Eastern Nazarene College

Division of Adult and Graduate Studies

LEADERSHIP EDUCATION FOR ADULTS

Student Undergraduate and Graduate Handbook

2013-2014

Eastern Nazarene College
Discover your purpose

180 Old Colony Avenue, Quincy, MA 02170
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http://www.enc.edu

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I. THE COLLEGE

1.1 WELCOME

The Board of Trustees and Administration of Eastern Nazarene College welcome you to the Adult and Graduate Studies Division. This is a program designed to challenge and reward the working adult learner.

This handbook is provided as a reference for students, addressing frequently asked questions and documenting academic policies and procedures. We hope that it will increase student understanding of the College and make it easier to be successful students.

1.2 HISTORY OF EASTERN NAZARENE COLLEGE

The Institution which became Eastern Nazarene College (ENC) was founded as the Pentecostal Collegiate Institute in Saratoga Springs, New York in 1900. Two years later the Institute was moved to North Scituate, Rhode Island. In 1918, the school was re-chartered as Eastern Nazarene College. The following year the College purchased the property of the Quincy Mansion School for Girls on the former estate of Josiah Quincy (1802-1882), a mayor of Boston in the 1840's. On the campus in Wollaston, Eastern Nazarene operated both an Academy and a College until 1954. The post World War II boom in college student enrollment resulted in the closing of the Academy and the construction of most of the buildings on the Wollaston campus.

The New England Association of Schools and Colleges granted ENC accreditation in 1943. In 1964, the Commonwealth of Massachusetts authorized ENC to grant the Master of Arts degree in Religion. In 1981, the College charter was further amended to authorize Eastern Nazarene College to grant Master of Arts degrees in Family Counseling and Pastoral Counseling and the Master of Education degree. In 1998, the College charter was again amended to authorize Eastern Nazarene College to grant the Master of Science degree.

Today the College prepares students for service and leadership roles in Business, Teacher Education, Industry, Government, Christian Ministries, and other areas. The educational activity of the College is not confined to the 15-acre campus, but rather is associated with other

organizations and institutions, especially in the South Shore area. With the addition of the Adult and Graduate Studies Division/**LEAD** Program in 1990, Eastern Nazarene College expanded further its service to the Eastern Massachusetts area.

1.3 COLLEGE MISSION

The mission of Eastern Nazarene College is to serve God, the Church, and the World by providing a quality liberal arts education to students of all ages. ENC seeks to create and maintain a Wesleyan environment which awakens and fosters truth, righteousness, justice, and holiness as made possible by God's transforming grace through Jesus Christ.

ENC seeks to serve the Church of the Nazarene in particular and the Church in general by equipping people for Christian leadership and service to humanity. As a Christian community, the College strives to embody academic excellence, personal integrity, and respect for each individual. The entire educational program encourages each person to become a creative and redemptive force in the world through integration of the richness of the Christian tradition and the human quest for understanding.

Eastern Nazarene College seeks to fulfill its mission by striving towards the achievement of the following goals.

ENC is a Christian Community Striving for Excellence

1. ENC seeks to foster a Christian educational community where every policy and all relationships are grounded in the biblical mandate to love and treat each person as a child of God.
2. ENC seeks to foster a community where individuals are encouraged to move holistically toward their full physical, social, intellectual, and spiritual potential. ENC affirms for its students the concept of the "seamless curriculum" which emphasizes the continuum of learning inside and outside of the classroom.
3. ENC recognizes that the spiritual environment of the campus is the responsibility of the entire community.
4. ENC seeks to embody a community which models the biblical description of the Kingdom of God -- a kingdom formed "from every tribe and language and people and nation" (Revelation *5:9).*

5. ENC strives to create an environment of excellence in all that it does and is -- spiritually, academically, culturally, financially, and in terms of personnel and facilities.
6. ENC seeks to be an agile institution which secures financial resources sufficient to fulfill its mission, while cultivating an attitude toward the future which prizes flexibility in adapting to a rapidly changing world.
7. ENC strives to create an atmosphere focused on providing constantly improving service to its students and constituents. Service must be the concern of every member of the community.

ENC is a Wesleyan Educational Community

8. ENC seeks to foster a community of Christian scholars and teachers who reflect a Wesleyan perspective which centers on the dynamic interaction of Scripture, tradition, reason, and experience, and which responds in word and deed to the biblical mandate to live fully consecrated lives infused with the power of the Holy Spirit.
9. ENC intends to provide a quality liberal arts education in which each student can discover the breadth and relevance of the literary, philosophical, aesthetic, scientific, and religious achievements of human culture.
10. ENC seeks to develop the analytical, creative, and technical skills necessary for logical thought and clarity of written and oral expression.
11. ENC intends to offer undergraduate and graduate education informed by the Christian perspective which meets professional and constituent needs, and to do so in both traditional and non-traditional formats utilizing delivery methods appropriate to the age of the students.
12. ENC seeks to serve all students who have the capacity and desire to pursue a college education, and commits to offer the academic support services necessary to meet the needs of students representing a broad range of academic preparation.
13. ENC pledges to recruit and retain faculty willing and able to serve within the spirit of the College and the Church of the Nazarene, who are academically and professionally qualified, effective and inspirational teachers, and committed and active Christians, preferably within the Wesleyan tradition. ENC faculty will continue to affirm the historic teachings of the Church as expressed in the Apostles' and Nicene Creeds, participate in the life and ministry of a local church, and model lives which reflect the love of Christ.

ENC is a Community Dedicated to Serving its Students, the Church, and the World

14. ENC strives to prepare students for careers, graduate studies, and service through our educational curriculum and career counseling.
15. ENC strives to prepare students to grapple successfully with the moral dilemmas of our day by cultivating an understanding of the Christian tradition and the broad liberal arts in order to foster knowledge of God and our world.
16. ENC purposes to inspire students to accept responsibility and to prepare them for leadership which will energize the Church, serve the community, and foster stewardship of God's creation.
17. ENC seeks to strengthen its relationship with alumni by providing opportunities to collaborate with the College in planning for the College's future, securing the necessary resources to accomplish the mission, mentoring college-bound students, and assisting those who have graduated.
18. ENC seeks to foster a sense of shared mission through communication, collaboration, and cooperation between ENC and the Nazarene churches of the Eastern region and throughout the world.
19. ENC commits to fostering a closer, more collaborative relationship with the larger evangelical community and historic Christian communities who affirm with us the creeds of the early Church.
20. ENC strives to develop ever closer ties to the South Shore and the Greater Boston communities, educational institutions, businesses, governments, and human service organizations in order to play our part in creating, through education and service, a more humane world.

1.4 ACCREDITATION

Eastern Nazarene College is a member of the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization which accredits schools and colleges in the six New England states. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group process.

1.5 AN EXPLANATORY WORD ON THE LIBERAL ARTS

The mission statement of Eastern Nazarene College defines the College as a liberal arts institution. The liberal arts are those broad areas of study which transmit cultural heritage, cultivate a love of learning, and provide the student with a firm basis to deal with contemporary problems. Therefore all undergraduate students at Eastern Nazarene College, regardless of their specific program or major, are required to complete a comprehensive set of courses designed to acquaint students with great personalities, ideas, and movements of history, as well as to challenge students to a never-ending quest for new knowledge and personal growth.

II. THE DIVISION OF ADULT AND GRADUATE STUDIES

2.1 ADULT AND GRADUATE STUDIES DEGREES

The Degree Programs in the Division of Adult and Graduate Studies were developed out of the desire to serve the adult population in Eastern Massachusetts in a spirit open to innovation. Eastern Nazarene College understands the special requirements of adults who are interested in receiving a college degree but also must continue to meet their professional, personal and family commitments. By combining theory and practical experience, these programs are designed for those working adults.

The faculty of the Division of Adult and Graduate Studies is comprised of regular faculty of Eastern Nazarene College and of qualified adjunct faculty.

The Division offers the following degrees:

- The **Associate of Arts in General Business** program at ENC is offered in a convenient schedule that allows you to attend college without giving up your important work and family commitments. The (AA) Degree Completion Program is a professional academic program for adult students. It is a 63 semester hour curriculum with a liberal arts core that stresses the development of analytical skills in the areas of written and oral communications, management, accounting, and economics.
- The **Bachelor of Arts in Management (BAM)** Degree-Completion Program is an accredited, professional academic program for adult students. It is a 60-semester- hour curriculum with a liberal arts core. This program stresses the development of analytical skills in the area of management including leadership, ethics, accounting, economics, marketing, business law, and human resources. Graduates of this program will have the education required to enter a variety of professional, business careers.
- The **Bachelor of Arts in Education Early Childhood Education** is designed to help launch a career as a professional in the field of Early Childhood Education. The ECE program prepares you to have a positive impact in the lives of young children and their families. Our experienced instructors are dedicated to providing you with the knowledge and skills needed

for classroom success. We provide the academic framework that guides developmentally appropriate practices in early childhood settings and our program is aligned with the course content necessary for licensure with the Massachusetts Department of Early Education and Care.

- The **Bachelor of Arts in Management 2+2 (BAM)** Degree Completion Program is a professional academic program for adult students. It is a 60-semester- hour curriculum with a liberal arts core. This program stresses the development of analytical skills in the area of management including leadership, ethics, accounting, economics, marketing, business law, and human resources.
- The **Bachelors of Education Degree** Completion Program is a collaborative effort between Eastern Nazarene College (ENC) and Massasoit Community College that enables Massasoit students to complete an Initial Teacher Licensure program on the Massasoit Brockton campus in Elementary and Early Childhood Education. The two institutions have established an agreement that allows students to finish their first two years of teacher preparation at Massasoit, earning an Associate's Degree. Students interested in Elementary Education (grades 1-6) would complete an Associate's Degree at Massasoit in Liberal Arts Studies with an Elementary Education option while students interested in Early Childhood Education (grades preK- 2) would complete an Associate's degree at Massasoit in Child Care Education and Administrative - transfer option. Students will then complete the final components of the Initial Licensure program through ENC. Upon successful completion of the ENC component of the program, students earn a Bachelor's of Arts Degree with a double major in either Early Childhood Education or Elementary Education and Liberal Arts. Upon successful completion of the program, students will be recommended for Initial Licensure as an Elementary Teacher (grades 1-6) or Early Childhood Teacher (grades pre K-2) in the Commonwealth of Massachusetts. The program provides many opportunities for students to complete field experience in public school classrooms for both theoretical and practical experiences. The program concludes with a 300 hour student teaching experience.
- The **Bachelor of Science in Business Administration (BSBA) Degree** Completion Program is a professional academic program for adult students. It is a 60-semester-hour curriculum with a liberal arts core. This program stresses the development of analytical skills in the area of business administration including management, leadership, ethics, accounting, economics, marketing, and business law
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- The **Master of Education Degree** Program at Eastern Nazarene College incorporates the newest methods of teacher preparation which are gaining increasing support throughout the United States. The teacher preparation programs at ENC equip teacher candidates with a thorough knowledge of the foundations of education, learning theory, motivation theory, lesson planning, integration of technology into the K-12 curriculum, and child development. Students immediately observe the application of knowledge learned in class in the pre-practicum. This opportunity occurs prior to student teaching, which is the culminating experience for the education student. ENC's education programs are all fully approved and certified by the Massachusetts Department of Education. The programs, in fact, exceed the state licensure requirements. Students interested in pursuing a teaching career must gain licensure from the state where they will be employed. Each state's licensure requirements differ, but graduates of Eastern Nazarene College who have completed the graduate teacher education program are eligible to be licensed in over 30 states because ENC is an approved member of the Interstate Certification Compact.
- The **Master of Science in Management (MSM) Degree** Program is a professional academic program for adult students. It is a 36-semester-hour curriculum. This program provides a broad business background and analytical skills in the area of management including leadership, ethics, finance, economics, marketing, human resources, organizational theory, and behavior.
- The **Master of Science in Marriage and Family Therapy (MFT) Degree** Program seeks to prepare individuals for Christian service to individuals and families who are in need of personal, emotional, or relational assistance. The program is appropriate for those who wish to change careers as well as those who are already established in the human service occupation. The Master of Science in Marriage and Family Therapy is designed for students who are seeking to become licensed counselors and develop their primary professional identity as marriage and family therapists or mental health counselors.

The courses in the degree programs relate theory to practice. Instructional methods include mini- lectures, seminars, case studies, role-playing, simulations, and student-selected projects related to the student’s professional goals. Each course is a required component of the program and is designed to be taken in sequence.

Because our students are busy, working adults, we try to emphasize the efficient use of class

time. Our instructors are encouraged to use class time only for enhancing experiences and not to review the textbook or to accomplish work that adults could do on their own. Consequently, much of the work in the curriculum is accomplished either independently or through group work. Masters students spend approximately 25 hours, Bachelors students spend approximately 20 hours, and Associate students spend approximately 12-16 hours, per week outside of class on their individual assignments.

In the Master of Science in Management and the Master of Education in Higher Education Administration programs, each student completes an integrated thesis project based on their respective concentration which applies current business practice to relevant theory.

The Masters in Education and Marriage and Family Therapy programs include practicum/internship components that students undertake following the completion of their coursework. The MEd requires a semester-long practicum while the MFT requires a year-long internship.

In the Bachelor programs, each student completes a business research project which is related to his or her professional responsibilities and which demonstrates the ability to apply concepts and skills developed in the program to a problem of professional consequence.

The curriculum is designed to provide training in the skills required to make effective decisions, as well as to formulate short and long range business plans. The curriculum also provides training in the personal skills needed for effective organization. These skills include values clarification, needs assessment, group facilitation, and leadership.

2.2 GENERAL GOALS OF THE BUSINESS DEGREE PROGRAMS

The general goals of Eastern Nazarene College's degrees in Business are as follows:

1. To provide a core which requires a demonstrated mastery of the learning objectives stated for each course and for the program as a whole.
2. To provide a quality general business education to adult students built upon an integrated theory/application curriculum model and is rooted in the disciplines of economics, law, accounting, marketing, management, organizational theory, finance, and Christian ethics.
3. To provide educational opportunities for enhancement of the interpersonal skills

necessary for effective business and organizational management. These skills include team-building, group facilitation, leadership, communications, values-clarification, and conflict resolution.

4. To provide the education necessary for adult students to attain their personal educational objectives; to enhance their professional career advancement opportunities; to become more effective agents of community service, and to understand and apply Christian values in the conduct of their personal and professional lives.

2.3 DEGREE COMPLETION OPTIONS

Students transferring into an ENC baccalaureate program without having previously earned an associate degree may need to earn credits in addition to their chosen program to complete the requirements of the degree. This may be done in one of the following ways:

1. Complete General Education Liberal Arts courses offered through Eastern Nazarene College's Division of Adult and Graduate Studies.
2. Complete courses through Eastern Nazarene College (traditional programs) or another regionally accredited college or university.
3. Earn credits through standardized CLEP (College Level Examination Program) or DSST (DANTES Subject Standardized Test) examinations. CLEP exams are administered at colleges throughout the Greater Boston area. DANTES examinations are administered at the Division of Adult and Graduate Studies on a regular basis. For more information, please visit the site at www.enc.edu/adult-studies/. There is a fee for each examination administered.
4. Petition for credit for documented learning through the portfolio system. Eastern Nazarene College uses the guidelines developed by The Council for Adult and Experiential Learning (CAEL), an educational association, founded in 1974 to promote the awarding of college credit. Through the portfolio process credit may be earned for professional courses, corporate training, courses from Business/Technical and other unaccredited institutions, and CEU's (Continuing Education Units**).** A $75 portfolio evaluation fee is charged, and assessed credits are generally billed at the rate of $100 per credit hour.

Credit is not assessed for on-the-job training or work experience at this time. A maximum of 40 semester hours of credit (20 hours at the Associate level) will be accepted from all non-traditional sources. Students are encouraged to work closely with an Academic Advisor to develop an acceptable plan for degree completion. Mandatory academic check points are established mid-way through each program for students and their advisors to discuss their academic plan for degree requirements completion.

III. ADMISSION AND GRADUATION POLICIES

3.1 CONDITIONAL AND PROVISIONAL ADMISSION STATUS

A student may be admitted conditionally if admissions documentation is unofficial or incomplete. A student admitted conditionally on the basis of incomplete documentation must submit the necessary documents, including official transcripts from all schools by the end of the second course. Students whose files remain incomplete at the end of the second course will not be allowed to continue in the curriculum.

Applicants with a grade point average lower than 2.0 are sometimes admitted on a provisional basis if other application criteria are strong. Such students must achieve at least a 2.5 average in their first four courses in order to be allowed to continue in the Program.

SPECIAL REGISTRATION:

To be added to a course as a non-matriculating student, or to be added to a course outside of a student's cohort, the student needs to know the course number and the cohort number of the required course. The student must complete the appropriate form and contact the Academic Advisor to request books, which will be billed to their student account. The student will be given the contact information for the class representative for that particular cohort.

INTERNATIONAL STUDENTS:

All international students need to have their transcripts officially evaluated by one of the agencies:

World Education Services (WES)

Bowling Green Station

P.O. Box 5087

New York, NY 10274-5087

Phone number: 212-966-6311; Fax Number: 212-739-6100

Website Address: www.wes.org; Email Address: info.@wes.org

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

International Education Services One Dupont Circle, NW Suite 520

Washington, D.C. 20036-1135

Phone number: 202-296-3359; Fax Number: 202-822-3940

Website Address: www.aacrao.org/international/foreignEdCred.cfm

Email Address: info.@wes.org

There are three steps to the admissions process for International students:

1. Academic qualification for admission, including the translation/evaluation of documentation (if necessary) as noted above, and the submission of TOEFL scores (500 minimum score for undergraduates, and 550 minimum score for graduate students).
2. Completion of International Student Financial documentation proving the ability to cover the expenses of education and support while in school.
3. Submission of required F-1 visa documentation (I-20) and fees in order to secure clearance to enter the United States as a student.

3.2 TRANSFERABILITY OF CREDIT POLICIES

From Other Colleges and Universities

1. Credits from colleges and universities that are accredited by any of the six regional accrediting associations in the United States may be accepted for transfer.

2. Courses submitted for transfer credit shall receive ENC credit if the course was completed with a grade of C- or better at an accredited degree-granting institution and the course is accepted towards graduation at Eastern Nazarene College. Transfer credit hours from non-accredited institutions may be tentative, pending achievement at ENC. Pass/Fail courses will not transfer, with the exception of Physical Education Activity courses.
3. There shall be no delineation between traditional courses and distance-learning/online courses as long as the course meets the criteria stated in items 1 and 2.
4. Prior permission must be granted to use a transfer course as a grade replacement.

5. Credits taken at another college are NOT counted toward determining enrollment status (full-time or part-time) at ENC.
6. For courses counting toward an Adult Studies Associate or Baccalaureate degree program, a minimum of 21 credits must be satisfied at Eastern Nazarene College.
7. When course work is determined to be substantially equivalent to a specific course at Eastern Nazarene College, credit is granted in the ENC course and that requirement is met. The department/division overseeing that program of study shall review and approve all equivalencies.

Pre-Approval of Transfer Courses

Current students wishing to take courses at other accredited colleges or universities for the purpose of receiving transfer credits (as outlined above) toward their degree requirements at Eastern Nazarene College must fill out a Pre-Approval to Transfer Form. Students who fail to follow the process cannot guarantee courses will transfer as expected.

To ensure a smooth evaluation process, the student must provide in the Permission to Transfer Form:

1. where the course will be taken,
2. when the course will be taken,
3. the course number
4. a description of the course
5. specify what ENC course requirement he/she hopes to fulfill through the requested transfer course.

Courses are evaluated by the Adult Studies Division Registrar for similar courses in the student's degree program, except in the case of Education majors which are evaluated by the Chair of the Education Department. A transfer evaluation report is created once the official transcript(s) have been received and evaluated.

3.3 RE-ADMISSION

Students who have withdrawn from the program or were disenrolled by administrative action must file a new application with a $50 re-admission fee in order for the college to re-activate and update their records. We would also require official transcripts for any courses completed during

the student's time away from ENC.

3.4 GRADUATION

Eastern Nazarene College has three official diploma dates each year: one in early December, one in early May, and one in late August. Specific dates are established annually with each academic calendar. Commencement Exercises at Eastern Nazarene College are held twice per year: early December and early May.

To be eligible for graduation, students must have completed all requirements prior to the "work completed/grades submitted" deadline. Graduation information is entered on students' transcripts soon after each graduation date.

Students completing all degree requirements from December until May will participate in May Commencement ceremonies, while students completing from May through November will participate in December Commencement.

Students will receive regular communications and information about the graduation date and ceremony applicable to their cohort. If a student plans to graduate at a time other than that scheduled for his cohort, the student must communicate that information in writing to their Academic Advisor.

Students must submit a completed "Application to Graduate" form to the Division's Office of Academic Records **at least three months prior** to their intended graduation date in order to be included in communications, to have the appropriate diploma ordered, etc.

Graduation honors for Undergraduate Degrees are indicated on both the student's diploma and official transcript. They are as follows: To graduate *cum Laude*, the student shall have maintained an average of all Eastern Nazarene College work of at least 3.5 grade points. *Magna cum Laude* is an average of at least 3.7 grade points. *Summa cum Laude* is an average of at least 3.9 grade points.

Baccalaureate students who graduate in the top 15% of their graduating class may be elected to Phi Delta Lambda, the graduate honor society of the colleges and universities of the Church of

the Nazarene. This distinction qualifies the graduate to wear a red cord at graduation ceremonies.

IV. ACADEMIC RESOURCES AND SERVICES

4.1 LIBRARY SERVICES

Nease Library is the learning resource and information center for Eastern Nazarene College. Materials in the library collections have been selected to support the curriculum and are organized to maximize access. Information services librarians provide individual assistance to respond to the community's information needs.

The "new" library was dedicated in 1992 and is named for three members of the Nease family, who served the college from 1919 through 1988. Floyd W. Nease came to ENC in 1919 as the college moved to Wollaston. He became president in 1924. Before his untimely death in 1930, the college received degree-granting authority from the Commonwealth of Massachusetts. President Nease's wife, Madeline Nostrand Nease, was college registrar for 30 years, from 1930-1960. Stephen W. Nease carried on his parents' work in Christian higher education. He served as president of Mount Vernon Nazarene College, Bethany Nazarene College, and Nazarene Theological Seminary before returning to ENC in 1980 as the college's ninth president. Dr. Nease initiated the planning and fund-raising for the current library building.

While electronic resources are rapidly changing the delivery of information, the library building remains an important place in the life of the college. The combination of study space, meeting rooms, technology and professional assistance are a vital resource for students and faculty.

Nease Library is a member of OCLC, Nelinet, SEMLS (SouthEastern Massachusetts Library System), and OCLN (Old Colony Library Network). These collaborations allow access to collections and databases, expanding our research support to libraries around the world through interlibrary loan.

The professional library staff seeks to work with faculty and students to identify and provide access to the best resources. The librarians are committed to taking an active role in the college's teaching and learning processes by assisting students and faculty in selecting and evaluating information for research.

4.2 NETWORK SERVICES ACCOUNT

A student's Network Services Account (NSA) is an individual account that serves as the student's identification to the ENC network, and allows the student access to several important network services. Please make sure to keep individual account information secure, as it will provide access to the following network services:

ENC WEBMAIL:

ENC creates an e-mail account for all of its students, faculty, and staff. This account serves as an official communication channel for the college, so students will receive important information (class schedules, cancellation announcements, graduation information, etc.) through this e-mail address. Students are responsible for information sent to this e-mail address, so will want to make sure they check it often. To check webmail, go to http://webmail.enc.edu.

It is required that all students use their ENC e-mail account, or set it up to forward to another account. Forwarding ENC e-mail to another e-mail address can be set that up at the NSA management site, http://nsa.enc.edu. After logging into this site, click on the "Mail Forwarding" link to change the forwarding settings. To add a forwarding address, type the desired address in the "Add New" box. Uncheck the "Deliver to mail@enc.edu" box, so that the messages are forwarded and not stored on ENC's server. When you are done, click "Apply Changes".

After a student sets up their forwarding address, they should test it by sending a test e-mail to their ENC address. Some e-mail programs will view the forwarded message as junk, so if the test e-mail is not received, junk folders should be checked. Students should also remember that some companies may have some e-mail blocking or spam filtering in place that may affect their forwarded ENC mail. Students intending to use forwarding must make sure they are able to receive e-mail that is sent to their ENC address.

MyENC STUDENT WEB PORTAL

MyENC is the student portal required to access many features pertaining to student information via the internet/web. Enter the portal at https://my.enc.edu using the same Network Services Account (NSA) information as the ENC WEBMAIL noted above. There students may access:

- Student's grades
- Class offerings
- Student schedule
- Student academic audits
- Student academic history
- Graduation information
- Transfer evaluations
- Financial statements
- Financial disbursement history
- Student's attendance
- GPA calculator
- College directory
- And much more!

It is extremely important for students to become familiar with MyENC and access it regularly, especially since this is the vehicle for the delivery of grades. Grades are no longer mailed to students.

REMOTE ACCESS:

The Nease Library has a number of article databases that can be used from off-campus. As of July 1, 2006, students need their NSA account information to access these valuable research resources. To visit the library's site, go to http://library.enc.edu

WIRELESS NETWORK ACCESS:

ENC has installed a secure wireless network access across the campus. To be able to use the wireless network, you will need your NSA account information. When you first access the network, you will be directed to ENC's portal, where you will need to login.

4.3 THE CENTER FOR ACADEMIC SUCESS

The Center for Academic Success (CAS) is located on the third floor of Gardner Hall on the ENC main campus at 23 East Elm Avenue and exists to provide academic support of all kinds to students of all academic abilities and majors.

Tutoring Services: Drop-in tutoring in the CAS is **free,** and is run primarily on a first-come-first-serve basis, Monday-Friday 1:30-4:30pm and Monday-Thursday 6:30-10:30pm during the regular campus academic year, September - April. If you would like one-on-one tutoring, you will pay five dollars an hour for a minimum of five sessions. Appointments are not necessary to get assistance from a Learning Assistant.

Editing Services: The CAS staff can proof-read your paper and correct any mistakes or typing errors, along with giving you some possible suggestions/input.

Contact Information: For further information, please e-mail the Center at cas@enc.edu or call (617) 745-3836.

To seek assistance during the summer months, please contact your academic advisor.

4.4 ENC COLLEGE STORE

The Eastern Nazarene College Store, located on the Wollaston campus, is happy to be of service to students and faculty in the Division of Adult and Graduate Studies. The College Store carries a large assortment of books, ENC logo items and apparel, refreshments, etc., and can special order computers and computer software at special educational prices.

V. STUDENT AND CLASSROOM POLICIES

5.1 CALENDAR AND SCHEDULE

CLASS CALENDARS:

A class calendar is provided to each student at the time of registration. This calendar outlines the program of study, course-by-course, and indicates meeting dates for each session. Faculty members receive sample calendars for each program during the orientation process. The Division recognizes a minimum number of holidays. Accommodation is made for these holidays for our evening classes as follows:

January	New Year's Day	Vacation week
	Martin Luther King Day	Classes are routinely scheduled for the following evening *(Monday only)*
May	Memorial Day	Classes are routinely scheduled for the following evening *(Monday only)*
July	Independence Day	Vacation week
September	Labor Day	Classes are routinely scheduled for the following evening *(Monday only)*
October	Columbus Day	Classes are routinely scheduled for the following evening *(Monday only)*
November	Thanksgiving	No classes Thursday or Friday
December	Christmas	Vacation week

Classes which meet on Saturday mornings recognize more holidays - faculty and students should consult their class calendars and faculty teaching contract for definitive information. Occasionally classes may need to be re-scheduled for weather or other emergencies. See the next section on "Inclement Weather and Other Emergency Class cancellations."

5.2 INCLEMENT WEATHER AND OTHER EMERGENCY CLASS CANCELLATIONS

In the case of inclement weather, unsafe conditions, absence of an instructor, or other unforeseen situation, classes are postponed rather than canceled.

In the case of off-site classes, class representatives are encouraged to call the Division to report weather conditions, as they may differ considerably from those at the main office.

In cases of inclement weather, we would expect to make a decision between 2:00 and 3:00 p.m. for weeknights and 6:15 a.m. for Saturdays.

There are four channels through which you may obtain up-to-date information on inclement weather procedures:

Website: Go to www.enc.edu where a weather alert will appear on the right side of the main page. Click on it for up-to-date information on all ENC programming.

Email: Campus wide emails will be sent to everyone announcing schedule changes or updates. If you do not use ENC email, please ensure that your ENC email is being forwarded to your personal account.

Phone: Call 877-ENC-LEAD

ENC Alerts - e2Campus Notification System: ENC offers a mass-notification service called **e2Campus**. This state-of-the-art system is designed to broadcast alerts to the campus community regarding emergencies, weather-related closings/delays as well as other optional campus information. This technology is in use at an increasing number of colleges and universities.

e2Campus will give ENC the ability to quickly send text messages to faculty, staff, residents, students, family and friends via cell phones. Notifications may also be simultaneously broadcast to the ENC web site, RSS, PDA, Email, Text Pager, and Google, AOL or My Yahoo pages. You choose the method that works best to keep you informed! Sign up for ENC Alerts at http://www1.enc.edu/alerts/.

How Do I Receive Notifications?

You may choose to receive notifications in one or more of the following ways:

- Mobile phone (SMS / Text messages)
- Blackberry
- Wireless PDA
- Pager
- Email address
- ENC web site bulletin board
- Google, Yahoo, or AOL home page

What Messages Will I Receive?

All subscribers will receive the following alerts:

- Emergency
- Weather Cancellations / Delays
- Parking Change Notifications

You may also opt to receive one or more of the following optional alerts:

- Academic
- Campus
- ITS
- Sports
- Student Life

You may unsubscribe from optional alerts or the entire e2Campus system at any time.

In the case that you cannot attend class due to inclement weather, please make every effort to contact your instructor in advance of class.

Postponed classes must be made-up. The faculty member, class representative, and students should reach a consensus on an alternate meeting time. The normal make-up evening is Friday after the missed class. This is automatic unless otherwise changed by a consensus of the class and instructor. When the make-up time is determined, the instructor must notify the Division office, and the office will make arrangements for the meeting site.

5.3 DUTIES AND RESPONSIBILITIES OF THE CLASS REPRESENTATIVE

A class representative is selected by the students of each instructional cohort. The representative's duties and responsibilities include:

1. Sharing the introductory memo from the instructor with the other students in the cohort prior to the first night of class. The memo is sent via email.
2. Facilitating healthy group development. This would include an awareness of the dynamics of the class. Also, it would be helpful to be sensitive to individual struggles and nurture individual growth whenever appropriate. The office of Adult and Graduate Studies can be contacted for assistance as appropriate.
3. Developing a telephone calling chain and email distribution listing for informing students of important updates such as a class postponement. In the event of inclement weather:
   a. Notify the office of Adult and Graduate Studies of hazardous road conditions because of inclement weather in your area. A decision is usually made by 3:00 p.m. if classes are to be postponed. The representative will then convey the decision to his/her classmates.

b. All postponed classes must be made up. After talking with the instructor, the office of Adult and Graduate Studies needs to be contacted to arrange the use of a room.

4. Collecting End-of-Course Surveys and returning them to the Adult and Graduate Studies office. This happens at the beginning of the last night of a class.
5. Disseminating and collecting graduation packets to be returned to the office of Adult and Graduate Studies.

If the class representative needs to drop a class at any point, he/she must ensure that they communicate clearly with their Academic Advisor, as a deputy class representative will need to be elected to assume the class representative responsibilities for that time.

5.4 CLASSROOM DECORUM

In the classroom, students are expected to conduct themselves in a professional and decorous manner. Open discussion and debate of issues is highly encouraged. Remarks which are sexist, racist, threatening, demeaning, or otherwise personally offensive to others are inappropriate, out of keeping with the values of Eastern Nazarene College, and may result in the student being dismissed by the instructor and marked absent from class.

It is inappropriate to receive cell phone calls in the classroom. All phones should be muted or placed on the vibrate setting. If you receive a call that you deem an emergency demanding your immediate attention, please leave the classroom as discreetly as possible and return the call in the hallway.

Anyone coming to class seeming to be under the influence of drugs or alcohol or otherwise behaving in an inappropriate way may be dismissed from class by the instructor and regarded as absent. Faculty members will inform the Dean of Adult and Graduate Studies of the offense, as behavior not in conformity with the values of the College may be grounds for dismissal from the College.

Please review Section X of this document (page 44) for additional policies affecting the Campus Environment.

5.5 CHANGES IN STUDENT STATUS OR INFORMATION

WITHDRAWING FROM A COURSE:

If a student finds it necessary to withdraw from a particular course in one of the programs, he or she should use a "Change of Status" form to notify the Division Office. Forms are available through the class representative, in the first-floor hallway of the Old Colony building in Quincy, on the Division web page, or through an Academic Advisor. The completed form should be returned to an Academic Advisor prior to the last scheduled class session of the course**.**

FINANCIAL IMPLICATIONS:

Please see the section on Refund Policy for financial ramifications of withdrawal. Students on any form of federal financial aid or veteran's benefits must be very careful as withdrawals may significantly impact the terms of their aid.

ACADEMIC IMPLICATIONS:

Please be aware that scheduling issues may arise as a result of a course withdrawal. Students are cautioned that some courses are prerequisites for courses later in the curriculum and therefore must be completed before the later course may be taken. Academic Advisors are available to help the student arrange to take the class at another time with another group.

WITHDRAWING FROM A PROGRAM:

If a student withdraws from one of the programs, the student must complete a "Change of Status" form and provide information concerning the withdrawal. If at a later time the student wishes to re-enter the Division, he or she must apply for readmission, pay a re-admission fee, and contact an Academic Advisor.

Failure to make contact with an Academic Advisor or to complete the withdrawal paperwork may result in a student earning an "F" grade on their transcript and being billed for the course.

CHANGE OF INFORMATION:

A student or alumnus, who changes his /her name, address, telephone, employer, etc., should submit that information on a "Change of Student Information" form to their Academic Advisor. Up-to-date information is necessary for students to be informed of class cancellations, to receive grades, etc.

VI. ACADEMIC POLICIES

6.1 CLASS ATTENDANCE

Classes are held once per week for four hours. **Class attendance is vital to the educational experience and therefore is mandatory.** Class attendance records are maintained by the instructor and submitted to the Division office via MyENC every week.

Students missing more than one hour of class time will be credited with attending only half the class; students missing more than two hours of a class will not receive credit for attending that session. If a student arrives after attendance has been taken, it is the student's responsibility to make sure the instructor has recorded the student's arrival.

If a student misses one session during a course, their final course grade will be dropped one half of a letter grade, i.e., the highest grade that can be achieved for a course with one absence is an "A-" grade. If a student misses two sessions during a course, their final course grade will be dropped an additional one half of a letter grade, i.e., the highest grade that can be achieved for a course with two absences is a "B+" grade. If a student misses three sessions an "F" grade will result.

Additionally, each syllabus/course manual includes "Class Participation" as a percentage of the overall grading criteria for a course. If a student is absent from a class, participation points will be deducted, in accordance with the percentage participation points apportioned to that class. This could potentially result in an additional grade reduction. Participation is assigned between 10-20 percentage points towards the final grade, depending on the course, in accordance with the syllabus/course manual.

We recognize that sometimes unavoidable life circumstances may prevent a student from attending class. However, because the Division functions on a minimum of class time, we do not grant excused absences or "cuts" as are common in traditional education.

Students who find they must be absent from a particular course may arrange for a temporary withdrawal from that course. Academic Advisors are available to help the student arrange to take the class at another time with another group. **Dropping courses from your schedule is a serious matter and usually causes the student to be unable to graduate on time with their cohort.**

Late Assignment or Missed Test Policy:

Assignments not turned in on the date of a class session, whether by absence or by incompletion of the assignment, will be marked down one letter grade for each day late. Missed quizzes or tests must be made up before the next class session by arrangement with the instructor.

Please note:

Students must consult the Adult and Graduate Studies office on the Refund Policy and the financial ramifications of withdrawal. Students receiving federal financial aid or veteran's benefits must be very careful as withdrawals may significantly impact the terms of their aid.

6.2 GRADING PROCEDURES

The authority and responsibility for evaluating and grading students' academic performance is vested with the faculty who are retained for, among other factors, their competency in making such judgments.

Faculty, as professional educators and subject matter experts, will evaluate student performance and submit final course grades to the Division office. The instructor will adhere to our Attendance Policy in reference to absenteeism and tardiness.

Grades are reported to students via MyENC upon completion of each course. Undergraduate grades are to be reported within one week, while graduate grades are to be reported within two weeks.

The Division uses the following grade point system to evaluate student performance:

A	(95-100) = Outstanding work (4.0)	**C+**	(77-79) = Above Average work (2.3)
A-	(90-94) = Excellent work (3.7)	**C**	(72-76) = Average work (2.0)
B+	(87-89) = Very good work (3.3)	**C-**	(69-71) = Below Average work (1.7)
B	(83-86) = Good work (3.0)	**D**	(65-68) = Poor work (1.0)
B-	(80-82) = Somewhat Good work (2.7)	**F**	(64 and below) = Failing work (0)

NOTE: There is no **A+, D+,** or **D-** in the grading system.

W = Withdrawal from the course (the student must formally withdraw from the course by contacting their Academic Advisor in writing before the last class meeting). A percentage of tuition will be charged per the refund policy if a class session has been attended.

6.3 INCOMPLETE GRADES

I = Incomplete grade (issued *only by prior arrangement* with the faculty member; the student has five weeks from the final meeting date of the course in which to complete all coursework).

Students who fail to complete all course requirements on a timely basis due to extenuating circumstances or events, may, **by prior arrangement with the instructor,** receive the grade of "I". This "I" grade should not be issued to students who have missed several classes, or to students who have mismanaged their time.

The appropriate form ("Incomplete /Change of grade form") must be completed by the instructor approving the "I" grade. This will document the remaining work to be completed, and it needs to be approved by the Division of Adult and Graduate Studies. Work must be completed within the five weeks to be accepted.

The same form (under the "Incomplete section") must be re-submitted by the instructor in issuing an actual grade, (i.e. converting the "I" grade to a letter grade), once the work has been successfully completed by the student within the given timeframe.

The student who fails to complete all course requirements by the assigned time will have his/her grade of "I" changed to an "F". The student will be required to repeat the course at his or her own expense.

Students will final grades from the Division, not from the instructor, as there may be financial implications.

6.4 GRADE APPEALS

As the authority establishing the grading criteria and as the person in charge of the instructional experience, the faculty member is the only person who can fairly evaluate a student's performance in a given course.

Students should understand that evaluation in the form of grading is viewed by the Division as a contractual relationship between faculty member and student, and although students have the right to appeal, actual changes in grades are both rare and at the option of the faculty member. The Division will intervene only in extreme circumstances and even then as an intermediary.

Should a student believe there is concrete reason to appeal the grade for a course; the following procedure should be followed:

1. The student should discuss the matter fully with the instructor. There is always the possibility of a misunderstanding or an error in calculation which can be resolved at this level.
2. If direct discussion with the instructor does not resolve the matter, the student may contact the Adult Studies Office and request a Grade Appeal Form.
3. The deadline to formally appeal a grade is three months from the end of the course.

6.5 GRADE REPORTS AND TRANSCRIPTS

At the end of each course, the instructor submits grades for each student no later than one week after the undergraduate course was completed and two weeks after the graduate course was completed. Grades are recorded by the Division's Academic Records Office. Payments must be up-to-date in order for grades to be released. Final grades are available within 15 working days of completion of a course on-line via the student's MyENC web account. If necessary, a student may request and receive a paper copy of any grade report issued within the past three months.

If a student needs more extensive records, he/she should request an official transcript. The transcript request form may be downloaded from http://www1.enc.edu/registrar/transcript-requests/. Cost for each transcript is $5. ($10 fee for same day requests). All courses taken at Eastern Nazarene College are included in the grade point average.

Academic Standing:

Students may access their cumulative Grade Point Average (GPA) at any time via their on-line student MyENC web account. The academic standing of students in the Division of Adult and Graduate Studies is reviewed quarterly in January, April, July and October. At these times, students at risk or not making satisfactory academic progress receive a written report of their GPA and an Academic Standing Letter.

A student must successfully complete a minimum of 67% of classes being taken in order to retain good academic standing and be regarded as making satisfactory progress toward the degree. Failure to do so will result in academic probation and, if not corrected, academic suspension.

Academic Probation:

A grade point average or GPA of 2.0 in the Associates, 2.5 in the Bachelors, and 3.0 in the Masters is required for graduation. Therefore, any Associate student whose average falls below 2.0, any Bachelor student whose average falls below 2.5, and any Masters student whose average falls below 3.0 is considered to be on Academic Probation. *(No course grade below a C+ may count toward the requirements of the MSM degree).*

Academic Suspension:

Any student who remains on Academic Probation at the time of the next GPA report will be subject to Academic Suspension (dismissal) from Eastern Nazarene College. Students may not apply for re-admission for at least six months at which time they will be asked to show some academic progress to warrant their re-admission.

Official Transcripts:

Official ENC transcripts are prepared by the Registrar's Office on the Wollaston campus, located at 23 East Elm Avenue, Quincy, MA. Transcript Request Forms can be downloaded at http://www1.enc.edu/registrar/transcript-requests/ on the ENC website. The transcript will show the transfer credits, courses, grades, credits, and the year of instruction for each course. No transcript will be issued for a student who has a past due financial balance with the college.

Requests for Eastern Nazarene College transcripts must conform to the federal FERPA Privacy Act of 1974 (revised 2009). This requires that all transcript requests be submitted in writing and signed by the student. There is a $5 fee for each transcript, $10 for transcripts issued the same day. The fee must accompany the request.

6.6 PRIVACY OF STUDENT RECORDS

Eastern Nazarene College complies with the Family Education Rights and Privacy Act of 1974 (FERPA, amended in January 1975, and revised in July 2009). The Privacy Act defines requirements which are designed to protect the privacy of the students concerning their records maintained by the College.

The law requires that:

1. A student may have access to official records directly related to him/her. This does not include private records maintained by instructional, supervisory, or administrative personnel. Students who wish to see their records must make an appointment through an Academic Advisor. Students may not remove any materials but are entitled, at their own expense, to one copy of any material contained in their file.
2. Students will be given the opportunity for a hearing before the Academic Standing Committee to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor.
3. Educational records will not be disclosed outside the institution without written consent of the student except for the following:
    a) To persons or organizations providing student's financial aid.
    b) To accrediting agencies carrying out their accreditation function
    c) To other institutions in which students seek to enroll.
    d) To persons in compliance with a judicial order.
    e) To persons in an emergency in order to protect the health or safety of students or other persons.
4. The College is authorized under the Act to release public directory information concerning students. Directory information may include the student's name, address, telephone number, place of employment, date and place of birth, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended by the student. Directory information is subject to release by the College at any time unless the Program Director has received prior written request from the student specifying that the information not be released.
5. Eastern Nazarene College is authorized to provide access to student records to Eastern Nazarene College officials and employees who have legitimate educational interests in such access. These are persons who have responsibilities in the academic, administrative, or service functions of the College.

For students wishing to allow release of their student record under certain circumstances, a "Release" form is available through the Adult and Graduate Studies Division.

6.7 ACADEMIC DISHONESTY

Academic dishonesty is regarded very seriously at Eastern Nazarene College and may result in a student's dismissal from the course and/or the Program. Faculty members are required to report any instances of academic dishonesty to the Division of Adult and Graduate Studies. This will be officially recorded in the student's file.

The following Basic Academic Integrity Policy can be found in each course manual:

> At Eastern Nazarene College, integrity and honesty are expected and required in all activities associated in any way with academic course work. While it is not prudent or practical to attempt to specify an exhaustive list of unacceptable behaviors related to academic integrity, examples of unacceptable behavior include, but are not limited to, the following:
>
> - Cheating (e.g., using any unauthorized materials or devices during an examination, allowing other students to submit your work under their name, changing responses on an exam after it has been graded, etc.).
> - Plagiarism, which is presenting the work of others as your own, either directly or by implication (e.g., not giving credit to the original source for any thoughts, ideas, quotations, charts, and so forth that may be included in one's own work, etc.).
> - Falsifying information (e.g., reporting of undocumented data, fabricating a set of data, fabricating volunteer hours required for a course, signing the attendance sheet for an absent student, etc.).
> - Stealing and/or distributing exams which have not been authorized for release or otherwise taking advantage of dishonest behavior for the purpose of gaining an unfair academic advantage.

VII. STUDENT SUPPORT SERVICES

7.1 COUNSELING AND CAREER SERVICES

The Counseling and Career Services Office (The Brickley Center), located on the main campus in Wollaston, offers the following services to students in the Division of Adult and Graduate Studies:

- Confidential mental health and vocational counseling. Trained counselors are available to assist with personal, adjustment, spiritual, vocational, academic, and other concerns.
- Academic and vocational counseling in preparation for professional careers. These services include: career counseling, interest testing, workshops and individual sessions on career skills and job search strategies, and job postings.
- Information on graduate schools and assistance with planning and the application process.
- Assistance in preparing GRE's, GMATs, LSATs, MCAT's.

7.2 STUDENT HEALTH POLICIES

1. Immunizations required of all full-time students by the Commonwealth of Massachusetts

The Commonwealth of Massachusetts General Laws and the Massachusetts Department of Public Health (DPH) require (beginning September 2011) that all full-time undergraduates and graduates enrolled in any college provide proof of the following immunizations by completing the **Immunization Record Form**:

- 2 MMR vaccines **or** serological proof of immunity **or** birth in the United states before 1957
- Tdap vaccine within the past 10 years unless Tetanus vaccine was within the past 5 years
- 3 Doses of Hepatitis B vaccine **or** Serological proof of immunity
- Doses of Varicella vaccine **or** serological proof of immunity **or** reliable history of chickenpox disease- verified by a doctor or Nurse Practitioner **or** born in the United State before 1980

This form and associated information sheets are enclosed in your Admission Letter mailing. The deadline for turning in the above documentation is 30 days prior to your first class. If any of the required documentation is missing on your first day of class you will be placed on Medical Probation until you provide the required documentation. If the documentation is not received within 30 days, a $50 late fee will be added to your student account. You will also receive a repeating $50 fine on your student account on the first day of each new course until you have provided all required documentation, beginning with your third course.

2. Health Insurance Required for all Full-time Students in Massachusetts

The General Laws of the Commonwealth of Massachusetts mandate that all full-time students have current health care coverage. If the student is a current health care policy subscriber, they are required by law to report that information. Failure to do is grounds for being administratively disenrolled in compliance with Massachusetts General Laws.

Students may satisfy this requirement by filing a paper Health Insurance Waiver Form with the Bursar, or on-line by following these steps:

1) Log onto **enc.edu** and click on" **Health Services"** at the bottom of the screen.
2) Click on "**Information on Student Health Insurance and Waiver Information"**
3) Click on "**Eastern Nazarene College Student Health Plan"**
4) Click on "**Student Waiver Form"**
5) Complete **"Student Information"** and click **CONTINUE**

This procedure will submit your Waiver of Health Insurance to ENC and satisfy your requirements until the following year when this procedure will need to be repeated as required when continuing with your enrollment at Eastern Nazarene College.

7.3 SECURITY AND EMERGENCY INFORMATION

AT 180 OLD COLONY AVENUE:

The building is equipped with a loud fire/emergency signal. Should this signal sound, all occupants must evacuate the building. Classroom doors should be closed but not locked.

Fire extinguishers are located throughout the Old Colony building. A first aid kit is located at the Receptionist's Desk on the first floor.

A campus system telephone is located in the reception area. To reach campus security dial 3911. While in class, students or faculty may be contacted for valid emergency reasons only through the following Old Colony security number: (617) 745-3911 or (617) 745-3728 for non-life threatening situations, between 6:30 p.m. and 11:00 p.m. Upon receiving a call a security person will deliver the message to the classroom. It would be wise to leave your cohort number and classroom number with whomever may be calling.

AT ENC's WOLLASTON CAMPUS:

On campus, dial ext. 3911 for a security guard to help you in an emergency or to provide an escort for you.

Please report any suspicious cars, persons, or activities and/or hazardous conditions to the Office of Safety & Security, ext. 3911.

Anyone calling you in an emergency should call (617) 745-3911 and give your classroom building and room number.

AT OFF-SITE LOCATIONS:

Please check on emergency procedures and provisions for your building.

At off-site locations simply use the main number of the facility as an emergency contact. Have the caller ask for the meeting room of your Eastern Nazarene College class. Sometimes more than one class may be meeting at the same facility on the same evening, so it would be best if the caller knew the class number.

The following is the emergency telephone number of the facility where ENC classes are held off-site:

Bristol Community College Campus Police: (508) 678-3911
Massasoit Community College Police Department: (508) 427-1296
All Other Sites: Eastern Nazarene College Security Department: (617) 745-3911

VIII. FINANCIAL POLICIES

8.1 TUITION AND FEES & COST OF ATTENDANCE

All financial arrangements must be satisfactorily arranged with the Accounting Office. Registration cannot be completed until financial clearance has been received from the Accounting Office. In determining your eligibility for financial aid, your Financial Aid Counselor will estimate your anticipated total cost of attendance by adding the expenses billed directly to you by Eastern Nazarene College (i.e. tuition and fees) to the following allowances/estimates for indirect expenses.

Please note: These indirect expenses are mid-range approximations based on recent cost of living indexes for the metro-Boston area. Indirect expenses are not collected by Eastern Nazarene College and will not appear on your student bill.

Associate Tuition and Fees			***Bachelor Tuition and Fees***	
Per Credit Hour	$325.00		Per Credit Hour	$360.00
Non-Refundable Application Fee	$50.00		Non-Refundable Application Fee	$50.00
Non-Refundable Registration Fee	$69.00		Non-Refundable Registration Fee	$52.00
Graduation Fee	$60.00		Graduation Fee	$60.00
Graduate Tuition and Fees			***Indirect Cost Estimate***	
MSM Per Credit Hour	$575.00		Room & Board (per month)	$1350.00
MEd Per Credit Hour	$460.00		Technology Access (per month)	$150.00
MFT Per Credit Hour	$460.00		Transportation (per month)	$100.00
Non-Refundable Application Fee	$75.00		Personal (per month)	$150.00
Non-Refundable Registration Fee	$52.00		Books (per class)	$250.00
Graduation Fee	$60.00			

**Tuition and fees are subject to changes without prior notice, but are guaranteed not to change once a student is registered and enrolled in a cohort for the duration of that cohort's academic calendar.*

Payment

All course charges are due one week prior to the course start date. It is understood that regardless of financial source, the student is responsible for all costs involved with the Adult Studies programs in which the student is enrolled. Students on financial hold are not eligible to receive grades, transcripts or diplomas.

Students receive a schedule of tuition and fees at registration night. Students are expected to meet their financial obligations according to the published schedule. Any questions regarding

payments or problems associated with making those payments should be directed to the Accounting Office.

Tuition will be deferred, for students on financial aid, based on the dollar amount the student receives from the Financial Aid Office. The student is responsible for any balance not covered by financial aid.

8.2 REFUND POLICY

Attendance and full participation in the learning process are essential to achieve the desired outcomes. Part of a student's commitment in enrolling in a program of higher education includes paying for the educational services rendered; each student has a financial responsibility for the classes s/he attends. In accordance with this financial commitment, students should be aware of the following:

- Registration is for a full program of courses and financial aid is calculated based on that schedule. When a student's schedule changes (due to adding or dropping a course or withdrawing from the program), a change in financial aid is likely. Financial aid will be adjusted to reflect the change in enrollment: an increase in the number of credits for which a student is registered could result in an increase in the amount of aid; a decrease in the number of credits for which a student is registered could result in a decrease in the amount of aid.
- Students should always check with the Financial Aid Office before dropping a class to determine the financial consequences of their actions. If a student drops a course or withdraws from the program, his/her Student Status could change from full-time to part-time to unenrolled. Changes in Student Status can result in serious financial consequences, such as: some or all of the financial aid funds may be returned to the source (e.g. the government); and/or some or all of the tuition and other associated costs could become the student's personal responsibility for immediate repayment.

1. Application Fees and Registration Fees are non-refundable.

2. The Educational Resource Fee is refundable only for materials not yet received. In the event of a course withdrawal, the student should not presume that the same materials would be used when he/she enrolls in that course at a later time. Materials may be returned in case of course or program withdrawal within one month of the withdrawal and in original condition.

3. There is no tuition refund after half of any course has been completed. Percentages of refunds are applied as follows:

3-4 week courses			***5-6 week courses:***	
Before 1st class	100%		Before 1st class	100%
Before 2nd class	50%		Before 2nd class	66%
After 2nd class	0%		Before 3rd class	33%
			After 3rd class	0%
7-8 week courses:			***10 week courses:***	
Before 1st class	100%		Before 1st class	100%
Before 2nd class	75%		Before 2nd class	80%
Before 3rd class	50%		Before 3rd class	60%
Before 4th class	25%		Before 4th class	40%
After 4th class	0%		Before 5th class	20%
			After 5th class	0%

4. In compliance with federal regulations, refunds for students receiving financial aid will be returned to the appropriate aid source(s) after a calculation is completed to determine the amount to be returned. The student will be responsible for any balance remaining and would receive a refund if there should be a credit. Students who withdraw from the program and rejoin at a later date will be subject to tuition and fee levels of the cohort they join. Students who withdraw from or retake a course are subject to tuition and fee levels of the class with which they enroll.

8.3 PAST DUE ACCOUNTS

The following applies to current students:

A late notice will be sent to serve as a reminder of a current course which has not been paid by the start date. If no response or payment was made, a demand notice will be sent and the student's account is put on financial hold. A student on hold will not be allowed to receive books, grades, or transcripts. If still no arrangements are made with the Accounting Office or payment received, a final demand letter will be sent to dis-enroll the student from any remaining courses. Upon no response, the account will be sent to a collection agency and the student will be responsible for their balance with the school and any collection fees.

The following applies to former students:

All former students with a debt to the college will be notified in writing and will be denied grades, transcripts or enrolling in any future programs until payment is received in full. When payment to the college has not been made, the college reserves the right to refer any outstanding debt to a collection agency. A student will be responsible for their debt with the school and any collection fees.

No degree or certificate will be conferred until accounts are settled.

IX. FINANCIAL AID POLICIES

The Division of Adult and Graduate Studies participates in the following Federal and State programs. Additional information and/or application forms may be obtained by contacting the Financial Aid Office, 180 Old Colony Avenue, Quincy, MA 02170.

9.1 FEDERAL PELL GRANT PROGRAM

The FEDERAL PELL GRANT program is an award to help undergraduates pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's degree or professional degree. Unlike loans, grants do not have to be repaid. Eligibility is based on a formula revised and approved each year by Congress. The amount of funding is based on the student's financial need as determined by the Free Application for Federal Student Aid (FAFSA).

9.2 MASSACHUSETTS GRANT and SCHOLARSHIP PROGRAMS

The MASSGRANT AWARD is available to undergraduate students who reside in Massachusetts. This award is based upon family income and financial need as determined by the FAFSA, AT the time the actual application is made, and the student's program start date.
The federal processor must receive the FAFSA no later than May 1.

The PARAPROFESSIONAL TEACHER PREPARATION GRANT Program was established by the Legislature for the purpose of providing financial assistance to Massachusetts residents who are currently employed as paraprofessionals in Massachusetts public schools, but wish to become certified as full time teachers. This grant is designed to help reduce financial barriers that often become obstacles for many paraprofessionals in attaining higher education. The program is also an attempt to help address the Commonwealth's current teacher shortage. Financial need is not a requirement for the Paraprofessional Teacher Preparation Grant. However, recipients must annually file the Free Application for Federal Student Aid (FAFSA).

The EARLY CHILDHOOD EDUCATORS SCHOLARSHIP PROGRAM was funded as a pilot initiative by the Legislature for the purpose of increasing the quality and availability of teachers and care providers to work with young children and youth in inclusive settings including infant/toddler, preschool and school age programs. The scholarship is designed to provide financial assistance for currently employed early childhood and out of school time educators and providers who enroll in an associate's or bachelor's degree program in Early Childhood Education or related programs.

9.3 FEDERAL DIRECT STUDENT LOAN PROGRAM

The FEDERAL STAFFORD LOAN Program enables a student to borrow directly from the Federal Department of Education. The loan is guaranteed by a state or private non-profit agency, or is insured by the federal government. Repayment begins six months after the student ceases to be enrolled at least half time.

Undergraduate and graduate students with need may borrow up to: freshmen $3500 subsidized, sophomores $4500 subsidized, juniors and seniors $5500 subsidized, graduate students $8500 subsidized with an aggregate amount not to exceed $23,000 for undergraduates and $65,000 for graduate students. The Stafford Loan Program now requires the payment of an origination fee equal to 1.5 percent of the face value of the loan, which will be deducted from the proceeds of the Stafford Loan.

The FEDERAL UNSUBSIDIZED STAFFORD LOAN is not need-based and is available to those students who may not qualify for the need-based Stafford Loan.* Application procedures are the same for both loans. Interest can be deferred on the Unsubsidized Stafford Loan or the student may choose to be responsible for payment of interest while in school. Interest begins to accrue approximately six weeks after the first disbursement.

**Graduate students may borrow up to $20,500 total in Stafford Loans for the academic year.*

9.4 VETERAN'S ADMINISTRATION EDUCATIONAL BENEFITS

If a veteran is entitled to benefits according to the Department of Veterans Affairs, he or she will be entitled to those benefits at whatever limit the VA determines. These benefits include all Veteran Educational Assistance Programs.

9.5 VOCATIONAL REHABILITATION SERVICES

Individuals with a handicap, which directly impedes employability, may apply to the Vocational Rehabilitation Services to determine eligibility for assistance (including education) toward a goal of employability.

9.6 VERIFICATION

Eastern Nazarene College currently verifies the information as required by the Department of Education. All students must provide the following:

1. A completed and signed application for financial aid
2. Either a signed Free Application for Federal Student Aid (FAFSA) or a completed electronic FAFSA (an ISIR from the Department of Education will qualify for this).If after filing your FAFSA, the Department of Education flags your file for verification, you will need to supply the ENC Financial Aid Office with the following documentation:
    - A signed, complete copy of the appropriate tax return (if student has not filed a return, a low income verification worksheet will be required).
    - Copies of all W-2s and 1099s for the year in question.
    - A completed Federal Verification worksheet.

The Adult and Graduate Studies Financial Aid Office will not award aid until all verification issues are settled.

9.7 GENERAL INFORMATION

A student's eligibility for financial aid is affected by his or her grade level classification. Undergraduate students transferring in 0-23 credit hours are classified as freshmen; 24-56 credit hours, sophomores; 57-93 credit hours, juniors; and 94 credit hours and over, seniors. It is the student's responsibility to become aware of how this classification affects their financial aid situation. This is especially significant for students admitted with less than 57 credit hours.

All students receiving financial aid must be making satisfactory academic progress. If a student is placed on academic suspension, the student will become ineligible for any further financial aid funds.

When a student withdraws (or is withdrawn) from the program prior to the completion of an award period, Federal and State financial aid funds must be repaid to the appropriate program(s) as mandated by regulations published by the United States Secretary of Education.

In addition to the above programs, many companies, corporations and foundations offer aid to students based upon a variety of criteria. Students should investigate policies and programs of their employers and foundations within their fields. The Education Resources Institute (TERI) at the Boston Public Library (800-442-1171), the US Department of Education (800-4FED-AID), and the Internet at www.finaid.org and www.sssc.com, provide further information regarding financial assistance.

X. POLICIES AFFECTING THE CAMPUS ENVIRONMENT

10.1 VISITORS IN CLASS

The classrooms in the Division always have an "open door" policy for Division administrators. Any class may be visited by someone from the College staff without advance notice.

All other visitors must have the prior approval of the faculty member and a Division of Adult and Graduate Studies administrator.

10.2 CHILDREN IN THE CLASSROOM

To ensure an atmosphere that is conducive to learning for all of our students, we ask that students arrange their own childcare for their children. We understand that from time to time, there may be an emergency situation in which childcare is unavailable; however, we are unable to have children within the classroom setting. The accelerated pace of these programs make attendance extremely important, so please review the attendance policy on page 29 regarding the effect of absenteeism on grades.

10.3 SMOKING POLICY

Eastern Nazarene College is committed to guiding students to reach their potential not only academically, but also physically, socially, and spiritually. In light of the overwhelming evidence that smoking is harmful both to the smoker and those individuals around the smoker, Eastern Nazarene College has declared itself a smoke-free campus. Smoking, or the use of any tobacco product, is not permitted in any (on- or off-site) class.

Our main site at 180 Old Colony Avenue is a smoke-free building. Our classrooms in various conference centers are also considered to be Eastern Nazarene College and are thus smoke-free as well.

When using the facilities of Eastern Nazarene College's Wollaston campus, please remember that smoking is not permitted anywhere on that campus.

10.4 ALCOHOL, CONTROLLED SUBSTANCES, AND FIREARMS

Alcohol, controlled substances, and firearms are not permitted on Eastern Nazarene College premises, including satellite campus locations. Any student or faculty member whose profession requires him/her to carry a firearm during class time must first notify Faculty Services and obtain permission from the Program Director. Refusal to comply may result in student dismissal from the College. It is against College policy for Faculty to use alcoholic beverages when they are with students outside of the classroom.

10.5 SEXUAL HARASSMENT

POLICY: It is the policy of Eastern Nazarene College, in keeping with its Christian standards and with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of employees and students at Eastern Nazarene College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex, when that behavior falls within the definition outlined below.

DEFINTION: Sexual harassment of employees and students of Eastern Nazarene College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature, when:

a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual or for grades given to a student.

c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment.

COMPLAINT PROCEDURES: Students, faculty and staff members who feel that they have been sexually harassed under the definition and wish further information or assistance in filing a complaint should contact the Director of Adult and Graduate Studies.

The Director will first hear the complaint. He/she may do fact-finding and give guidance to the complainant and may also, when possible by mutual consent to do so, arrange for a written statement or agreement to resolve the matter before it goes to formal hearing. The Director may also assist the complainant in filing a written, signed, formal complaint if no further resolution at this point can be reached that is satisfactory to all parties. If the Director concludes this stage of investigation without such a resolution, there will be either a finding of probable cause or of no violation. In the case of no violation, the parties involved may appeal the decision which will result in forwarding the matter for a formal hearing. In the case of probable cause finding, the matter will be forwarded to the Hearing Committee along with the nature of the violation and the evidence supporting the finding. The Director may also forward a recommendation that specific sanctions be imposed.

Upon the receipt of a formal written complaint, the Director will refer the matter, along with his/her findings and recommendations, to a formal hearing committee appointed for this purpose by the President to hear the complaint. The Hearing Committee will receive all information presented by the parties or the investigating officer and recommend its findings to the Administrative Council of the College for imposition of sanctions if the finding is for the complainant. The Administrative Council may impose sanctions ranging from verbal or written reprimand to termination of employment.

At no stage of this process, whether informal or formal review is involved, shall either party have legal counsel present.

Efforts shall be made during both formal and informal reviews of cases claiming sexual harassment and after determination has been made to assure that retaliation against the complainant does not take place. Efforts shall also be made at each level of review to keep discussion confined to persons who need to know about the matter, but no guarantee of confidentiality can be given under the circumstances.

10.6 POLICY ON DRUG-FREE ENVIRONMENT

The following policy is designed to be in keeping with the Drug-Free Workplace Act of 1988, and the Christian beliefs of ENC.

The unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited in the environs of Eastern Nazarene College. Any student or employee not adhering to the policy will be subject to disciplinary action by the Institution.

Eastern Nazarene College, as part of keeping the work-place drug-free, will continue its drug-free awareness program to inform employees and students of the dangers of drug abuse and available drug counseling and rehabilitation programs.

XI. QUALITY ASSURANCE POLICIES

11.1 CONTINUOUS QUALITY IMPROVEMENT SYSTEM

To assist in providing quality control for the Division of Adult and Graduate Studies, an evaluation process was developed. At the end of each course, students are asked to complete the End-of-Course Survey which attempts to collect information about the curriculum, the faculty, and administrative services. Faculty members also are asked to complete a Faculty End-of-Course Survey on such topics. The two components of the evaluative process are designed to provide meaningful feedback to be utilized in quality control and continuous improvement of administration, instruction, and service to the adult learner.

Additionally, these elements are in place to ensure ongoing quality:

- Faculty selection process.
- Review of faculty and student surveys; final grade and cumulative attendance sheets, introductory memos and grading criteria; student product sampling.
- Faculty evaluation conducted using a "Classroom Observation Report" as completed by an administrator and provided to faculty for feedback for improvement.
- Faculty Development Sessions.
- Faculty Peer Exchange (Cluster Groups).
- Faculty involvement in curriculum review and revisions.
- Oversight by the Curriculum Committee including program evaluation.

11.2 ASSESSMENT

The Division of Adult and Graduate Studies, along with the College Administration, continues to assess the Division's impact on students. The College is seeking answers to such questions as:

- How much do students really learn, both about their content area and about the broader intellectual, emotional, and spiritual aspects of life?
- Do the programs help students to gain professional and personal success?
- Do the programs fulfill students' expectations?
- How do outcomes of this program compare with those of similar programs and with more traditional programs?

The collection of information which addresses these questions is known in higher education as outcomes assessment. The Division uses various methods to assess the impact on students.