the university seeks to foster these goals and honor traditions in the academic setting while recognizing federal laws.

Intellectual property refers to any copyrightable or patentable work.

Policy with respect to students attempts to balance student and institutional needs. Intellectual property created by *students* is considered the property of the student. The

university, however, reserves the right to use such material, with appropriate discretion and attribution, in promotion of the university. Intellectual property created by students and employees jointly is considered to be jointly owned by the creators. (The employee shall have decision-making powers in regard to permissions and sales of jointly created property.)

To view the complete Intellectual Property Policy, contact the provost office at: provost@emu.edu

Open Communication Policy

Eastern Mennonite University welcomes open communication from students regarding its policies and practices. Student feedback helps administrators determine effectiveness and clarify and improve processes and procedures. If a student has a complaint, such complaint should be communicated to the administrator responsible for the area of the complaint. Most complaints can be dealt with through informal communication between the parties.

When a student wishes to lodge a more formal complaint in writing, the *Student Complaint Form* at http://www.emu.edu/studentlife/studenthandbook/student_complaint_form is to be submitted to the administrator of the department which is the subject of the complaint.

The administrator will respond in writing to written complaints, normally within ten days. The administrator will submit copies of the written complaint and response to the president's office for filing and monitoring.

In the event that a student is not satisfied with the response to the complaint, the student may choose to follow the grievance procedure for resolution.

The university recognizes its obligation to ensure that students who make complaints do not suffer adverse treatment as a result of the complaint. In the event that a student alleges such treatment, the student shall be referred to the grievance procedure for resolution and reconciliation.

*Approved by President's Cabinet, March 12, 2007
Revised February 11, 2009*

Outcomes Assessment

The graduate programs reserve the right to require students to participate in institutional testing programs as part of ongoing assessment of student outcomes.

Refund Policy

Students who withdraw, drop out, are dismissed or otherwise cease enrollment prior to the tenth week of the semester or the tenth day of a mini-term equivalent shall receive a refund equal to the percentage of the term remaining (rounded down to the nearest 10%) and multiplied times the refundable university charges for tuition. Students who withdraw prior to the first day of classes shall receive a full refund of all payments except tuition deposits.

Aid recipients who change their course registration after the beginning of each semester must notify the financial assistance office. Enrollment status is very important to aid eligibility. Students who withdraw must also notify the financial assistance office. Financial aid refunds due to withdrawal are calculated using the percentage of term not completed as mandated by federal aid regulations. More information about aid adjustments and refunds related to changes in enrollment status may be obtained from the Financial Assistance Office.

Registration

Registration materials will be provided by graduate program personnel prior to each term of study. A student wishing to add or drop a course shall contact his or her advisor. For courses offered on a standard semester basis, the following applies: courses may be added through the first five days of the semester and may be dropped with no grade through the first four weeks. Courses dropped during the fifth through ninth week are recorded as "W" (withdrawal). No change is permitted after the ninth week. Drop/Add deadlines are adjusted accordingly for courses offered on other time frames.

Student Responsibility

The graduate student carries complete responsibility for knowing and fulfilling course requirements, program regulations and degree requirements. Graduate students should take the initiative to meet with their advisors to assure that they are making satisfactory progress toward meeting all program requirements.

Time limits for completing degree requirements

All work for a graduate degree must be completed within six years from the date of matriculation to the graduate program. To request an extension of the time limit, the student must submit a written request to the director of the graduate program specifying the amount of time needed and the reasons an extension is necessary. The director, in consultation with the program faculty, will notify the student in writing of the decision on an extension request.

Transcripts

To assure confidentiality of academic records, all requests for official transcripts must be submitted by the student in writing. Requests should be made to the university registrar's office, allowing one week for processing. Requests can be made at the following URL: www.emu.edu/registrar/transcripts/. There is a \$3 charge for each transcript.

Requests for transcripts may be submitted by fax with payment to follow. If a student requests to have a transcript faxed to another location, the university registrar's office carries no responsibility for the confidentiality of the record and may charge an additional fee for the fax transmission.

Transfer Credits

EMU graduate programs accept a limited amount of graduate transfer credit from other colleges and universities. The transfer credit must meet the graduate program requirements for electives or core requirements. The director of the graduate program makes the final determination of the applicability of transfer credit to an individual's graduate program. See respective graduate program for additional transfer regulations.

Writing Standards

A *excellent*

This essay or writing shows clarity of purpose as well as depth of content. It applies insight, represents original thinking, and demonstrates quality and breadth of resources. The author develops coherent and logical structure with very effective transitions. The writing is concise, eloquent, and rhetorically effective. The author effectively varies the sentence structure showing well-constructed sentences, accurate word choices, and virtually no errors of conventions. The author cites sources for all quotations, composes credible paraphrases that are cited correctly, includes a reference page, and makes virtually no errors in documentation style.

B *average*

This essay or writing shows clarity of purpose and substantial information as well as sufficient support. It almost always represents original thinking, and the author uses quality resources. The author develops coherent and logical structure with smooth transitions. The writing displays concern for careful expression. The author almost always composes well-constructed sentences with some varied sentence structure, makes minimal errors in grammar and spelling, and generally makes accurate word choices. The author cites sources for all quotations, uses credible paraphrases that are usually cited correctly, includes a reference page, and makes minimal errors in documentation style.

C *below expectations*

This essay or writing shows clarity of purpose but lacks depth of content and may depend on generalities or the commonplace. While the author includes mostly quality resources, the writer represents little original thinking and frequently uses jargon and clichés. The structure is coherent and logical but not fully developed. Although the writing shows some personality, it lacks imagination and may be stilted with awkward transitions. The author usually composes well-constructed sentences with little variation and makes several errors in grammar rules and word choices that distract the reader. The author cites sources for all quotations, uses paraphrases that are usually credible and sometimes are cited correctly, includes a reference page, and makes several errors in documentation style.

*Approved by University Faculty, April 28, 2004
Revised by the Writing Committee, April, 2008
Updated March, 2009*

University Administration

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University Personnel

President	Loren E. Swartzendruber	lorens@emu.edu	432-4100
Provost	Fred Kniss		432-4105
Vice president for student life	Ken L. Nafziger	ken.l.nafziger@emu.edu	432-4135
University registrar	David A. Detrow	detrowd@emu.edu	432-4109
Director of the academic support center	Linda W. Gnagey	gnageyl@emu.edu	434-4355
Coordinator of student disability support services	Joyce Hedrick	hedrickj@emu.edu	432-4233
Director of career services/testing	Jennifer Litwiller	jennifer.litwiller@emu.edu	432-4131

Director of financial assistance	Michele R. Hensley	michele.hensley@emu.edu	432-4139
Director of information systems	Jack Rutt	ruttj@emu.edu	432-4478
Director of libraries	Donald Smeeton	donald.smeeton@emu.edu	432-4170
Director of marketing services	Andrea Wenger	wengeras@emu.edu	432-4348
Director of physical plant	C. Eldon Kurtz	kurtze@emu.edu	432-4392
Health services coordinator	Margaret Upton	margaret.upton@emu.edu	432-4317
International student advisor	Jonathan A. Kratz	kratzja@emu.edu	432-4459
Interim graduate dean	P. David Glanzer	glanzerd@emu.edu	432-4244
Assistant to the provost and graduate dean	Lois R. Shank	lois.shank@emu.edu	432-4105

Graduate Program Personnel

Center for Justice and Peacebuilding	
Director	Lynn Roth
Academic program coordinator	Janelle Myers-Benner
Director for the Practice and Training Institute	Jan Jenner
Director of STAR	Elaine Zook Barge
Director of Summer Peacebuilding Institute	Sue Williams
Master of Arts in Counseling	
Director	P. David Glanzer
Program administrator	Pamela D. Comer
Administrative assistant	Brenda Fairweather
Master of Arts in Education	
Director	Donovan D. Steiner
Administrative assistant (Harrisonburg)	Yvonne Martin
Assistant director (Lancaster)	Pamela Rutt
Graduate program assistant (Harrisonburg)	Yvonne Martin
Graduate program assistant (Lancaster)	Gloria Shenk Kniss
Master of Business Administration	
Director	Anothony E. Smith & Ronald L. Stoltzfus
Administrative assistant	Patricia S. Eckard

Seminary	
Vice president and seminary dean	Ervin R. Stutzman
Associate dean	Sara Wenger Shenk
Director of seminary and graduate admissions	Don A. Yoder

President's Cabinet

Loren E. Swartzendruber, 2003, *president*

B.A., Eastern Mennonite University; M.Div., Eastern Mennonite Seminary; D.Min., Northern Baptist Theological Seminary.

Fred Kniss, 2009, *provost*

B.A., Eastern Mennonite University; M.A., University of Chicago; Ph.D., University of Chicago

P. David Glanzer, 2008, *interim graduate dean*

B.A., Eastern Mennonite University; M.S., University of Utah; Ph.D., University of Utah

Vernon Jantzi, 2009, *interim vice president and undergrad academic dean*

B.A., Eastern Mennonite University; M.S., Cornell University; Ph.D., Cornell University

Kenneth L. Nafziger, 2003, *vice president for student life*

B.A., Eastern Mennonite University; A.M., University of Illinois at Urbana-Champaign; Ph.D., University of Illinois at Urbana-Champaign

Ronald E. Piper, 1986, *vice president for finance*

B.B.A., University of Iowa; Certified Public Accountant

Kirk L. Shisler, 2005, *vice president for advancement*

B.A., Eastern Mennonite University

Ervin R. Stutzman, 1998, *vice president and seminary dean*

B.A., Cincinnati Bible College; M.A., University of Cincinnati; M.A.R., Eastern Mennonite Seminary; Ph.D., Temple University

Twila K. Yoder, 1998, *assistant to the president*

M.A., Eastern Mennonite Seminary

For more information, contact Provost's Office, Eastern Mennonite University, Harrisonburg, VA 22802-2462 Phone: (540) 432-4105 | Fax: (540) 432-4600 | E-mail: provost@emu.edu

Financial Information

2009-10 Tuition and Fees

Graduate program in conflict transformation: \$550 per semester hour

MA in Counseling: \$515 per semester hour

MBA: \$450 per semester hour

MA in Education (Harrisonburg and Lancaster, PA.): \$350 per semester hour

**MA in Education tuition increases to \$375 per semester hour in Jan. 2010*

Graduate admission application fee (non-refundable) \$25	Student activity fee (some graduate programs) per semester \$23
Audit per semester hour \$140	per credit hour (part-time) \$2
	Graduation fee \$50
	Graduation fee (graduate certificate) . . \$25

**See respective graduate program office for more info on current tuition rates. Published rates may be adjusted for changes in economic conditions and cost factors.*

Living expenses, books and supplies, personal expenses, practicum and internship expenses, travel, class fees and miscellaneous expenses are the responsibility of the student.

Payment and Payment Plans

All charges are due and payable at registration for the semester or individual course. There is a monthly finance charge of 1.5% (18% annually) on past-due balances. EMU accepts personal checks, cashiers checks and money orders.

A monthly payment plan with Tuition Management Systems, Inc. (TMS) is available. Brochures can be obtained from the Student Accounts Office. Also, you can call 800-722-4867, or log onto www.afford.com.

Eastern Mennonite University will not release grades, transcripts, diplomas or teaching licenses until all accounts are settled.

Please be aware that unpaid accounts will go before a review committee. If payment is not received, it will be necessary to cancel the student registration; attendance in classes will not be permitted.

Failure to meet financial obligations is cause for denying the student the privilege of registering for or attending subsequent classes, receiving a degree, or releasing grades or a transcript of credit. Collection costs or charges along with all attorney fees necessary for the collection of any debt to the university will be charged to and paid by the debtor. All accounts in collection are reported to the credit bureau.

EMU Credit Card Acceptance Policy

Tuition and Rent Accounts: EMU accepts major credit cards (except VISA) via Tuition Management Systems for a convenience fee per transaction. To make a payment, visit

their website at www.afford.com or call 800-722-4867. (Depending on amount charged, convenience fee typically amounts to 2-4%.)

Miscellaneous Account: EMU accepts VISA, MasterCard, and Discover payments directly. EMU has determined that the cost of accepting credit card payments for tuition and major fees is an expense that we can no longer support.

Financial Assistance

The financial assistance office, located on the first floor of the campus center, coordinates student financial aid programs including scholarships, grants, employment and loans. Additionally, each graduate program office may have information about "outside" sources of aid related to the program. The financial assistance office staff helps graduate students with the application process as well as financial planning. Available aid for graduate students may include the following programs for those who qualify:

- ◆ **Virginia Tuition Assistance Grant** -- for full-time Virginia residents in standard semester programs. Application required; deadline July 31; not available for "religious training" programs.
- ◆ **Church Matching Grant** (not available for all graduate programs) -- for students who receive financial support from a church that has a grant or scholarship program; must be at least half-time enrolled. Application required; preferred response date March 1. \$1,000 per year with \$2,000 career maximum.
- ◆ **Institutional Scholarship/Grant** -- recipients selected by each graduate program; awarded if funding is available and student meets criteria; applications may be required.
- ◆ **Federal Work-Study** -- on campus (or approved off campus) employment offered to federal aid applicants who are eligible and who secure a position; limited eligibility and pay rates apply. FAFSA and Student Employment Application required; preferred response date April 15.
- ◆ **Federal Stafford Loans** (subsidized and unsubsidized) -- low interest student loans offered by the government to US Citizens or eligible non citizens; annual maximum \$20,500; eligibility based on "financial need" as determined by the Free Application for Federal Student Aid (FAFSA); must be at least half-time or more enrolled. FAFSA and EMU Financial Aid Information Sheet required; preferred response date April 15.
- ◆ **Federal Graduate PLUS Loan** - non-subsidized, credit-based, fixed-interest rate loan for graduate students; repayment begins 60 days after final disbursement; in school deferral available for halftime enrolled students, but interest is due. Eligibility determined after federal subsidized and unsubsidized Stafford Loans have been awarded (FAFSA required); however, the subsidized and unsubsidized Stafford Loans may be declined and only the Graduate PLUS Loan borrowed.

If a student applies for and is determined eligible for any financial aid, an award letter will be sent to notify the student of eligibility. Additional required forms will be included with the award letter. Stafford Loan borrowers must complete a Loan Request Form for each period of enrollment.

Stafford Loans must be repaid after graduating from a program or when enrollment status is less than half time. The monthly repayment amount is based on the loan volume, current interest rate and length of repayment schedule. Repayment may be deferred for internships, fellowships, economic hardship, unemployment, half-time or more enrollment, etc. Consolidation of graduate loans with prior loans may be advantageous to borrower. More information about repayment is available from the financial assistance office.

Aid recipients who change their course registration after the beginning of each semester must notify the financial assistance office. Enrollment status is very important to aid eligibility. Students who withdraw must also notify the financial assistance office. Financial aid refunds due to withdrawal are calculated using the percentage of term not completed as mandated by federal aid regulations. More information about aid adjustments and refunds related to changes in enrollment status may be obtained from the Financial Assistance Office.

Contact the Financial Assistance Office at (800) 330-9683 or (540) 432-4137 or email finaid@emu.edu.

Student Services

Career Services

Career Services, located in University Commons room 244, is open for use by graduate students. Resources include a career library with job search materials and information about applying to graduate programs of study. Services available from a career counselor include assistance with resume development, interviewing, job-search skills and finding job opportunities. Most career services are available without charge except for some career or graduate school testing services for which a standard fee is charged. Appointments may be made by calling (540) 432-4135 to speak to the administrative assistant in student life.

Community Lifestyle Commitment

Expectations and Responsibilities for Community Life for faculty, staff, and students at Eastern Mennonite University

Preamble

Eastern Mennonite University is a Christian community in the Anabaptist/Mennonite tradition joined together for the purpose of academic study, personal development and spiritual growth. We are committed to the Lordship of Jesus Christ and believe that the scriptures establish the basic principles that should guide our life together. These principles include the responsibility to love God with all our being, love our neighbors as ourselves, seek after righteousness, practice justice, help those in need, forgive others, seek forgiveness and exercise freedom responsibly with loving regard for others. We acknowledge that it is impossible to create a community with expectations that are totally acceptable to every member. Nevertheless, clearly stated expectations promote orderly community life. Because of the importance of trust in and responsibility to one another, violations of these standards are regarded as a serious breach of integrity within the community.

Commitment

As a member of the EMU community, I will strive to practice stewardship of mind, time, abilities and finances. I will pursue opportunities for intellectual and spiritual growth and demonstrate care for my body. I also will exercise social responsibility in my standard of living and use of economic resources. Realizing the destructive character of an unforgiving spirit and harmful discrimination based on prejudice, I will seek to demonstrate unselfish love in my actions, attitudes and relationships. I will be honest and show respect for the rights and property of others.

I recognize that some social practices are harmful to me, as well as harmful or offensive to others. Therefore, respecting the values of others and the mission of Eastern Mennonite University, I recognize my responsibility as a member of the community to refrain from sexual relationships outside of marriage, sexual harassment and abuse, pornography, acts of violence, abusive or demeaning language and the use of illegal drugs. Recognizing that EMU supports nonuse of alcohol and tobacco, I will respect and abide by the university policy that prohibits the use of alcohol and tobacco on campus or at university functions and the misuse of alcohol off campus.

I pledge myself to carry out this commitment in a spirit of openness and helpfulness through mutual accountability motivated by love.

Adopted by the Board of Trustees; March 23, 2001

Statement of Safety and Behavioral Expectations for the EMU Campus Community

The Community Lifestyle Commitment of EMU outlines the expectation that all persons on our campus will respect the dignity and diversity of others even when we do not agree. In light of this, we will not tolerate any form of bigotry, harassment, intimidation, threat, destruction of personal property, name calling or other forms of abuse whether written, spoken directly or implied. Alcohol or other substance abuse, fatigue, ignorance or saying, "it was just a joke" will not be acceptable excuses for such behavior. Persons who are gay or lesbian have the same right to be treated with respect and dignity as does anyone else on our campus. Persons who engage in such non-respectable behavior may be subject to discipline.

Persons who believe they have been victims of harassment should report the incident immediately. Faculty should report incidents to the provost. Staff should report incidents to the vice president for finance. Students should report incidents to the vice president for student life.

Every faculty member and administrator is responsible to ensure implementation of this statement in their areas of responsibility by informing those in their spheres of influence.

*Adopted by Cabinet consensus, July 16, 2001
Reaffirmed by Cabinet, April 8, 2004*

Computer Network

EMU has an extensive computer network readily accessible to all faculty, staff and students. The library has its on-line catalog on the network. Internet access is provided. Several computer labs are available for student use.

Disability Support Services

EMU accepts and encourages students with disabilities who are motivated and who exercise responsibility and commitment to achieving their academic goals. EMU is committed to working out reasonable accommodations for students with documented disabilities to ensure equal access to the university and its related programs. The university complies with Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1988, and the Americans with Disabilities Act of 1990. Disabilities include learning, neurological, physical, psychological, and medical disabilities. Students should be willing to voluntarily identify their disabilities and register their documentation in order to obtain reasonable and appropriate accommodations.

Faculty and staff support individual students needing reasonable accommodations in classroom policies and procedures due to documented needs. The faculty and staff also foster the development and use of strategies that promote independence and personal success.

Accessing Services

Upon acceptance to EMU, students with documented disabilities should register the necessary documentation with the Coordinator of Student Disability Support Services (SDSS) (540-432-4233) in the Academic Support Center so it can be processed prior to registration and the student's arrival on campus. The office of SDSS is located in Sadie Hartzler Library, third floor. Students with physical disabilities related to housing should also contact the Director of Housing and Residence Life located in the Student Life Office, University Commons (540-432-4128).

Students are encouraged to meet with the SDSS Coordinator during their EMU campus visit.

Disclosure of a disability is voluntary and all documentation is kept on file and held confidential in the SDSS Office. However, students need to identify their disabilities if they wish to obtain appropriate and reasonable accommodations within their academic disciplines. Accommodations are not retroactive. Upon request, a packet of materials is available from SDSS and provides additional information to help students register their documentation and understand their rights and responsibilities in the university setting.

Students without documented evidence of disabilities who exhibit several indicators of learning disability or attention disorder should make an appointment with the Coordinator of SDSS for further counseling and evaluation. Screening inventories are available to process their concerns. Referrals can be made to other community resources for further assessment and evaluation by an appropriate professional.

Students who wish to appeal a decision on their accommodations may use the University grievance procedures located in the President's Office or the Student Life Office.

Disciplinary Information and Policies

Student Discipline

Eastern Mennonite University seeks to provide an educational setting where faculty, administration, staff and students work together in the common purpose of creating and maintaining the highest possible standards of academic and community life.

Our commitments reflect two basic concerns: to encourage behavior which is in harmony with the aims and purposes of the graduate programs and at the same time to provide sufficient freedom for persons to exercise individual responsibility. These concerns also extend to off-campus activities, when they affect campus life.

We believe that personal maturity and growth are encouraged most when the entire community shares in responsibility for one another. Growth is not entirely an individual process but involves the entire community as we seek to share our own concerns and at the same time respect the convictions of other persons. Our commitments include the responsibility to love God and seek after righteousness, to love others and practice justice, and to exercise stewardship and freedom responsibly.

Lines of Responsibility

The disciplinary authority of the graduate programs is vested in the president, dean of graduate programs, faculty, and the individual himself or herself. When self-discipline breaks down, direct confrontation may be required. This should be done in a spirit of concern and caring. Any student, faculty or staff member may bring an alleged violation to the attention of the provost for investigation.

Standards of Conduct

We request graduate students to respect campus standards whenever and wherever behavior impacts campus life. These standards include but are not limited to the following specific examples. Students shall refrain from immorality and the use of tobacco, alcoholic beverages and drugs prohibited by law. (See "University Policies" for the "Alcohol, Tobacco, and Drug Policy.") Substances controlled by law are not to be abused. Unbecoming speech, conduct or dress shall be avoided.

Harassment is a violation of these standards. Communications, actions or threats which intentionally denigrate another because of his or her race, gender, religion, age, handicap or national origin will not be tolerated. This explicitly includes sexual harassment in any form of threat, coercion or unwelcome verbal advances. Respect for the dignity of all persons must be the standard.

Sexual integrity must be upheld by all.

Violence and the threat of violence against another person or group are prohibited.

Unauthorized firearms and weapons are not allowed on campus.

Academic honesty is a standard of particular concern, for violations threaten the integrity of individuals and the levels of trust in the learning community. Truthfulness is essential to our concepts of God. All forms of cheating, plagiarism, forgery and furnishing false information on official documents or to campus officials are violations of this policy.

Dishonesty includes copying from another's work in an examination, submitting the same work in more than one course without the instructor's knowledge and permission, and collaboration in course assignments without permission and acknowledgement. Plagiarism, the intentional use of ideas and writings taken from another source without proper credit, is a serious offense. Knowingly helping or allowing someone else to cheat is an act of academic dishonesty.

When there is evidence of academic dishonesty, the instructor deals with the student on an individual basis and may assign a failing grade for the particular assignment or the course. The instructor will report to the student's academic advisor and the graduate dean.

Disciplinary Procedures

The director or other designated person assume responsibility for initial inquiries into an alleged infraction in consultation with the dean of graduate programs. All pertinent sources of information will be checked, including a discussion with the referred student(s). If there is evidence to support the charge, it is the task of the provost to determine which hearing procedure should be used. Faculty in whose courses violations may have occurred will be included.

For major concerns, the formal procedures outlined in the EMU policy on grievance procedures will be utilized. For other incidents, two further possibilities exist.

Informal Hearing

This procedure will involve discussion among the graduate dean, the referred student and the student's advisor.

Formal Hearing

This procedure involves a "judicial council," which will be composed of one administrator who has not been directly involved in the investigation of the situation and who can act as chairperson, one faculty member appointed by the faculty, and the student's academic advisor or another person selected from the graduate community by the student to serve as advocate.

This judicial council is used for serious or repeated violations of the standards set forth here, with formal record of the proceedings kept on file in the provost's office.

Among the possible sanctions for serious violations are: informal warning, written reprimand, letter of probation, notification of temporary suspension, indefinite suspension or a letter of dismissal (with notation on official transcript: "dismissal by graduate program action"). In case of dismissal, faculty action is necessary. Appeal of formal action taken under this policy may be filed in writing within one week of notification of its outcome, according to formal grievance procedures (statement available in the provost's office).

Hazing

Actions which are initiated against someone's will by harassing through force, banter, ridicule or criticism are strictly prohibited.

Health Insurance

All students are encouraged to have health insurance; however, athletes, students traveling on cross cultural, and international students are required to have health insurance. Students taking at least six credit hours are eligible for the plan available through EMU. Applications are available at the Student Accounts Office (ext. 4114).

Health Services

The Health Center provides a comprehensive program of health services and wellness programming. The center is located on the upper level of the University Commons in the Weaver Wellness Suite.

The Health Center director is a family nurse practitioner who is qualified to diagnose, order diagnostic testing (x-rays and labs), and prescribe medications for health problems; perform physicals; and provide immunizations. Additionally, the college physician is available for consultation by phone during clinic hours and in person for an hour every week. Office visits are available for a minimal fee. Additional services including supplies, medications, dressings and laboratory tests are available. Equipment such as crutches, ice packs and heating pads are available for loan if needed. The cost of office visits and other services may be billed to student accounts or paid in cash at the time of service.

Massage therapy appointments are also available on Wednesday and Friday afternoon. Scheduling an appointment can be arranged by calling ext. 4317 or stopping by the Wellness Suite Office any weekday.

Rockingham Memorial Hospital is a modern, well-equipped facility located three miles from campus and is available to students. Anyone requiring treatment in a larger medical center is referred to the University of Virginia Medical Center in Charlottesville.

Identification Card

An I.D. card is issued to each student and it is advisable that students carry their I.D. with them. A validation sticker for the current academic year is required proof that students are currently enrolled. An EMU I.D. entitles full-time students admission to all events sponsored by the student activity fee, including athletics.

The card is required for admission to the Dining Hall, for all transactions at the Business Office, for checking out books in Hartzler Library and for purchases at the Campus Bookstore. Replacement cards are made by appointment in Learning Resources at a cost of \$25.

International Student Services

The presence of students from many nations of the world and from various ethnic traditions represented in our own country enriches the campus and helps to bring the global village into daily contact. The office of international student services provides leadership to a variety of programs and activities that affirm and support the diversity represented on campus.

The office of international student services assists international students with immigration matters, helping them in fulfilling the requirements of their visa status. Orientation for new international students is held prior to the beginning of classes each fall, and excursions are arranged to help familiarize new arrivals with the Harrisonburg region.

Throughout the year, the office coordinates intercultural activities that promote understanding of other cultures and heritages and encourage student and community

interactions. Visit the office's web site at www.emu.edu/studentlife/iss/ for more information.

This office also acts as advisor to the International Student Organization.

Liability

Students are expected to respect the rights and property of others and to use campus facilities in a responsible manner. Costs of damage to university property are charged to the account of the student responsible for the damage. Students assume responsibility for damaged property and should report it promptly to the residence director and/or physical plant office. EMU is not liable for the loss of money or valuables or the loss of or damage to any person's private property on the campus due to fire, water or theft. This includes the property of resident and non-resident students and their guests.

Library

The Sadie A. Hartzler Library, which includes the Menno Simons Historical Library and the EMU archives, collaborates with classroom faculty in the educational mission of the university by acquiring educational resources, arranging them for easy access and providing instruction on their use. The Library is dedicated to saving the students' time when they are engaged in research.

The library's web site (www.emu.edu/library) is the portal to many authoritative resources and services. Sadie, the online library catalog, provides efficient access to reliable sources including both print and electronic material. The numerous databases, of course, can be accessed by students anywhere they have access to the internet, but the library building provides a comfortable and welcoming environment for study and research. The library's dedicated staff is committed to quality service.

The print collection includes over 170,000 books, 900 current periodicals and 90,000 microfilm and microfiche, primarily periodicals.

Research databases provide access to over 50,000 full-text journals, newspapers and magazines and a catalog of over 130 million books and other materials held by libraries worldwide. The library participates in the Virtual Library of Virginia (VIVA), a library consortium that allows broader access to expensive online resources. Off-campus access is available to most of the research databases.

Interlibrary loan provides access to materials not owned by the Hartzler Library. To speed up access to articles, the library uses Ariel, a system that provides electronic delivery.

The library is open daily during the academic year for a total of 90 hours each week. Accommodations on all three floors provide individual study space as well as rooms for group study. The library is equipped for wireless access to the internet.

Several specialized collections are located in the Hartzler Library: 1) The Menno Simons Historical Library has the finest collection of Mennonite and Anabaptist materials on the east coast with items dating from the sixteenth century to the present. The Historical Library also has an extensive collection of local history materials. 2) Collections of curriculum materials and children's literature support the teacher education program. 3)

The Hartzler Library also houses the archives for EMU and Virginia Mennonite Conference. 4) Learning Resources provides audiovisual and presentation equipment and support. Other services include producing ID cards, taking passport pictures and laminating.

The Art Gallery on third floor of the library exhibits a variety of art work throughout the academic year, including senior art majors' presentations.

Multicultural Services

The office of Multicultural Services is charged with the responsibility to be a support service for American students of African, Hispanic, Asian and Native American descent (AHANA). In addition, the office will serve in a support capacity to the university as a whole when dealing with issues concerning AHANA students or diversity issues.

The office also is responsible for helping students to organize Black Heritage Month, Latino Heritage Month, Martin Luther King Celebrations and a number of other activities which affirm the ethnic diversity represented on campus. The office also advises various student organizations whose issues have a direct link to AHANA students.

Ultimately, the office intends to provide educational experiences for all students, faculty and staff, which will help them to understand and affirm cultural differences. All are encouraged to participate in events, programs and special functions. Visit the office's web site at www.emu.edu/studentlife/multicultural for more information.

Personal Property Insurance

EMU does not maintain insurance on student-owned property. In some cases family homeowner's insurance may provide coverage for personal property. Tenant insurance may be obtained from a local agency if desired.

Post Office

The Post Office, located in the Campus Center, carries full postal service, including stamps. Student services are also available for certified, registered and insured mail. United Parcel Service (UPS) and fax service are also available.

Full-time students are provided with a mailbox which is used for on-campus as well as postal-service mail. Campus mail is delivered free of charge, but large quantities should be alphabetized. Please restrict items to 3 x 5 and larger. Post Office hours are posted at the window.

A plain-paper fax machine is available during regular Post Office hours. The fax number is (540) 432-4444. A cover sheet is required for all faxes. Prices are:

- ◆ Local call faxes: \$1.00 per page
- ◆ Long distance call faxes: \$1.50 per page
- ◆ International faxes: \$1.00 per page plus the cost of the phone call, which must be charged to a student, employee or department account
- ◆ No charge for cover sheet on outgoing faxes
- ◆ No charge for incoming faxes
- ◆ Prices are subject to change based on actual experience

Security

The campus security program is intended to provide a safe and friendly campus environment that supports the mission of the university. Development and enforcement of regulations, procedures and practices provide a reasonable level of security for property and provide for the personal safety of employees, students and visitors. Contact Campus Security at ext. 4911 (weekdays) or 9-432-4911 (after 5 p.m.) with any special concerns.

Student Housing

The university operates two apartment complexes on campus for graduate students. One complex (Village) has one-bedroom units and one complex (Mt. Clinton) has two bedroom units. All of these apartments are conveniently located and within walking distance to classes. Please visit the following web address www.emu.edu/conferences/rentals for information or feel free to contact the apartment office at 540-432-4662.

Student Programs

Access to a wide variety of activities is one of the advantages of a university campus. Graduate students may especially enjoy the film series, performing arts events and recreational sports opportunities. Many clubs are open to both undergraduate and graduate members. See the Student Handbook at www.emu.edu/studentlife/studenthandbook/ for more details.

Telephone Service

Phone lines, including voice mail boxes, are provided upon request in residence hall rooms, Parkwood and Mt. Clinton apartments. Students need to supply their own telephone and should request service after move-in by contacting the Help Desk at (540) 432-4357 or helpdesk@emu.edu. There is no charge for local calls. Direct-dial long-distance calls are billed monthly on the student account. Students are charged \$5 for collect calls, third-number calls or any other operator-assisted calls.

Students should refer to the directions in the Campus Directory for operating instructions. If students experience difficulty with their phone or voice mail, they should dial the Help Desk at 4357 for assistance.

University Bookstore

The University Bookstore, located in the University Commons, is a full-service bookstore providing textbooks as well as inspirational and general reading. The bookstore also carries a selection of school supplies, imprinted gifts and clothing, health and beauty supplies, Hallmark cards, and CDs.