2022-23
ACADEMIC CATALOG



Midway University Course Catalog

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Midway University has established certain conditions governing enrollment, the number and level of courses required for a degree, and other regulations governing the various majors and programs of the University. By becoming familiar with and adhering to these policies, students can enhance their opportunities of successfully completing a degree and can add considerably to their enjoyment of the University years. Students are responsible for reading and understanding information about their programs of study. The University has the following support services to assist students.

Academic Regulations

Class Attendance

Each student at Midway University is responsible for attending classes. Students are advised that the faculty member in each course has the chief responsibility for deciding the attendance policy for the course. This policy shall appear on the course syllabus. Students who do not attend courses in the first ten (10) days of the term will be administratively dropped for non-participation.

Course Delivery

Midway University reserves the right to change program course delivery from in-seat to online or online to in-seat.

Course Information

Academic Majors, Minors, and Concentrations

A major is an organized course of study consisting of at least 30 credit hours within a recognized field, and, when combined with general education courses and elective courses as specified, leads to a degree. Several majors at the baccalaureate level have also designed academic minors or concentrations. A minor represents an optional, secondary field of study for a degree-seeking student. No student may declare a major and a minor in the same field of study as a Major. A concentration, on the other hand, goes hand in hand with a Major, as it has to be in the same field of study as a Major. Requirements for a minor or a concentration vary among disciplines. All require the completion of at least 18 semester hours and all require a minimum number of courses be completed at upper levels (300 and above). The minors and concentrations that are available to students are described with the program listings and major programs in this catalog. Academic minors are available to students pursuing a Bachelor of Arts or a Bachelor of Science degree with the exception of the concentration in Alcohol and Drug Counseling, which can be pursued as a stand-alone concentration by students who have already earned a baccalaureate degree. A concentration, however, may also be chosen in a graduate degree. Students pursuing an Associate of Arts or Associate of Science degree may also declare a minor in a field of study that is not the same as their major.

Double Major Policy

In order to declare a double major, the two majors must have a minimum of 18 credit hours of course difference between them.

Changes in Registration

A student who finds it necessary or desirable to make changes in their course schedule following registration may do so via Self-Service before the end of the drop/add period as published in the academic calendar. The appropriate dean must approve any addition of courses that will increase the student’s semester load to more than 19 semester hours. Any residential student must remain

enrolled as a full-time student to be eligible for student housing. The most recent edition of the academic calendar can be found in the official catalog here: Academic Calendar.

Registration Information Procedures

The Registrar will publish registration dates for each semester or other terms. Students who have been admitted to the University are eligible to register for courses offered at the University subject to any conditions of admission, class size limitations, and prerequisites established for particular courses.

Registration must be completed by the last day to register or add a class for credit as published in the catalog and class schedules. Students will not receive credit for any courses in which they are not formally registered.

Students who do not formally drop a course by the last day to drop a class with a grade will have their names carried on that class roll and will receive the grade earned for the course. Students who drop a course before the mid-point of the course will receive a W grade. W grades are not used for GPA calculations. Administrative withdrawals (W grades after the mid-point date) may be granted for extenuating circumstances such as long-term personal illness or family circumstances. These require administrative approval with valid documentation. For guidelines on this process, please refer to the policy in this catalog.

It is students' individual responsibility to make certain that they are properly registered for classes and that they officially drop a class.

Registration for Internships

Students who wish to register for an internship are advised to discuss this with the Director of Career Services and their Academic Advisor. Career Services distributes and collects applications for internship by midterm of the semester preceding the semester in which the student wishes to engage in an internship. All applications are submitted to the Deans of each school for approval. It is the student's responsibility to find and secure an internship with the assistance of the Career Services Office and Academic Advisor.

Internships for academic credit occur within the Fall, Spring and Summer grading terms. If extenuating circumstances prohibit the student from completing the required number of hours within the grading term, the student and instructor can request a grade of incomplete (I) from the Dean of the respective school, which they can approve or deny. If approved, the student most follow the steps in the Incomplete Grade policy.

All internships, practicums, and student teaching assignments are graded on a P/F basis. These grades will not be used in GPA computations.

Course Load

An undergraduate student is considered to be full-time when registered for 12 or more credit hours per semester. The maximum load is 19 credit hours during a particular semester and seven credits during the summer session. A student may be permitted by the appropriate dean, upon recommendation of the student's academic advisor, to have an overload (>19 hours but no more than

22 hours) at which point an overload fee will be added to the student's account. The Permission for Overload form for approval may be obtained from the Registrar's Office or online.

A student on academic probation is limited to an academic load not to exceed 13 semester hours during a regular semester, or two consecutive modules, or more than 6 hours in any module.

Undergraduate Student Classification

Students are classified by the University Registrar as:

- Sophomore, 30 credit hours with a cumulative grade point average of 2.0
- Junior, 60 credit hours with a cumulative grade point average of 2.0
- Senior, 90 credit hours with a cumulative grade point average of 2.0

Credit granted by examination or brought in as transfer is included in determining a student's classification but not in the calculation of GPA.

Independent Study Courses

Independent study courses may be offered in any subject area represented in the catalog. Independent study courses may be taken for one, two, or three semester hours of academic credit.

Learning contract forms for independent study courses are available in the Office of the Registrar. The usual deadline dates for registration must be observed.

Students should keep in mind the following guidelines:

1. Independent study courses are given at the Dean's discretion. There is no requirement that such courses be given.
2. No course that is already offered regularly in the curriculum may be taken as an independent study course.

Special Topics Courses

Periodically, various programs will offer special topics courses. These courses are designed to allow for study of well-defined areas within the discipline that are not treated in regular course work. Since prerequisites vary among courses, students should refer to each term's schedule of academic offerings before registering for a special topics course.

Permission to Enroll at Another Institution

Midway University students must receive permission to enroll and transfer courses from other institutions while in attendance at Midway. Students are not permitted to take a course at another institution if the course is being offered at Midway during the semester in which they request to take the course. The student must receive permission, or an exemption from their Advisor, School Dean, and the Registrar prior to enrolling in a course at another institution. The form (Permission to Enroll at Another Institution) can be found in the Registrar's Office. Students should contact the Financial Aid Office to understand the financial implications of taking a course at another institution.

Online & Hybrid Course Enrollment for Traditional Undergraduate Students

Students who have chosen traditional on-campus degree programs are encouraged to enroll primarily in day classes. Students may occasionally find it convenient or necessary to add an online or hybrid class to their schedule; in doing so, they should plan to devote significant time and effort to online or hybrid learning. Keeping up with the accelerated pace of online or hybrid coursework requires focus, time-management and self-discipline.

With the exceptions outlined below, traditional undergraduate students with sophomore status or higher, in good academic standing may enroll in no more than 7 credit hours of online or hybrid coursework per semester without additional permissions. When traditional students choose to take more than one online or hybrid class in a semester, they are strongly encouraged to take only one online or hybrid class per module. Traditional undergraduate students wishing to enroll in more than 7 credits of online or hybrid coursework in one semester must obtain permission from their advisor and their dean to do so.

Freshmen traditional undergraduate students are only permitted to take one online or hybrid class per semester.

Traditional undergraduate students on academic probation must obtain the permission of their advisor and their dean to enroll in any online or hybrid class.

Additional restrictions on online or hybrid course enrollment may apply for international students and other students enrolled through special academic programs or partnerships.

Traditional Student in Online Major Policy

Traditional students may declare a major that is only offered online but will be required to take all courses available for in-seat instruction in person. Online course waivers will be required every semester as needed.

Evening & Online Student Enrollment in In-Seat Course Policy

Evening and Online (EON) students may be permitted to take one (1) traditional (TRD) course per academic semester. Approval for an EON student to take a TRD class must be obtained by the Dean overseeing the TRD course.

Undeclared Major Policy

Degree seeking students enrolling in Midway University who are uncertain about the particular degree they wish to pursue may choose "Undecided" as their academic major designation until they obtain Junior status (60 hours or more).

Minor Advisor Policy

When students declare a minor, they will be assigned an advisor in the respective department(s). The advisor must approve the curriculum for the minor.

Evaluations of Students

Evaluation of students is addressed in the course syllabus. The method of evaluation in each course is determined by the individual faculty member. The final grade in any course is based on the sum of evidence the student gives the professor demonstrating understanding and retention of the material presented and completion of the student learning outcomes stipulated for the course. The faculty member may make use of examinations, recitations, term papers, written and oral quizzes, class participation, discussions, and other methods to determine the student's grade.

Grading System

Midway University grading scale is as follows:

A = 90% - 100%; B = 80% - 89%; C = 70% - 79%; D = 60% - 69%; F = below 60%

Nursing courses adhere to a modified grading scale as follows:

ADN Nursing

A = 91% - 100%; B = 83% - 90%; C = 77% - 82%; D = 70% - 76%; F = below 70%

BSN Nursing

A = 91% - 100%; B = 83% - 90%; C = 75% - 82%; D = 70% - 74%; F = below 70%

In order to arrive at the student's grade point average (GPA), the grades the student has earned are assigned grade point values, known as "quality points." Only quality points for course work completed at Midway University are averaged for computing the GPA. Course work from institutions other than Midway University that is counted toward the degree is accepted only for credit to meet course requirements. Grades for courses at Midway University and their corresponding standards and grade points are the following:

Grade	Grade Standard	Earned Quality Points
A	Represents exceptionally high achievement as a result of aptitude, effort, and intellectual initiative.	4
B	Represents a high achievement resultant from ability and effort.	3
C	Represents average achievement.	2

Grade	Grade Standard	Earned Quality Points
D	Represents the minimum passing grade in most classes. A grade of “D” is not satisfactory completion of courses required for the major and in some cases of courses required for a degree.	1
F	Represents unsatisfactory performance and indicates failure in the course. A student receiving this grade can obtain credit in the course only by repeating the entire course in a subsequent term. An F is valued at zero credit hours and zero grade points.	0
P	Represents a passing grade in a course taken on a pass-fail basis. A grade of P may earn credit but earns zero grade points.	0
L	Represents a failing grade in a course taken on a pass-fail basis. A grade of “L” earns zero credit hours and zero grade points.	0

Grade	Grade Standard	Earned Quality Points
I	Represents a condition rather than a final grade. It signifies the state of being unfinished/incomplete. If the required work is not satisfactorily completed within 30 days of the end of the academic term in which the course was taken, the “I” grade is normally changed to “F.”	0
AU	Represents the successful completion of an audited class. No credit or grade reports are earned, nor can a student change registration from audit to credit after the last day to register for credit. A student can change from credit to audit until the last date to drop a class without a failing grade; similarly, a change can be made from audit to credit until the last date to register or add a class for credit. An AU carries zero points.	0
W	Represents a withdrawal from a course after the sanctioned drop/add period but not after the last date to drop a	0

Grade	Grade Standard	Earned Quality Points
	class without receiving a failing grade. W grades do appear on the transcript but are not used in grade point average computations. W grades earn 0 grade points.	

All internships, practicums, student teaching, and PHE courses are graded on a Pass/Fail basis. All major courses must be passed with a grade of C or better.

Course Repeat

A student may repeat a course a maximum of two attempts (withdrawals count as attempts) with appropriate written approval subject to the following conditions:

1. While the previous grade will not be removed from the student's transcript, only the second grade will be used in the calculation of the student's grade point average—even if it is lower than the first attempt.
2. The student is advised that the act of registration for a repeat option does not guarantee a seat in the class.
3. Repeating a course in which one has earned a grade of 'D' or higher could impact one's Title IV funding. Therefore, a student should consult with the Financial Aid Office to determine if s/he is eligible to receive federal or state funds for repeating the course.

Filing of Grades

All grades at the University become official when they have been received by the Registrar from individual members of the faculty and have been duly recorded on the student's official transcript. Once filed with the Registrar in this manner, no grade may be changed except by petition, in writing, via the Grade Change form, from the faculty who instructed in the course, and with the approval of the appropriate dean. Grade reports are available through electronic student records.

Grade Reports

Grades are reported to the Registrar at midterm and at the end of each term. Midterm grades are not a part of the student's permanent record.

Grade Appeal

If a student believes that the final grade awarded in a course is unjust, within seven (7) business days from the date that the instructor's grades were posted the student must contact the professor

and try to resolve the issue with the professor. If the professor is not able to resolve the conflict to the student's satisfaction, the next step is for the student to contact the Dean of the School in which the course resides. This must be done within seven (7) business days of having spoken with the professor.

The Dean will contact the faculty member in question and discuss the situation. The Dean must contact the faculty member within seven (7) business days of having been contacted by the student. After having discussed the issue with the faculty member, it is the responsibility of the Dean to communicate his or her decision, in writing, to the student with copies to the faculty member and to the Vice President of Academic Affairs (VPAA).

If after having received the Dean's response, the student still believes that an injustice has been done, the student must contact the VPAA in writing within seven (7) business days from the date of the Dean's written communication and explain clearly why the student still believes that an injustice has been done. The VPAA will then attempt to resolve the issue. If the VPAA is unable to resolve the issue within seven (7) business days of having received the student's letter, the VPAA will convene an ad hoc Committee on Academic Grievances made up of three members of the full-time faculty, taking care that no member selected is a party to the case. The VPAA sets a hearing date and informs the Dean of the School, the faculty member, persons serving on the Academic Grievance Committee, and the student of the date for the hearing.

At the hearing, which will be private, the Committee may hear witnesses requested by either of the parties and/or review records and evidence relevant to the matter. Only material or allegations previously presented may be discussed at the hearing; no new material may be introduced. The Committee may call witnesses. The Committee oversees the hearing and will direct all discussion, but both the student and the faculty member will have an opportunity to address the matter before the Committee.

The student is entitled to select a member of the Midway University academic community (i.e., a member of the administrative staff or faculty) to advise and/or to assist at the hearing. At any time during the hearing process, the student may prepare written questions to be directed by the Committee to any other person involved in the case.

The Committee will decide either to uphold the grade or modify it, based on the available evidence. The decision of the Committee is final and may not be appealed. Within five (5) business days of the hearing, the Committee will report its decision, in writing, to the VPAA who, in turn, will inform the student and the professor of the decision, in writing, and will assure that the grade is properly reported in the student's record.

The timelines set forth represent due process limits to be followed in normal situations and are in no way meant to impair speedy resolutions when required.

Incompletes

Typically, an "I" is given as a temporary grade only for extenuating circumstances in the life of the affected student. Such circumstances include severe illness, death in the immediate family, and temporary physical disability. The student is permitted 30 days from the end of the academic term to complete the work or the "I" grade is changed to an "F" grade.

If a professor wants to assign an "I" grade to a student, they must complete an incomplete contract form. The form should be filled out and returned to the appropriate school Dean for approval.

Once the Dean has approved the form, it is submitted to the Office of the Registrar for entry into the system, and the student and the professor are notified.

Withdrawal Policy

Students who decide to withdraw at any point during a semester, must go through the official withdrawal process beginning with Student Affairs and ending with the Registrar's Office. This allows students to make arrangements for any financial matters and to be unenrolled officially from classes. Failure to follow this process may result in additional financial charges, loss of financial aid, and/or the assignment of failing grades in all courses. The complete process can be found in the Student Affairs Office.

Compassionate, Medical, or Military Withdraw request must be completed prior to the last day of the term requested.

Medical, Military Service, or Compassionate Withdraw

At times in the life of a student circumstances may arise that require a student to withdraw from their studies. These circumstances could include physical or mental health issues, learning disabilities, family/personal crisis or a call to active Military Duty. In such situations a student may need to petition for special withdraw consideration through a Medical, Military or Compassionate withdraw. These special withdraw considerations do not relieve the student of financial responsibility, but may assist in receiving a W for course grades rather than an F.

Medical Withdraw

A student may be considered for a medical withdraw when extraordinary circumstances related to serious illness or injury prevent the student from continuing course work. These circumstances include both physical and mental health difficulties.

To be considered for a medical withdraw, the student must provide appropriate documentation to the Dean of Students or their designee. Appropriate documentation for a medical withdrawal consists of a letter from your attending health care provider that specifies the following:

- the date of onset of illness
- the dates you were under professional care
- the general nature of your medical condition and why/how it prevented you from completing your course work
- the date of your anticipated return to school, if applicable
- the last date you were able to attend class

Physician documentation must be on letterhead, typed, dated, and bear the signature of the evaluator. Documentation must include the name, title, contact information and professional credentials of the evaluator. This documentation must be submitted directly to the Student Affairs office via mail, secure email, through a signed, sealed envelope hand delivered, or faxed from the provider's office.

Military Service Withdraw

Students may be considered for a military service withdraw if they, as an active duty serviceperson, national guardsman, or reservist are deployed during the course of the semester. To be considered for a military service withdraw, students must submit appropriate documentation to the Dean of Students or their designee. Appropriate documentation includes military service orders with formal correspondence on unit letterhead signed by the commander requesting military withdraw due to the orders. This formal correspondence should include the unit commander contact information and verification of duration and location of pending assignment if able.

Compassionate Withdraw

Students may request and be considered for a compassionate withdraw when extraordinary personal reasons, not related to the student's physical or mental health (for example, care of seriously ill child or spouse or death in the student's immediate family), prevent the student from continuing courses. Students requesting a compassionate withdraw should contact the Dean of Students and provide appropriate documentation. Appropriate documentation for a compassionate withdraw is dependent upon the nature of your circumstances and the Student Affairs office can offer advice in this area.

Compassionate, Medical, or Military Withdraw request must be completed prior to the last day of the term requested with few exceptions.

Withdrawing from the University

In all instances in which it is necessary to withdraw from the University—regardless of the reason—the student must contact the Student Affairs Office to initiate the withdrawal. The date on which notice is received shall be the official date of withdrawal for purposes of tuition refund, computation and recording of grades, and the date of record for purposes of financial aid refunds. All students must participate in a withdraw interview conducted by the Dean of Students or their designee.

Academic Honesty

Midway University seeks to promote the highest standards of academic and personal integrity in all members of the campus community. All persons associated with the University's academic community have a responsibility to establish, foster, and maintain academic standards and values. In such an environment, academic dishonesty in any form cannot be tolerated. All members of the University community should report suspected acts of academic dishonesty according to the procedure stipulated below.

Academic dishonesty is regarded as an act of fraud in which a student claims credit for the work or efforts of others without authorization or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty also includes forging academic documents, presenting one's own work for one class in a subsequent course, impeding or damaging the academic work of others, or assisting another in acts of academic dishonesty. Some forms of academic dishonesty can be categorized and defined as follows:

Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic activity. Cheating includes, but is not limited to, wrongfully giving, taking, or receiving aid on any academic exercise.

Fabrication: Falsification or invention of any information or citation in an academic exercise. Fabrication includes, but is not limited to, falsely citing a source that does not exist, knowingly citing a source incorrectly (e.g., improperly citing an article's page numbers, volume number, etc.), and/or the falsification or improper manipulation of data of any kind. This also includes the presentation of one's own work done for another class as if it were work done for a current class.

Plagiarism: Any representation of the words or ideas of another as one's own. A student who submits any exercise that uses someone else's ideas, words, expressions, or pattern of organization without properly citing/acknowledging the author is guilty of plagiarism. Plagiarism also includes reproducing another's work and submitting it as one's own, whether it is an article, pages of a book, a paper from a friend, a file, or any other source including websites. Students who have someone alter or revise work and then submit it as their own are also guilty of plagiarism.

Although students may discuss assignments with each other and with their professors, any work submitted to the professors should be done solely by the students who claim it as their own.

Procedure in Cases of Academic Dishonesty

I. Academic Dishonesty Charge

A. If a faculty member suspects academic dishonesty in an institutional situation for which the faculty member is directly responsible, the faculty member will discuss the matter first with the student concerned. It shall be the faculty member's discretion to handle the matter informally or to take it to the next step wherein student records will be involved. If the faculty member then determines there are reasonable grounds to believe academic dishonesty may have occurred, the faculty member will so inform the student and complete a Report of Academic Dishonesty form (below) detailing the allegation. If the student does not wish to contest the allegation, the student will sign the form, acknowledging the truth of the allegation. The faculty member will determine a just penalty, and the form will be placed in the student's file.

B. If someone other than the faculty member directly responsible for the instructional situation suspects academic dishonesty has occurred, he/she should report the incident to the responsible faculty member, or if said faculty member cannot be determined, to the chair of the department in which the incident may have occurred. The process outlined in IA will then be followed.

II. Responses to Academic Dishonesty Charges

A. If the accused student wishes to contest the allegations made in the Faculty's Report of Academic Dishonesty, the student may indicate said intentions but must sign the form acknowledging the situation. The form will be forwarded to the appropriate dean who will meet with the faculty member to determine if sufficient evidence exists substantiating the allegations. If the dean concludes insufficient evidence exists, he/she will return the Report to the faculty and student, and the process shall end there.

B. If the dean determines that sufficient evidence exists to substantiate the allegations, then the dean will meet with the accused student. The purpose of this meeting shall be to review the policy on academic dishonesty with the student; to discuss the range of penalties that could be imposed if the allegations are upheld; and to make certain that the student understands the two options available at this point in the process. The student may admit the truth of the allegations, or the student may

request a formal hearing. The student will have seven (7) calendar days from the time of the meeting to inform the dean, in writing, which option the student wishes to exercise.

C. If the student admits to academic dishonesty, the dean, in consultation with the faculty member bringing the allegations, will impose a penalty. The dean will be the final arbiter in all such cases and impose any penalties. The dean will inform the student and the faculty member of the final disposition of the matter by returning completed copies of the Report of Academic Dishonesty to them. The original copy of the form shall be placed in the student's file according to the guidelines stipulated in III.

D. If the student fails to request a formal hearing within the stipulated time period, the charges will be deemed admitted and the dean will impose a penalty in consultation with the faculty member. The dean will be the final arbiter in all such cases and impose any penalties. The dean will inform the student and the faculty member of the final disposition of the matter by returning completed copies of the Report of Academic Dishonesty to them. The original copy of the form shall be placed in the student's file according to the guidelines stipulated in III.

III. Hearing Process

A. If the student requests a formal hearing, the dean shall convene an ad hoc committee made up of three members of the full-time faculty, taking care that no member selected is in any way a party to the case. The committee may hear witnesses requested by any of the parties and/or review records and evidence relevant to the matter. The committee is in charge of the hearing and the committee will direct all discussion. The student is entitled to select a member of the Midway University academic community (i.e., a member of the administrative staff, the faculty, or the student body) to advise and/or assist at the hearing but not to advocate or present the case. At any time during the hearing process, the student may prepare written questions to be directed by the committee to any other person involved in the procedure. In all cases, the burden of proof lies with the administration to substantiate the charges based upon a preponderance of the evidence. After thoroughly investigating the allegation of academic dishonesty, the committee will decide either to affirm or deny. This decision of the committee is final and may not be appealed.

B. If the committee denies the charges, it will report its findings in writing to the student, the faculty member, and the appropriate dean and the matter will end.

C. If the committee makes a finding of academic dishonesty, it will determine the penalty. The committee is empowered to impose the full range of penalties to include suspension or expulsion from the University. All penalties imposed by the committee are final and may not be appealed. The committee will report its findings to the student, the faculty member, the dean, and the registrar. The original form and the committee's findings shall be placed in the student's file in the Registrar's office.

IV. Honors Designation

Any student with a record of academic dishonesty will forfeit the right to graduate with honors from Midway University.

Graduation Requirements

Application for a Degree

A student approaching the completion of the requirements specified for a degree or certificate should file an application for graduation with the Office of the Registrar. The application for graduation can be found by logging in to Self-Service and clicking on “Graduation Overview”. Two semesters prior to graduating, students should meet with their academic advisors to ensure they are meeting all requirements for graduation. Graduation application dates are published in the academic calendar of the catalog and on the University website.

Changes in Degree Requirements

The University reserves the right to modify its degree requirements, academic offerings, or curricula according to officially established processes.

When requirements for a degree are changed after a student’s enrollment as a major in a particular program, the student has the option of fulfilling either the old or the new requirements if the student has been in continuous enrollment. If a particular course is eliminated, the appropriate dean may approve a reasonable substitute course upon the recommendation of the student’s advisor and department chair/program coordinator.

If, however, students interrupt work in a major, or in the University, they will be required to meet the requirements in effect at the time of their re-entry into the University and/or major.

Commencement

Students who have not yet completed all degree requirements will be eligible to participate in Commencement if they have no more than six credit hours remaining (as verified by the Registrar), which will have been completed before the start of the fall semester.

Students planning to participate must notify the Office of the Registrar of their intent. The degree and diploma will not be awarded until all requirements have been satisfied.

Residency Requirement

Regardless of the number of hours accepted in transfer, the University has established a residency requirement to provide for suitable and sufficient academic contact between the student and the University.

Toward this end, and regardless of the number of terms the student has been enrolled, a candidate for the associate degree must complete 27 of the last 30 semester hours with Midway University. The candidate for a bachelor degree must complete 36 of the last 40 semester hours with Midway University.

Undergraduate

To be eligible to receive an undergraduate degree from Midway University, a student must have successfully completed the requirements as approved by the faculty, except that curricular

substitutions may be made by the appropriate department chair and dean if such substitutions are consistent with the requirements.

In order for any student at Midway University to graduate, the following minimum conditions must be met:

1. The student must have developed a major in one of the programs of study offered by the University.
2. A minimum grade of C must have been earned in all major courses.
3. All required general education or core courses and all courses in the major must have been completed to meet the standards of the University and the major.
4. The candidate must have met the University's residency requirement: 27 of the last 30 semester hours for the associate degree or 36 of the last 40 semester hours for a baccalaureate degree must have been completed at Midway University.
5. Midway University accepts a maximum of 30 semester hours of C or better work from regionally accredited institutions toward an associate of arts degree or a maximum of 80 semester hours of C or better work toward a bachelor degree. The total accepted shall include CLEP, Dantes Subject Standardized Tests (DSST), AP, portfolio assessment, ACE approved, etc.
6. Students must be recommended for the degree by the faculty and such recommendation must be accepted by the Board of Trustees.
7. The minimum acceptable cumulative grade point average for a graduating student is 2.0.

The exact number of semester hours which must be earned for graduation depends upon the major selected. In order to earn a bachelor's degree in any discipline, no fewer than 120 hours are earned and 36 hours must be at the upper division (300-400 level). The student should consult the section of the catalog on academic programs for specific requirements of individual programs of study.

Academic Honors

Dean's List

At the conclusion of the fall and spring semesters of each academic year, the Dean's List for superior academic achievement is issued to undergraduate students. Students eligible for the Dean's List must be classified as full-time and must have achieved a minimum grade point average of 3.60 for the semester. Additionally, the student must have earned no grade below a C for the term, must have met those criteria exclusive of developmental courses completed, and must have no disciplinary proceedings or incompletes outstanding.

Graduation Honors

Students with distinguished academic records who have met the requirements for graduation in one of the programs of study leading to either the associate or the bachelor's degree may be eligible for certain academic honors at the time of graduation. These honors are based upon students' total cumulative grade point average earned at Midway University and total Midway University hours as follows:

CANDIDATES FOR AN ASSOCIATE DEGREE

(Must have earned a minimum of 34 hours with Midway University to be eligible)

Honor	Requirement
With Honors	3.60-3.85 cum GPA
With High Honors	3.86-4.00 cum GPA

CANDIDATES FOR A BACHELOR'S DEGREE

(Must have earned a minimum of 48 hours with Midway University to be eligible)

Honor	Requirement
Summa Cum Laude	3.90-4.00 cum GPA
Magna Cum Laude	3.76-3.89 cum GPA
Cum Laude	3.60-3.75 cum GPA

To be considered for academic honors, the student must have completed all degree requirements and have no course for which an official final grade has not been submitted nor any incomplete. Students with missing grades or incompletes are not eligible for either Commencement or Commencement honors.

Any student earning honors who does not have the minimum of Midway University earned hours will graduate "With Distinction" and have that notation affixed to the permanent, official transcript.

Midway University reserves the right to publish names of students receiving academic honors, including graduation honors and the Dean's List. These recognitions are permanently noted on academic transcripts. Any student wishing to opt out of the publication of names, must submit a request in writing to the Office of the Registrar.

Academic Standing

Good Standing, Probation, Suspension, and Expulsion

A student who maintains a cumulative grade point average (GPA) at or above 2.00 is said to be in good standing with the University. Conversely, a student who fails to maintain the specified cumulative GPA will be placed on probation. At the end of each semester the Academic Review Council (ARC) meets to review students who do not meet the criteria to be in good standing. Students who fail to remove the probationary status from their record in the next semester are subject to suspension. Notations concerning probation and suspension will appear permanently on the academic transcript associated with the term in which that status was assigned.

In order to be in good standing, all students, full- or part-time, are expected to earn and maintain a 2.0 cumulative GPA. Any student who is on academic probation cannot participate in intercollegiate athletic competitions or hold leadership positions on campus.

If it becomes necessary to place a student on academic probation, the student will be notified in writing of this decision by the Office of Academic Affairs. Copies of this notification will be sent to the student's academic advisor, the Office of Student Affairs, the Office of Financial Aid, and the Office of the Registrar.

Additionally, the student who is placed on academic probation shall be limited to an academic load of no more than 13 semester hours in the next semester, or two modules, or more than 6 hours in any one module of enrollment, and must complete an academic success plan coordinated through the Office of Student Success. If, by the end of the semester (or two modules), the student is not making reasonable progress toward the degree, the student may be suspended from the University. If suspended, the student may appeal in writing to the Vice President of Academic Affairs. In the letter of appeal, the student can explain any circumstances that might cause reconsideration of the suspension decision.

Students may be considered not to be making reasonable progress toward the degree if they fail to achieve a minimum cumulative GPA of 2.0 each semester.

Individual programs of study may, with the approval of the appropriate dean, develop appropriate regulations for the academic discipline of students enrolled as majors in these programs. Students who fail to meet the requirements to end the probationary status outlined by regulations of the program may be dismissed as a major from the program. This does not, however, automatically lead to the student's academic suspension from the University or to academic probation at the University. Any student dismissed from a program of study has the right to appeal the dismissal to the appropriate dean within five (5) business days of receiving official written notice of dismissal from the department chair. The decision of the appropriate dean shall be final.

Appeal Procedure

To appeal an academic suspension a student must, within seven (7) business day of notification, submit to the Vice President of Academic Affairs a signed and dated letter of appeal explaining why they should not be suspended. A student may appeal due to extraordinary circumstances, which may include, but are not limited to, personal or family illness, tragedy, or other circumstances the student feels have a bearing on the situation. Documentation verifying the situation must be provided. The letter of appeal must also incorporate a plan for success that includes how the student's situation has changed and must detail the specific actions that will allow the student to demonstrate academic progress at the next evaluation. An appeal may be fully approved, approved with conditions set forth in an academic plan, or denied. The Vice President of Academic Affairs will review all appeals, and the student will be notified of the outcome in writing within seven (7) business days of receipt of the student's appeal. The decision of the Vice President of Academic Affairs is final.

Other Causes for Academic Suspension or Expulsion

Suspension is defined as the temporary removal of a student's right to register for academic coursework; expulsion is defined as the permanent loss of student status at Midway University.

A student who consistently fails to attend classes, prepare assignments, or is disruptive in the academic setting and/or campus life may be suspended. In such cases where actions are alleged to have occurred, the appropriate dean shall investigate such incidents upon receiving notice of such behavior.

Inappropriate behavior in the classroom, clinical, or field experience setting which seriously disrupts the learning process, endangers the health and/or safety of others, or involves the destructive use or neglect of facilities, may also lead to suspension or expulsion. In cases where such actions are alleged to have occurred, the appropriate dean shall investigate such incidences upon receiving information from a faculty member or an officer of the University. Upon completion of such investigation, the appropriate dean shall make a ruling in the case. The decision of the dean is final.

Conditions Pertaining to Students under Academic Suspension

A student who is under academic suspension may not register in any course offered by Midway University nor take any examination for University credit at Midway University for a period of one full academic year.

A student who has been academically suspended a second time will not be readmitted to the University except in unusual circumstances and then only upon the recommendation of the chairs of the programs in which the student was enrolled and in which the student plans to enroll, and the approval of the appropriate dean(s) and of the Academic Review Council.

Reinstatement

After remaining out of the University for one full academic year, a student is eligible for reinstatement through the same process as described above. Upon reinstatement into the University, a student who has been academically suspended will be placed on academic probation and will be subject to the probation and suspension policies of the University.

Academic Fresh Start

Academic Fresh Start is an appeals procedure which allows a student returning to Midway University after a prolonged absence (3 years or more from Midway or any regionally accredited institution) to request academic forgiveness of prior cumulative grade point average (GPA). The policy is designed for undergraduate students who have gained maturity outside higher education and have demonstrated acceptable academic performance following one’s return.

The granting of an Academic Fresh Start is subject to the following conditions:

- Academic Fresh Start applies only to returning undergraduate students who had previously completed 45 or fewer semester hours and had an absence of at least three calendar years from any regionally accredited post-secondary institution.
- Academic Fresh Start will affect all courses (including transfer credit) taken prior to the three-year absence. It may be elected only one time and is irrevocable.
- A minimum of 12 semester hours of graded courses with a grade point average of 2.0 must be completed after returning to Midway before an Academic Fresh Start may be requested. For purposes of consideration for Academic Fresh Start, degree and non-degree credit courses will be used to compute grade point average upon return.

- The student must submit the request for Academic Fresh Start in the second semester of having returned to Midway University. Part of the application process will require explanation of why student was unsuccessful and what changes have been made to ensure appropriate academic progress.
- Upon approval, the student will be granted an Academic Fresh Start. The student's permanent academic record will maintain a record of all coursework completed, including transfer credit recorded on the official transcript. Courses taken prior to the three-year absence will not be used in computing grade point average (GPA) and cannot be used to meet any requirements (e.g., degree, prerequisite, certification). Official transcript will state Academic Fresh Start date. Note: Academic Fresh Start is a policy of Midway University and may not be recognized by outside agencies or other institutions.
- Financial aid regulations regarding receiving aid for repeat courses will still be administered according to federal regulations. Financial Aid recipients will still have to adhere to the Satisfactory Academic Progress (SAP) policy administered by the Student Financial Aid Office. Students who are granted Academic Fresh Start who were previously held for SAP will need to contact the Financial Aid Office and will be responsible for submitting required SAP appeal. Granting of Academic Fresh Start does not extend to Financial Aid, nor does it negate grants and loans provided previously.

Other Academic Credit

Advanced Placement Program

Midway University recognizes the examinations of the College Board Advanced Placement Program (AP) offered by thousands of high schools across the nation. A high school senior who wishes to have AP scores evaluated for possible credit should have the test scores sent to the Office of the Registrar. The code number for Midway University is 1467.

To receive credit, the student must furnish an official AP transcript to the Office of the Registrar issued directly from the College Board. Advanced Placement Examinations for which comparable courses are offered at Midway University will be evaluated by the appropriate academic program.

The scores of 3, 4, or 5 will be automatically converted to credit toward the degree and result in the student’s advanced placement, if sequenced courses are involved. The student’s transcript will reflect credit by AP Exam by a grade of P (Pass). A score lower than three (3) will not be considered for advanced placement or for credit.

International Baccalaureate Program

Midway University recognizes the examinations of the International Baccalaureate (IB) program and awards academic credit for successful scores on all the Higher Level (HL) and Standard Level (SL) examinations. Generally, 6 credit hours are awarded for scores of 5-7 in Higher Level (HL) while 3 credits are awarded for scores of 5-7 in Standard Level (SL) examinations.

To receive credit, the student must furnish an official International Baccalaureate transcript to the Office of the Registrar issued directly from the New York office of the IB Organization. IB Examinations for which comparable courses are offered at Midway University will be evaluated by the appropriate academic program.

The scores of 5, 6, or 7 will be automatically converted to credit toward the degree and result in the student's advanced placement, if sequenced courses are involved. The student's transcript will reflect credit by IB Exam by a grade of P (Pass). A score lower than five (5) will not be considered for advanced placement or for credit.

ACT English Score Waiver

A student who receives a score of 27 or higher in the English Usage section of the ACT will be allowed to bypass ENG 101 and register for ENG 102. ENG 101 will be waived and the student will need to substitute 3 hours from the General Education classes. The 3 hours cannot be a course required for theirmajor or minor.

Transfer Students with Earned Associate Degrees

Students transferring into Midway University with an earned Associate of Science or Associate of Arts degree will have that coursework accepted as completion of the institution's General Education requirements.

College Level Examination Program and DANTES Subject Standardized Tests

Midway University recognizes the general and subject examinations of CLEP and DSST and follows the policies noted below in evaluating the results of such examinations.

A student's scores from the general and subject exams of the CLEP and DSST may permit University credit toward the degree when the subject involved is equivalent to a course offered at Midway University. In such cases, the student's transcript will reflect credit by examination with a grade of P (Pass). The credit earned through CLEP or DSST will count toward graduation, but the grade of P does not affect a student's GPA. To receive credit for a CLEP and DSST exam, a student's score must meet the minimum score recommended by the American Council on Education (ACE). The number of credits given for the examination will be based on the recommended guidelines by ACE.

Credit for Prior Learning

In certain cases, university credit can be earned for knowledge gained through prior work and learning experience depending upon the nature and scope of the experience. It should be noted that credit is not given for experience but for knowledge, so that in the process of requesting credit for prior learning the student must give evidence that knowledge in the area is equivalent to specified university-level student learning outcomes and encompasses knowledge both of theory and of practice. There are various ways in which a student may give proof of such knowledge. For example, a) transfer credit from another educational institution, b) military credit, c) credit by examination, d) portfolio assessment, e) credit from a workshop or program approved by the American Council on Education. Each of these methods is explained below.

A charge is assessed per credit hour awarded for prior life and work experience via portfolio review.

Experiential Portfolio Assessment

The determination of competence levels and the number of credits awarded through portfolio assessment are made by designated faculty members and academic experts, as appropriate. Credit is awarded for documenting both breadth and depth of knowledge in a certain area as well as practical application of the learned concepts. Students may earn up to a total of 21 credit hours through portfolio assessment. Six of these hours may be applied toward meeting the residency requirement at Midway University. Credit received through portfolio assessment will be added to the student's transcript with a grade of P (Pass). Portfolio assessment credit at Midway University is awarded only in those academic disciplines represented by the University catalog. For details, contact the Office of Academic Affairs.

If the portfolio fees are not paid, and the credits not posted to the transcript within one calendar year from the approval date, then the credits are subject to review and may be denied.

Study Abroad

Academic, internship, and service opportunities abroad are available to Midway University students. Students interested in studying abroad should set up an appointment with the Office of Academic Affairs to discuss academic year long, semester, and summer programs. Students are able and encouraged to study abroad through University-affiliated institutions or third-party providers abroad during their degree-seeking coursework. The transfer of academic credit must be granted by the registrar and academic program directors. U.S. citizens' federal financial aid may be used for study abroad. Institutional and state aid may not be used. It is important for students who wish to study abroad to plan far in advance and stipulate this on their FAFSA.

Transfer from Regionally-Accredited Institutions or Military Credit

In addition to the requirements outlined under the section **Enrollment Management - Admission to Midway University**, transfer students are required to submit official transcripts from all institutions previously attended.

The Academic Departments determine how to apply courses taken in the major and the Registrar determines how the courses are applied toward general education and elective requirements.

Selected courses (listed below) in the Nursing Program must have been taken in the last five (5) years.

- A & P I lecture & lab
- A & P II lecture and lab
- Microbiology lecture & lab

Selected courses (listed below) in the Teacher Education Program must have been taken in the last three (3) years. This is in order to meet recency requirements.

- All EDU methods courses
- All EDU major courses

After evaluation of the transcripts, Midway University may accept a maximum of 30 semester hours of C or higher work from regionally accredited institutions toward an associate of arts degree or a maximum of 80 semester hours of C or higher work toward a bachelor degree. The total accepted shall include CLEP, DANTES Subject Standardized Tests (DSST), AP, portfolio assessment, and transfer and may not exceed 80 credit hours. At least half of the major must be completed at Midway University. Students pursuing a master's degree may transfer a maximum of six semester hours of B or higher work.

Students who have served in all branches of the military can receive credit for military training, workshops, job experience, etc. To obtain this credit, students need to contact the Midway University Admissions Office for information on how to obtain a military transcript.

Quarter to Semester Hour Conversion

Midway University operates on the semester system. Any student who wishes to transfer courses from a regionally accredited institution on the quarter system must have their hours converted. The university converts a one quarter hour class to equal 0.66 semester hours. Therefore, a four quarter hour class converts to 2.66 semester hours. Such a course may be substituted to meet a major or general education requirement but the hours are not rounded up and additional hours must be taken to meet the minimum 120 semester hour requirement to graduate.

Workshops or Training Taken for Credit

Credit is awarded for completion of learning evaluated by the American Council on Education (ACE) and the National College Credit Recommendation Services (NCCRS) on non-collegiate-sponsored instruction. These organizations evaluate university-level training programs, credentials, and licenses from government agencies, the military, and the private sector. Visit the American Council on Education (ACE) website and the National College Credit Recommendation Services (NCCRS) website to further research these options.

Student Records

The official record of the student's academic work at Midway University is the transcript maintained in the Office of the Registrar. The transcript certifies the record of all course work taken, grades in all courses taken, withdrawals, the program for degree and certificate recipients, identifying personal information, the date of conferral of degree or certificate of study, and other pertinent information.

Students may request an official copy of their transcript via the National Student Clearinghouse for either electronic or paper delivery. Copies of the official transcript are prepared at the prevailing fee established by the University and are subject to change. Unofficial transcripts may be requested in writing should the need arise.

The official transcript is the property of the University, and the University reserves the right to prevent the release of a copy of the transcript if the student has any outstanding obligations to the University.

The transcript and other student records are materials that are confidential to the student and to the University. Therefore, release of student records by the University will be made in accordance with state and federal regulations concerning these kinds of records or with the written consent of the student. These regulations follow.

Maintenance and Disposal of Records

Permanent Records

Records of a permanent nature shall be maintained in perpetuity by the University Registrar. These records include, but are not limited to, the student's academic transcript while at Midway University; copies of previous academic work at the secondary level and, if applicable, the college level; the student's application form and acceptance into Midway University; and the results of any state or national exams used for entry or placement (ACT, CLEP, DSST, SAT, etc.). Other materials maintained permanently include academic petition forms, waivers from physicians or other professionals, letters of academic suspension, and any other information of a specific academic nature. Letters of non-academic discipline cases involving suspension or expulsion will also be included in permanent records.

Non-Permanent Records

In general, records defined as non-permanent include, but are not limited to, the student's original class registration forms; drop/add forms; application for a degree; documentation relative to aptitude/ intelligence tests; dean's list letters, probation letters, letters of reference/recommendation; internship approvals; requests for transcripts; Veterans Administration certification forms; and other documents which, because of their nature, cease to have relevance with time.

Records Maintenance

All academic records are housed in the Office of the Registrar with a separate electronic back-up copy of the student's official copy maintained virtually and at an off-campus location.

Disposal of Records

Non-permanent records shall be destroyed by shredding to prevent the possibility of personally identifiable information becoming available to unauthorized individuals.

Name Change Policy

Official university documents, including transcripts and diplomas, must reflect the student's legal name.
All students currently enrolled are granted the opportunity to change their names on institutional records upon providing legal evidence indicating their name change. The Name Change Form may be
downloaded from the Registrar's Office on Sharepoint. The form, along with the appropriate documentation, should be submitted directly to the Registrar's Office.

One (1) of the following documents is required to process a legal name change:

- Certified copy of a court order indicating new name in full
- A marriage license/certificate
- A certified copy of Divorce Judgement

Students must also provide a copy of a government issued ID (i.e. driver's license or SS card) with the
new name in full.

Name Change – Graduates
After a student graduates or separates from Midway University, the student's academic file is closed. University records, including transcripts and diplomas, are historical documents and are not altered after closure of the academic file.

Transcripts

Transcripts of courses and credits will be forwarded to the student or to other educational institutions, agencies or firms. A fee is charged for transcripts and is payable in advance.

To order a transcript, access Midway University's Registrar's page and click on Transcript Request. The official record is the property of the University, and the University reserves the right to withhold the release of that record if the student or former student has a financial obligation to the University.

If you wish to pick up a transcript, please contact the Registrar's Office either by email or by phone. Registrar Office hours are Monday through Friday, 8:00 AM through 5:00 PM. You can reach the Registrar personnel by email to RegistrarsOffice@midway.edu or by phone at 859-846-5728.

Academic Advising

Academic advising is a collaborative relationship in which students seek and receive guidance about academic program planning and life goals. Educational planning is well-suited with students' life goals; therefore, academic advising includes conversation about life goals and supports the process of developing such goals. The ultimate responsibility for reaching decisions about academic program plans and goals rests with each undergraduate student. For academic advisors, assisting students to develop life goals means (1) aiding students to discover and delineate educational and career goals in an atmosphere of mutual respect and learning, (2) encouraging students to think critically about their choices, (3) helping learners explore and find resources, and (4) following through with action plans. In this way, students connect with the advisor and develop personal accountability for making decisions.

Academic Advising is located in the Office of Student Success within the Little Memorial Library on the first floor, room 110 and is available to assist, should you be unable to reach your academic advisor.

For assistance, call at 859-846-5385 or by email at advising@midway.edu

Academic Accommodations

The Accommodations Coordinator in Student Affairs coordinates Midway University's disability support services in compliance with Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended. When appropriate, Midway University provides reasonable accommodations designed to enable students to equitably participate in and benefit from Midway University's programs, services, and activities, provided that such accommodations would not:

- fundamentally alter the nature or operation of the University's programs, services, or activities,
- cause undue hardship to the University, or

- pose a direct threat to the health or safety of others.

Obtaining Accommodations

The Office of Student Affairs works to provide accommodations for students through a confidential and supportive process. Students should be aware that accommodations are not retroactive. Every reasonable effort will be made to provide the appropriate reasonable accommodations, but certain accommodations may take time to coordinate. More information regarding disability support services can be found on the Midway University Disability Support Services webpage.

Students seeking disability support services should initiate the process by contacting the Office of Student Affairs. Because each person's situation is unique, this initial conversation will determine the direction that the process will take. The Office of Student Affairs will talk to the student about documentation during the initial conversation. Students should provide documentation from a qualified, licensed professional appropriate to the nature of the disability and requested accommodations. View the Request for Accommodations Form.

Records created by schools that the student has attended previously may also be helpful to the process of determining appropriate accommodations, including documents that reflect education and accommodation history, such as Individual Education Program (IEP), Summary of Performance (SOP), and teacher observations. These documents do not replace the need for documentation listed below but serve as an aid to create a success plan with the student.

After talking with the student, reviewing documentation that has been submitted, and consulting with faculty and staff members as necessary, the Office of Student Affairs will identify reasonable accommodations. These accommodations and the supporting documentation are subject to regular review and modification. Appropriate faculty or staff members will be notified of established accommodations upon the request of the student to whom they apply. Information regarding a student’s specific diagnosis will only be shared with a faculty or staff member on a “need to know” basis, usually as it pertains to arranging accommodations. Requests for faculty notification must be made by the student each term (semester or module) by contacting the Office of Student Affairs and identifying the individuals to whom the notification of accommodations should be sent.

Academic Support

Office for Student Success

The Office for Student Success (OSS) serves as a holistic and comprehensive center providing programs and services created to build independent learners as well as empower students to take leadership and responsibility in their academic achievement, degree completion, and career and graduate school pathways. The OSS houses career development services, advising resources and oversight, as well as academic success programs. The OSS offers personality and career assessment resources, career, and success coaching, a robust tutoring program, as well as supports students who are on probation, suspension, or are conditionally admitted to the university.

Little Memorial Library

The Little Memorial Library, located in the center of the Midway University campus, houses all the physical collections and coordinates services provided by the library. The library collection is

designed to support all programs of the University and is available in open stacks for student use. The facility provides a variety of study and reading spaces including three group study rooms, individual study carrels, a conference room, and general use computers. The library also houses two computer labs and the Office for Student Success.

The library also provides access to its own resources as well as to the resources of other libraries via its online catalog and electronic databases. The library offers access to nearly 50 electronic databases that provide indexing and full-text journals, periodicals, reports, and other documents to support all the programs the University offers. *WorldCat*, a union database of over 50 million records, is used for interlibrary loans and for finding titles not only in nearby libraries but in libraries worldwide. The library also subscribes to an eBook resource with access to nearly 120,000 full-text electronic books.

The library's website has numerous research and how-to guides to help users access library databases and use websites more effectively. Some of these include evaluating websites, selecting a search engine, avoiding plagiarism, citing sources, and many more. Access to web-based licensed content offered by the library is simplified through EZproxy software for remote user authentication. In order to log in use your Midway username and password.

Federal and State Laws

A Consumer and Safety Information page is located on our website at https://www.midway.edu/consumer-information.html In addition, policies addressing disability support services, service and assistance animals, alcohol and other drug use and abuse, sexual misconduct, and unlawful discrimination and harassment may be found in the Midway University Student Handbook.

Constitution Day

A provision in the Consolidated Appropriations Act for fiscal 2005 requires that "each educational institution that receives federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution."

Midway University provides an educational program on the U.S. Constitution for all students. The Office of Student Affairs is responsible for compliance with this legislative requirement.

FERPA

In accordance with the Family Educational Rights and Privacy Act (commonly referred to as FERPA, or the "Buckley Amendment"), Midway University has adopted the following policies and procedures to protect the privacy of educational records. Students will be notified of their FERPA rights annually by publication in the Midway University catalog and the Midway University Student Handbook, both of which may be found on the University's website.

Definitions

Midway University uses the following definitions in this policy:

- ***Student:*** any person who attends or has attended the University.

- ***Educational records:*** any records in whatever form (handwritten, print, computer media, taped, film or other medium) which are maintained by the University and are directly related to a student, with the following exceptions:
  - Records kept in the sole possession of the maker, which are used only as a personal memory aid and are not accessible or revealed to any other person except to a temporary substitute for the maker of the record.
  - Records relating to an individual employed by the University that relate exclusively to the individual in the capacity of an employee, even if the person is also a student at the University.
  - Records created and maintained by Campus Security personnel.
  - Records made and maintained by the campus minister or counseling staff and used only in connection with the treatment of a student.
  - Medical records maintained by the University solely for treatment and made available only to those persons providing treatment.
  - Records created or received by the University after an individual is no longer a student and that are not directly related to the individual's attendance as a student.
- ***School officials:*** a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including Campus Security and Health Services staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Student Conduct Board. A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of personally identifiable information from educational records such as an attorney, auditor, or collection agent, or a student assisting a University official in the performance of his or her tasks.

Rights under FERPA

A student shall have the right to do the following:

1. Inspect and review the student's educational records.
2. Request the amendment of the student's educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. File a complaint with the U.S. Department of Education concerning the alleged failure of the University to comply with the requirements of FERPA.
5. Obtain a copy of the University's student records policy from the Office of the Registrar.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian(s). Students must submit a written request that identifies the specific record(s) the student wishes to inspect. The record custodian will make arrangements for access and notify the student of the time and place where the records may be inspected. Access will be provided within 45 days of the written request. Upon request by the student, explanations and interpretations of the educational records will be provided to the student by University personnel designated by the appropriate office.

Right of the University to Refuse Access

The University reserves the right to refuse to permit a student to inspect the following information:

1. The financial records of the student's parents.
2. Letters of recommendation for which the student has waived his or her right of access.
3. Records containing information about more than one student, in which case the University will permit access only to that part of the record that pertains to the inquiring student.
4. Records which are excluded from the FERPA definition of educational records.

Procedures for Hearings to Challenge Records

Students wishing to challenge the content of their educational records must submit a request for a hearing, in writing, to the appropriate office. The request must include the specific information in question and the reasons for the challenge.

Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing. Students will be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge. The hearing officer will render a decision, in writing, within a reasonable period of time, noting the reason and summarizing all evidence presented.

If the hearing results are in favor of the student, the record shall be amended. Should the request be denied, the student may choose to place a statement with the record commenting on the contested information in the record and stating why the student disagrees with the decision. As long as the student's record is maintained by the University, the record will always include the student's statement when disclosed to an authorized party.

Disclosure of Educational Records

The University will disclose information contained in a student's education record only with written consent of the student, with the following exceptions:

1. To school officials who have a legitimate educational interest in the record (i.e., the official needs to review an educational record in order to fulfill his or her professional responsibilities for the University).
2. Information the University has designated as "directory information."
3. To officials of another school in which the student seeks to or intends to enroll.
4. To federal, state and local agencies and authorities as provided under law.
5. To the parents of a student if the student is a dependent for IRS tax purposes.
6. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine the student's eligibility for the aid, to determine the amount and conditions of the aid, or to enforce the terms and conditions of the aid.
7. To accrediting organizations and to organizations conducting studies for or on behalf of the University.
8. To comply with a judicial order or lawfully issued subpoena.
9. In connection with a health and safety emergency.
10. As otherwise permitted by FERPA.

Directory Information

Disclosure of directory information normally may be made without the student's consent. Directory information includes the student's name; school and permanent addresses; school, permanent, and cellular telephone numbers; school and permanent e-mail addresses; majors and minors; dates of attendance; enrollment status; class level; degree(s), honors, and awards received; the most recent educational agency or institution attended; weight and height of members of athletic teams; participation in officially recognized activities and sports; and photograph.

A student may request that the University withhold his or her directory information from being released. A student who wishes to have all directory information withheld must make this request in the Office of the Registrar. The hold will become effective the first day of class in the next regular semester (fall or spring). Once filed, this request becomes a permanent part of the student's record until the student instructs the Office of the Registrar, in writing, to remove the hold. This request does not restrict the release of this information to individuals and agencies listed in the "Disclosure of Educational Records" as mentioned above.

Accuracy of Information

Midway University takes measures to ensure that all University representatives accurately represent the University in all areas, particularly in the following:

- Accreditation
- Transfer policies
- Course and program requirements
- Size, location, facilities, and equipment
- Graduate employment/placement information
- Faculty/staff qualifications
- Student employment
- Tutoring and academic support services
- Cost, scholarships, billing, refunds, and financial assistance
- Employment/placement information

Concerns regarding representation should be directed to the Office of Academic Affairs.

Credit Hour Policy

Amount of Credit

Midway University's definition of the credit hour is in accordance with the SACSCOC Credit Hour Policy and the Federal Definition of the Credit Hour which state that a credit hour approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different time, or

2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Lecture Courses

Semester Credit Hours	Minutes	Class Meetings (75 min class)
One	750	Minimum 10 classes / term
Two	1500	Minimum 20 classes / term
Three	2250	Minimum 30 classes / term
Four	3000	Minimum 40 classes / term

Laboratory Courses

Semester Credit Hours	Minutes	Class Meetings (120 min class)
One	1500	Minimum 13 labs/term
Two	3000	Minimum 25 labs/term

Practical, Supervised Clinicals, Fine Arts Studio, Student Teaching, Field Work, & Internships

Semester Credit Hours	60-minute hours
One	40-45 hours/term
Two	80-90 hours/term
Three	120-135 hours/term

Four	160-180 hours/term
Five	200-225 hours/term
Six	240-270 hours/term
Seven	280-315 hours/term
Eight	320-360 hours/term
Nine	360-405 hours/term
Ten	400-450 hours/term

Credit for Online Coursework

Identifying that it is difficult to calculate and monitor contact hours in online learning environments, the Institution bases the definition of the credit hour in online courses on the following guidelines. First, the course syllabus should clearly document that the online course covers the same amount of material and course content that would normally be expected if the class was being taught in the traditional classroom. Examples of clear documentation include documentation of course topics and course objectives covered, stated student learning outcomes, stated expectations of readings, projects, and other assignments. It is the responsibility of the faculty teaching in the online environment to determine if the course content delivered is of sufficient scope and rigor to ensure the amount of material delivered is comparable to the same traditional course. Second, during the planning and development of an online course, faculty should estimate the time a typical student spends with the course content. This amount of time should be equivalent to the number of contact hours normally expected in a traditional course. Time spent completing homework assignments, working on projects, studying for examinations, etc., should be considered outside the contact hour requirements for the online course. Finally, academic programs should review online curriculum and monitor each online program for quality assurance consistent with the Institution’s traditional instruction.

Credit for Hybrid Coursework

Midway University defines a hybrid course as a course that includes both face-to-face and online instructional activities with a minimum of one (1) credit hour and up to two (2) credit hours for a three (3) hour course to be taught face-to-face. The remaining credit hour(s) should follow the credit for online coursework policy and time spent completing homework assignments, working on projects, studying for examinations, etc., should be considered outside the contact hour requirements for the online portion of the course. Academic programs will recommend courses to be taught in hybrid format to their respective dean for approval. Finally, academic programs should review hybrid

curriculum and monitor each hybrid course for quality assurance consistent with the Institution’s traditional instruction.

Graduate Program Policies

Academic Policies

Transfer Credit

The respective school dean will determine up to six (6) transfer graduate credits for their programs. Written approval must be obtained prior to the first day of the first course in the program.

Graduation Requirements

Students must have a cumulative GPA of 3.00 in order to graduate from a graduate program.

Grading Scale

The grading scale for Graduate programs is as follows:

- A = High Achievement
- B = Satisfactory Achievement
- C = Minimum Passing Grade
- F = Failing Grade

Grade Policies

No more than six (6) credit hours from a regionally accredited institution will be accepted in transfer into a graduate program.

A minimum of a 3.0 GPA is required to graduate from a Midway University graduate program.

Graduate courses may not be taken pass/fail.

A grade of C may be repeated. Grades of F must be repeated. Only the grade earned on the second attempt will be used to compute the student's GPA, but both grades will appear on the student's transcript.

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