

# Adult and Graduate Studies Student Handbook



Brenau University  
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Available online:  
[www.intranet.brenau.edu](http://www.intranet.brenau.edu)

# **Adult and Graduate Studies Student Handbook**

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# Brenau University Mission Statement

Brenau University challenges students to live extraordinary lives of personal and professional fulfillment. As students pursue undergraduate and graduate degrees or non-degree programs at Brenau campuses and online, each prepares for a lifetime of intellectual accomplishment and appreciation of artistic expression through a curriculum enriched by the liberal arts, scientific inquiry and global awareness.

## Mission - Institutional Operating Principles

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Brenau University fulfills its mission by:

- Designing intellectually and artistically stimulating academic programs grounded in the liberal arts;
- Providing a student-centered environment that support the highest level of individual achievement;
- Inspiring community responsibility and service to others;
- Developing a progressive curriculum that conforms to or exceeds the best national standards and respects individual worth and equity;
- Establishing a culture that is intolerant of mediocrity;
- Attracting and retaining an exemplary faculty and staff committed to the intellectual, creative and ethical growth of Brenau students;
- Maintaining its position as a nonsectarian institution which respects individual spiritual choice, includes the Judeo-Christian heritage of the University's founders and encourages understanding of diverse global traditions and beliefs;
- Operating its services and facilities to the external community for cultural, civic, and intellectual enrichment without compromising University principles.

## Accreditation and Affiliation

Brenau University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, educational specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Brenau University. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Additional accreditations have been awarded by the Accreditation Council for Occupational Therapy Education, the Collegiate Commission for Nursing Education, Council for Interior Design Accreditation (CIDA), the Georgia Professional Standards Commission for teacher education programs, National Council for Accreditation of Teacher Education (NCATE), the Accreditation Council for Business Schools and Programs (ACBSP), the Masters in Psychology Accreditation Council (MPAC), the National Association of Schools of Dance (NASD) and the National League for Nursing Accrediting Commission.

The institution also holds memberships including the American Association of Colleges of Nursing, the American Association of Collegiate Registrars and Admissions Officers, the American Association of University Women, the American College Testing Program, the Association of Independent Liberal Arts Colleges for Teacher Education, the American Council on Education, the American Association of Colleges for Teacher Education, the American Library Association, the Association of College and Research Libraries, the University Entrance Examination Board, the Council for the Advancement of Small Colleges, the Council of Independent Colleges, the Council for Undergraduate Research, the Georgia Association of Collegiate Registrars and Admissions Officers, the Georgia Independent Colleges Association, the Georgia Library Association, the National Association of College Admissions Counselors, the National Association of Student Financial Aid Administrators, the National Collegiate Honors Council, the Service Members Opportunity Colleges, the Southern Association of Collegiate Registrars and Admissions Officers and the Women's College Coalition.

### Atlanta Regional Council For Higher Education

Brenau University is a member of the Atlanta Regional Council for Higher Education (ARCHE). Its mission is to advance Atlanta-area higher education through academic collaboration, corporate and community partnerships and public awareness, offering programs and services for cross-registration, interlibrary sharing, cooperative purchasing, research initiatives and public policy. More than 130,000 students from 50 states and 165 countries attend ARCHE institutions. The Atlanta region is an international center for business, transportation, communications, information technology, academic research, science and health care.

Other ARCHE member institutions include Agnes Scott College, Clark Atlanta University, Clayton State University, Columbia Theological Seminary, Emory University, Georgia Gwinnett College, Georgia Institute of Technology, Georgia State University, Interdenominational Theological Center, Kennesaw State University, Mercer University, Morehouse College, Morehouse School of Medicine, Oglethorpe University, Savannah College of Art & Design (Atlanta), Southern Polytechnic State University, Spelman College, University of West Georgia and the University of Georgia. For more information, contact [www.atlantahighered.org](http://www.atlantahighered.org) or the Office of the Provost and Vice President for Academic Affairs at Brenau University.

### Governing Board – Board Of Trustees

Brenau is governed by a self-perpetuating board of trustees of up to 40 members, nine of whom are nominees of the National Alumnae Association of Brenau. All members are elected to serve for three-year terms. The purpose of the board is to set policies that ensure academic excellence in a fiscally responsible manner.

### Phi Kappa Phi

The Honor Society of Phi Kappa Phi is the nation's oldest, largest and most selective honor society for all academic disciplines. The organization inducts about 30,000 students, faculty, professional staff and alumni annually from more than 300 colleges and universities in North America and the Philippines. Membership is by invitation only to the top 10 percent of seniors and graduate students and 7.5 percent of juniors. Faculty, professional staff and alumni who have achieved scholarly distinction also qualify. Since its founding, Phi Kappa Phi has inducted more than a million members.

## **Servicemembers Opportunity College (SOC)**

Brenau is one of more than 800 institutions of higher education in the United States designated as a Servicemembers Opportunity College (SOC) to accommodate the special educational needs of veterans and active-duty military personnel who desire to attend college while in service. As a Servicemembers Opportunity College, Brenau awards credit for selected educational experiences and courses completed in the armed services and serves as the host college to selected credits earned at other colleges.

## **Statement of Non-Discrimination**

Brenau University is an Equal Opportunity University open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Pursuant to all applicable federal anti-discrimination laws and regulations, Brenau University does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, athletics, and other school-administered programs.

## **Introduction to Adult and Graduate Studies**

### **Purpose and Expectations**

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Brenau University is committed to providing quality accelerated degree programs to working adult students. The curriculum, instruction, and administration of the programs are designed to interrelate theoretical and research knowledge with practical application. The concepts of lifelong learning are emphasized and taught throughout the curricula.

All colleges and universities establish certain requirements which must be met before a degree is granted. These regulations concern such things as curricula and courses, majors and minors, required institutional testing and residency requirements. Advisors, faculty, and deans assist students in meeting these requirements; however, students are responsible for fulfilling them. If these responsibilities have not been satisfied at the end of their course of study, degrees will be withheld until the student satisfies these requirements. It is the student's responsibility to be familiar with and to complete the chosen course of study.

To remain in good standing, students also are required to meet their financial obligations as specified in the Catalog. Failure to do so will result in the withholding of grades and/or transcripts until bills are paid in full. Students whose accounts are not current will not be allowed to register for courses until accounts are paid in full or a payment plan is approved. These obligations must be met prior to the registration deadline or first day of class. Students are held responsible for being acquainted with regulations and procedures as stated in this *Handbook* and other official publications of Brenau. Therefore, it is important that students read these publications and remain informed throughout their academic career.

Admission to and attendance at Brenau University is a privilege and not an inherent right. The University expects students to conduct themselves with dignity, courtesy, responsibility, integrity, and with due respect for the rights of others. Students may be involuntarily withdrawn for failure to comply with institutional policies, requirements, and standards of conduct.

## Curriculum and Degree Programs

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The baccalaureate programs provide career-oriented courses and programs based on a liberal arts foundation to enable the individual student to attain personal as well as professional growth and competence. All formats involve intensive study, close working relationships with instructors and fellow students and maximum opportunity for self-directed learning.

The courses in the Adult and Graduate Studies programs relate theory to practice. Instructional methods include mini-lectures, case studies, role-playing, simulations, and learning team assignments. Most courses are three semester credit hours. Each course is a required component of the program and must be taken in sequence and completed at Brenau University.

The Associate, Bachelor, and Graduate degrees offered by the Adult and Graduate Studies programs are designed for working adults who have acquired learning through career experiences, professional or military schools, college or university courses and in-service training.

## Organization and Structure

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Regional campus locations have directors who are residents of the area and who report to the Associate Provost. Regional campus academic programs are coordinated by specific subject-area coordinators who are members of the Brenau faculty assigned to each location under the supervision of the respective academic dean.

Each of Brenau's courses has been carefully designed by one or more faculty member(s). Courses are taught both in a classroom as well as online. Each course has been formatted for consistency across all platforms and degrees. Brenau faculty members teaching students online have completed a rigorous online facilitator certification program. During this time, faculty members themselves become online students in order to fully gain an understanding of the online learning experience. Course syllabi, assignments, examinations and other instructional materials are converted to or developed for an online format during the training period. These and other measures are undertaken to ensure the quality and consistency of online course offerings.

# General Admissions Categories for Undergraduate Status

**Regular/Full** – students who have met all admission requirements.

**Probation** – students may be admitted under the condition of maintaining a 2.0 during the first 9 hours of coursework.

**Denied** – students may be denied admission for one or more of the following reasons:

1. Cumulative GPA below 2.00 (2.75 for Bachelor of Science in Education and RN- Bachelor of Science in Nursing degree programs.)
2. Insufficient work experience (does not apply to the Education degree programs).
3. Unsatisfactory letters of recommendation

Students who have been denied may re-apply for admission once the deficiencies have been corrected. Such a student may make an appointment with Admissions to discuss options for making up the deficiencies.

## Readmission to Program

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This policy applies to all students, whether voluntarily withdrawn from the program or withdrawn by the University for any reason for a period exceeding one course.

To be readmitted to a program, the student's account must be in good standing. Students must contact the Accounting Department to determine the current status of their account. Any required payments must be received before initiating the readmission process.

1. Students seeking re-entry must talk with their Academic Advisor to work out the specifics for readmission.
2. The application for re-entry must be received at least 30 days prior to start of class.
3. An application to re-enter any program may require the approval of the Associate Provost. In determining whether or not to readmit a withdrawn student, several aspects will be considered: academic performance, class participation, learning team experience, general attitude, exhibited behavior when previously enrolled, and any extenuating circumstances.
4. The Academic Advisor will complete the necessary paperwork for readmitting the student and arrange for the placement of the re-entered student into a new cohort and study group.

## Prior Learning Assessment

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Credit for Prior Learning through another organization, CLEP, military, or testing will be evaluated by Admissions upon acceptance to Brenau University. Your Academic Advisor is available to discuss the policies.



# General Admissions Categories for Graduate Status

**Regular/Full** – students who have met all admission requirements.

**Denied** – students may be denied admission for one or more of the following reasons:

1. GPA below 2.75 during the last 60 hours of undergraduate work for the Business graduate program; Cumulative GPA below 2.50 for the Education graduate degree program.
2. Insufficient work experience (does not apply to the Education graduate degree program).
3. Unsatisfactory letters of recommendation
4. Applicant does not hold Georgia Teacher Certification (T-4 or higher) or equivalent (only applies to the M.Ed. degree program).

Students who have been denied may re-apply for admission once the deficiencies have been corrected. Such a student may make an appointment with Admissions to discuss options for making up the deficiencies.

## Readmission to Program

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This policy applies to all students, whether voluntarily withdrawn from the program or withdrawn by the University for any reason for a period exceeding one course. Students who have been administratively dismissed for failure to maintain required GPA are eligible for readmission after one year.

To be readmitted to a program, the student's account must be in good standing. Students must contact the Accounting Department to request a receipt indicating the current status of their account. Any required payments must be received before initiating the readmission process.

1. Students seeking re-entry must talk with their Academic Advisor to work out the specifics for readmission.
2. The application for re-entry must be received at least 30 days prior to start of class.
3. An application to re-enter any program may require the approval of the Associate Provost. In determining whether or not to readmit a withdrawn student, several aspects will be considered: academic performance, class participation, learning team experience, general attitude, exhibited behavior when previously enrolled, and any extenuating circumstances.
4. The Academic Advisor will complete the necessary paperwork for readmitting the student and arrange for the placement of the re-entered student into a new cohort and study group.

# Policy and Procedures

## Academic Advising

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Each student has been assigned to an academic advisor. These individuals are trained professionals who can provide students with all necessary information and assistance relative to their success in the educational program. Setting an appointment allows the advisor time to prepare all necessary materials and pertinent information for the advising session.

## Course Registration

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When a student begins an academic program at Brenau University through the Adult and Graduate Studies Programs, the student is registered “lock-step” for all courses that form that particular curriculum. The Assistant Registrar for AGS and the Academic Advisor will work together to maintain the enrollment of these students. Students will sign an enrollment intent form that will be submitted to the Assistant Registrar for AGS, who will register the student for four courses, 12 hours (five weeks each). Graduate students will be enrolled for three courses, 9 hours (six weeks each.) Any registration issues will be communicated to the Academic Advisor. A student who finds it necessary to withdraw from the program, take a leave of absence, drop and/or add courses, change an address or telephone number, or change his/her name is required to contact his/her advisor and complete the required forms.

## Add/Drop Procedure

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The student must complete the appropriate paperwork whether dropping or adding a course. Students should contact their Academic Advisor to begin either process. The forms must be signed by the student, Office of Financial Aid, the Accounting Department, and the Academic Advisor to be considered complete. For courses to be added, full payment of the course must be made one week prior to the class start date.

### ADDING COURSES

Students may need to add classes with other groups in order to fulfill outstanding credits or to complete classes to finish their degree program because of drops or unsuccessful completions. A student enrolled in the Bachelor’s core may request to take an Associates course or a course in the other majors.

1. First, students must contact their Academic Advisor to determine if the course to be added will appropriately fulfill academic requirements. Courses may be added only if space allows.
2. Next, to start the add process, the Academic Advisor will assist the student in contacting the Accounting office to arrange payment for the course being added. Payment for courses added outside of the normal program cannot be deferred, and student accounts must be in “good standing” in order to add a course. Payment can be handled by check or credit card. Payment must be received by the Accounting Office one week prior to the course start date.  
**Note:** Students should note on their check that this payment is for adding a course and their student ID number.
3. Academic Advisors will contact the Assistant Registrar for AGS to complete the registration process.
4. Notification of the course registration will be sent to the Accounting and Financial Aid offices.

### DROPPING COURSES

Students who find that they cannot continue in a course must contact their Academic Advisor to officially withdraw from that course. The following grade and tuition charges will be assigned based on the number of class sessions a student attends in a course.

<u>Classes attended</u>	<u>Grade</u>	<u>Tuition charged</u>
0	no grade	0%
1	W	0%
2	W	50%
3+	F	100%

Those students who stop attending classes and do not notify the Academic Advisor to complete the drop form will be withdrawn from the program according to the policy for Unofficial Withdrawal (see below). Students who drop one course are expected to return for the next course in the program, receive approval for an official LOA, or withdraw from the program.

## Leave of Absence

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Brenau University understands that life events and other circumstances may at times result in the need for students to temporarily interrupt their enrollment. Allowing a student to take a leave of absence provides the student with the opportunity to return to the University under the rules and policies in effect when he/she began the leave. A student must generally be in good academic standing with the University in order to be granted a leave of absence.

### **LEAVE OF ABSENCE POLICY**

A leave of absence (LOA) refers to the specific time period during a student's academic program when a student is temporarily not in attendance. A recipient of Title IV Federal student aid funds who expects to be out of attendance for an extended period of time should request a LOA, especially if a leave of more than 45 days is needed. A single LOA may not exceed 90 days. The University may approve multiple LOAs in a 12-month period; however, the total of all LOAs granted in a 12-month period may not exceed 180 days. The 12-month period begins on the first day of the student's initial LOA. During an approved LOA, the student is not considered withdrawn and the student's Federal student loans will be eligible for in-school deferment status. All requests for LOAs must be submitted in writing as prescribed later in this policy. LOA requests will be approved in accordance with University policy.

### **REQUESTING A LEAVE OF ABSENCE**

Brenau University must determine prior to approving an LOA that there is a reasonable expectation that the student will return from the LOA. In order to make this determination, the University must know the reason for requesting the LOA. Therefore, students must apply in advance for a LOA, whenever possible, using the Leave of Absence Request form. The student must contact his/her Academic Advisor to request a change in course registration and to initiate a Leave of Absence Request. A completed, signed and dated Leave of Absence Request must be submitted to the student's Academic Advisor prior to the first day of the leave. In the event a student is unable to request a leave of absence in advance due to unforeseen circumstances, a signed and dated Leave of Absence Request, along with supporting documentation, must be received by the Academic Advisor within 7 days of the circumstance that caused the delay. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military orders, jury duty, job-related issues, and natural disasters. For example, if a student is injured in a car accident and needs a few weeks of recovery time before returning to school, the student would not have been able to request the LOA in advance. Acceptable documentation may include, but is not limited to, physicians' statements, letters from employers, court documents, letters from clergy or professional counselors, hospital admittance records, police reports, etc. For a LOA that was not requested or approved in advance, the first date the student was unable to attend class as a result of an unforeseen circumstance will be considered the first day of the LOA.

### **IMPACT ON TITLE IV FEDERAL STUDENT AID**

As indicated above, a student who has been granted a LOA is not considered to have withdrawn, and no Return of Title IV Funds (federal refund) calculation is required. The University will not assess any additional institutional charges and will not award any additional financial aid while a student is on an approved LOA. However, the University may disburse previously-approved Federal Pell and SEOG Grants after the LOA has begun, assuming the student qualified for those disbursements prior to being granted the LOA. Federal Direct and PLUS Loan funds cannot be disbursed during the LOA. Federal student aid funds that are part of a credit balance created before a student began an approved LOA may be paid to the student, since those funds were disbursed before the student began the LOA.

### **REQUESTING AN EXTENSION**

As indicated above, a single LOA may not exceed 90 days. A student may request an extension to a LOA provided the request for the extension is made prior to the end of his/her approved leave **and** provided the student's original leave was not already granted for the full 90 days. However, a student may request another LOA, keeping in mind that the total of all LOAs granted in a 12-month period may not exceed 180 days.

### **FAILURE TO RETURN**

If a student fails to return at the end of an approved LOA, the University will report to the holders/servicers of any outstanding Federal student loans that the student has withdrawn. The official student's withdrawal date will be recorded as the last date of class attendance. In addition, if the student had received disbursements of Federal student aid funds for the period of enrollment in which the LOA occurred, the Financial Aid Office will perform the required federal refund calculation.

## **APPROVED LEAVE OF ABSENCE PROCESS**

A student who is in good academic standing should initiate a LOA request through his/her Academic Advisor. The following steps should be followed:

1. Contact your Academic Advisor to complete a change in course registration and an accompanying Leave of Absence Request.
2. Complete the Leave of Absence Request in full and sign and date the form.
3. Be sure to attach any required supporting documentation to the Leave of Absence Request.
4. The Academic Advisor will forward the completed Leave of Absence Request and supporting documentation to the Assistant Registrar for Adult and Graduate Studies for review and approval decision.
5. You will be notified via Brenau "Tiger" Mail upon approval or denial of your request.

## **Official Withdrawal from the University**

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Official withdrawal from the University requires written notification from the student. A student leaving the University must formally withdraw by contacting his or her Academic Advisor to complete the necessary forms.

No refund of fees will be calculated until the withdrawal process is complete. Withdrawal grades are described above under course drop procedures. No institutional official other than the Controller and Student Accounts Manager have authorization to make commitments or authorize refunds.

Brenau reserves the right to request, at any time, the withdrawal of a student who does not maintain the required standard of scholarship, whose continued attendance would be detrimental to the student's health or the health of others, or whose behavior is out of harmony with the philosophy of the University.

## **Administrative Withdrawal**

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Administrative withdrawal from the University will be processed when a student has not completed proper Leave of Absence or drop procedures. Whenever a student is absent from scheduled courses for 29 days without official notification, the student will be withdrawn from the University.

## **Email Correspondence**

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Brenau University email correspondence will be sent to your official Brenau University student email address. This will include any email sent to from Campus Web and/or any other school-related functions such as accounting, financial aid or graduation. The Brenau email is considered the formal communication tool for the university, and is used for all official university communication. Email from other sources will be forwarded to the student email.

## **Grades and Transcripts**

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A student's standing in any course is determined according to the following grading system:

### **Undergraduate**

A	4 points per semester hour
B	3 points per semester hour
C	2 points per semester hour
D	1 point per semester hour
F	0 points per semester hour
P	Passing
I	Incomplete
IF	Incomplete Failing
AU	Audit
W	Withdrawn

### **Graduate**

Grade	Interpretation	Quality Points
A	Excellent	4
B	Good	3
C	Passing, but below average	2
D	Poor	1
F	Failure	0
P*	Passing (Pass – Fail courses only)	0
W*	Withdrew	0
I*	Incomplete	0
IF*	Incomplete Failure	0
IP*	In Progress	0
AU	Audit	0

Grades will not be issued to a student who has failed to make payment of the tuition for a course. Transcripts can be requested in person or on-line via the official Campus Web website.

In accordance with the Family Rights and Privacy Act, grades are confidential information. Under no circumstances will a grade be disclosed over the telephone. The student's official transcript is prepared by the Registrar's Office. The transcript will show the courses, grades, credits and terms of instruction for each course taken at Brenau and a summary of all transferred work.

### **REPEATING COURSES**

When courses with earned grade of F are repeated with a D or higher grade, the unsatisfactory grade will be included in the calculation of the cumulative grade point average. The student's permanent record will retain all course attempts and grades. Financial aid limits the number of times a course can be repeated.

### **INCOMPLETE GRADES**

The published University-wide policy on incomplete grades will not apply to AGS students. Situations will be reviewed on a case-by-case basis.

### **GRADE APPEALS**

When a student has substantial grounds to dispute a final grade and is prepared to present evidence to support a grade appeal, the student must initiate the procedure by speaking first with the professor who assigned the grade in question. If there are no errors in the computation of the grade or other substantial evidence to support an appeal, the student is encouraged to accept the grade assigned. However, in cases where there are substantial grounds for a review of the grade and a resolution cannot be reached between the student and the professor, the student has the following recourse:

1. Within two weeks following the official end date of the session for which the grade was assigned, the student must submit to the appropriate department chair a letter of appeal with evidence supporting the need for an external review of the grade in question. The department chair will review the student's material and consult with the professor before deciding if the assigned grade should stand. The department chair must provide a written response to the student, with a copy to the college dean.
2. If a student does not accept the decision of the chair, there is one additional and final level of appeal. The student may submit documentation to the appropriate college dean who will determine if new information or insufficient consideration of the student's case merits further review of the assigned grade by a review panel. The dean's decision to proceed or not to proceed will be final in all cases.
3. If the dean determines that further review is warranted, s/he will convene and chair a panel of five faculty members. Both the student and the professor will have the opportunity to address the panel. Legal counsel may represent neither party. However, the dean may exercise discretion to invite other faculty or students, who can provide relevant information, to address the panel. The review panel's decision will be final, with no recourse on the part of the student or professor for any further appeal.
4. The entire appeal process must be completed within four weeks of the time the grade was issued.
5. When the dean or department chair is the teacher of record, the dean will substitute for the department chair and the provost will replace the dean.

# Satisfactory Academic Progress

## Undergraduate Programs

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### **GRADE POINT AVERAGE**

The undergraduate cumulative grade point average of each student is compiled at the end of each semester. A minimum cumulative grade point average of 2.0 must be maintained for a student to be classified as a student in good standing. A cumulative grade point average of less than 2.0 will automatically result in a student being classified as not in good standing.

### **ACADEMIC PROBATION**

Students who have an undergraduate semester grade point average of less than 2.0 shall be placed on probation for one semester. Undergraduate students on academic probation will be restricted to a maximum of four (4) courses, not to exceed 14 semester credit hours in the subsequent semester of enrollment. Students on Academic Probation may also be subject to a loss of certain financial aid funds and should check with the Financial Aid Office regarding Satisfactory Academic Progress regulations for financial aid. Students will remove themselves from probation by successfully meeting 12 hours of academic credit in succession. Students who fail to remove themselves from Academic Probation will be placed on Academic Suspension.

### **ACADEMIC SUSPENSION**

Students on academic suspension will be prohibited from taking courses or participating in college level activities. Within two (2) weeks of the end of the semester, students may appeal the suspension to the provost and vice president for academic affairs. Students who are denied reinstatement may not enroll in course work for the two following semesters. Students readmitted following an Academic Suspension are placed on Academic Probation and are subject to the cumulative Grade Point Average (GPA) requirements listed above.

### **ACADEMIC DISMISSAL**

Students who are placed on Academic Probation returning to the college after Academic Suspension, and who fail either to remove themselves from this status or to meet the requirements of continued probation will face Academic Dismissal. A student on Academic Dismissal will be prohibited from taking courses for one calendar year from the end of the semester in which the dismissal occurred, after which the student may apply for readmission to the university using the procedures followed by any new student. Students readmitted following an Academic Dismissal are placed on Academic Probation and are subject to the cumulative grade point average requirement listed above. A second Academic Dismissal will result in a final dismissal from the University with no option for appeal.

## Graduate Programs

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### **GRADE POINT AVERAGE**

Graduate students are expected to maintain a GPA of at least 3.0 (on a 4.0 scale) in the graduate program. The following probation and suspension procedures will apply to all Brenau University graduate students:

### **ACADEMIC PROBATION**

All graduate programs require a minimum cumulative grade point average (GPA) of 3.0 to graduate. A minimum 3.0 GPA must be maintained while at Brenau to be considered in good standing. Students falling below this cumulative 3.0 will be placed on academic probation. Students earning a second semester cumulative GPA of below 3.0 will be placed on Academic Suspension. Departmental course repetition policies may differ.

### **ACADEMIC SUSPENSION**

A graduate student will be suspended from the university when the student earns a second semester GPA of below 3.0. Graduate students placed on suspension may appeal to the provost and vice president for academic affairs within two weeks from the end of the semester to be reinstated. Factors for reinstatement include progression in the program and recommendations from the advisor.

## **ACADEMIC DISMISSAL**

A third semester GPA below 3.0 will result in an Academic Dismissal from the university. Students on Academic Dismissal will be prohibited from taking courses one calendar year from the end of the semester in which the dismissal occurred, after which students may apply for readmission to the university using the procedures followed by any new student. Students readmitted following an academic Dismissal are placed on Academic Probation and are subject to the grade point average requirement listed above. A subsequent GPA below 3.0 will result in a final dismissal from the university with no option for appeal.

## **Academic Integrity**

### **HONOR CODE**

I promise to uphold the Brenau University honor code by refraining from every form of dishonesty and cheating in university life, and will strive to create a spirit of honesty and honor. Failure to do so is considered a breach of trust toward the faculty and student body. I accept this commitment as a personal responsibility to refrain from and to report all forms of dishonesty and cheating.

Brenau University is an academic community actively engaged in scholarly pursuits. As members of this community, students are expected to recognize and honor standards of academic and intellectual integrity. Brenau supports the ideals of scholarship and fairness by rejecting all dishonest work when it is submitted for academic credit. Brenau University encourages students to be responsible and accountable for their decisions and actions. It is Brenau's hope that its students will uphold the honor of the university by refraining from every form of dishonesty in the community. Any attempt by students to present the work of others as their own or to pass an examination by improper means is regarded as a most serious offense and renders those students who do so liable to disciplinary action. Assisting another student in any such dishonesty or knowing of this dishonesty and not reporting it, is also considered a grave breach of honesty.

### **PLAGIARISM**

Plagiarism is the act of taking the words or ideas of another and representing them as one's own.

### **CHEATING**

Examples of cheating include, but are not limited to, giving or receiving unauthorized assistance, before, during or after an examination or assignment, falsification or misrepresentation of information in an academic exercise or assignment, unauthorized use of someone else's password or account number and submitting work more than once without the consent of the instructor.

### **SANCTIONS**

This includes plagiarism, cheating and dishonesty, in classroom or in class-related activities. The following sanctions represent the minimum action that will be taken. It is the prerogative of the Provost and Vice President for Academic Affairs to impose stronger sanctions if deemed appropriate.

- a. 1st offense: "0" on the assignment; which may result in a "F" in the course, depending on the assignment.
  - Students will be required to enroll in AS 120, a zero-credit P/F course, Academic Honesty in Context, and complete the course with a P.
- b. 2nd offense: an automatic "F" in the course in which the offense took place.
- c. Expulsion from the university.

## **DISCIPLINARY RIGHTS**

Except as otherwise provided in the Student Handbooks, students shall have the right to a hearing when accused of any violation of Brenau regulations or rules of conduct. The right to a hearing shall include the following:

1. right to notice of any charges;
2. right to admit or deny the alleged violation, waive a hearing and accept Brenau's action;
3. right to admit the alleged violation but request a hearing;
4. right to deny the alleged violation and request a hearing;
5. right to a fair hearing;
6. right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as an admission of guilt;
7. right to select a university adviser;
8. right to call witnesses and present evidence in one's behalf;
9. right to request a list of witnesses;
10. right to confront and cross examine witnesses and accusers;
11. right to request a record of the hearing if the offense involves possible suspension or expulsion;
12. Women's College students should address their request for a hearing to the Assistant Vice President for Student Services.
13. Nonresidential students should address their request for a hearing to the program director at their instructional site.

## **APPEALS PROCESS**

Adult and Graduate Studies students have a right to appeal to the Associate Provost, then to the Vice President for Academic Affairs who may convene the Administrative Review Board, then to the University President.

## **Student's Right to Privacy**

Brenau University complies with the Family Education Rights and Privacy Act of 1974 (amended in January 1975 and appearing in its final form in June 1976). The Privacy Act defines requirements that are designed to protect the privacy of the students concerning their records maintained by the University. The law requires that:

1. Students be provided access to official records directly related to the student. This does not include private records maintained by instructional, supervisory or administrative personnel. Students who wish to see their records may make an appointment through the Office of Student Services.
2. Students be given the opportunity for a hearing before the Academic 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 calculated by the instructor.
3. The student's written consent must be received prior to the releasing to anyone of identifiable data from the records.
4. The University is authorized under the Act to release public directory information concerning students. Directory information may include the student's name, address, telephone listing, 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 University at any time unless the Office of Student Services has received prior written request from the student specifying that the information may not be released.
5. Brenau University is authorized to provide access to student records to Brenau University 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 University.



# Student Responsibilities

## Class Representative

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Every cohort of Adult and Graduate Studies students selects a class representative. The class representative provides a communication link between Brenau University and the class members. Each cohort during its first course elects a class representative. The representative's duties and responsibilities include but are not limited to: representing the class to administration and faculty; acting as a liaison and attending quarterly class representative meeting or sending another student to represent the class at the meeting.

- Communicating information to and from the class
- Taking time during class by arrangement with the instructor
- Organizing a calling chain to facilitate phone communication with class and team leaders.
- Informing the class of class representative meetings, collecting items for meeting agendas and reporting on the meetings
- Communicating changes in class schedule due to snow days, instructor absence, etc.
- Contacting instructor prior to class to introduce him/herself and to verify assignment.

The class representative is elected by the members of the cohort. If there comes a time in which the cohort deems the class representative unable to perform his/her duties, may wish to elect a new representative. In this case, a request will be submitted to the Associate Provost.

## Learning Teams

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Learning teams form an integral part of the Adult and Graduate Studies programs. Furthermore, since learning teams have such a large impact upon what students learn, the more effective the team, the more valuable the student's school experience. Anything we can do to help increase the effectiveness of learning teams will also increase the quality of our programs. The concept of learning teams is consistent with the principles of educating adults, and the research we have studied bears out its effectiveness. More information about Learning Teams can be found in the Learning Team Handbook.

Adult and Graduate Studies recognize the distinction between younger college students and the adult learners who have assumed responsibility for accomplishment in the workplace and for continued professional development. The primary focus of Adult and Graduate Studies accelerated programs is to help students learn as much as possible in the least amount of time possible. Learning teams help us do that better.

Learning teams enhance students successful completion of an academic program:

- Students gain knowledge and experience from one another. A group brings a wider range of knowledge and experience to each challenge than does any one individual. As a result, new insights and synergism emerge that surpass the collective backgrounds of individual members. In addition, a variety of problem-solving techniques and innovative approaches also emerges. This allows individuals to learn from one another through participation in group inquiry and decision making. This concept of shared learning responsibility and transfer of knowledge comprises an integral element of the adult educational philosophy.
- Students develop skills in blending individual strengths and weaknesses. Students learn how identify the strengths and weaknesses of each other, and how to draw upon those strengths in positive ways. In the process, they learn to rely on each other and support each other. The result is a blended synergism which is greater than the simple sum of the individual member characteristics.
- Students develop strong interpersonal communication skills. Working in teams forces students to learn effective ways to work together, argue constructively, and challenge each other's thinking. They develop skills in managing the inherent conflict that occurs when different personalities are brought together. It also helps students practice interaction skills to achieve a common objective.
- Students learn to rely on each another. As students realize that others are depending on them, there is an increase in their level of motivation and responsibility, in their desire not to let their group down. Students also learn how to teach and support each other, they also enhance their own understanding.

## **LEARNING TEAM MEETINGS**

The accelerated nature of Adult and Graduate Studies courses requires an equal emphasis on learning team activity, which is also considered to be instructional time. Students who are absent do not gain the benefit of team learning, nor do they contribute to the learning of other students in the team. Students who are consistently late in arriving also reduce the effectiveness of the learning team.

Learning teams must meet for at least four hours each week in addition to regularly scheduled class instruction. All students are expected to attend all scheduled learning team meetings, and they are expected to arrive on time for all meetings. Each learning team must maintain records of academic activities and attendance during those activities. Each student is required to certify his or her attendance. Attendance and activity records must be submitted to the faculty on a weekly basis. Learning Teams should have at least 3 but no more than 5 members.

Also, because of the limited time available, prompt arrival at each learning team meeting is mandatory. If significant, consistent tardiness is observed, instructors should refer the student to an Academic Advisor.

These guidelines are to be observed for both on ground and online formats. Students in an online degree program may choose to meet asynchronously or synchronously using a web based application.

## **LEARNING TEAM EVALUATIONS**

At the conclusion of each course, students are provided the opportunity to evaluate their own and other team members' performance. Faculty members may use this evaluation as a portion of the student's final grade for a course. Learning team members should use the Learning Team Evaluation Form as the mechanism to standardize the evaluation. This form is best completed outside of class and provided to the faculty member when requested.

## **On Ground Class Sessions**

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The accelerated nature of Adult and Graduate Studies courses emphasizes group interaction in the classroom and relies on the collaborative effort and shared expertise of peers. Students who are absent do not gain the benefit of class involvement, nor do they contribute to the learning of other students in the class. Students who are consistently late in arriving also disrupt the flow of educational activities. Appropriate classroom behavior is to be observed at all times. Cell phones are not to be used unless an emergency has occurred. The student should excuse themselves from class if needed.

Classes meet in session with the instructor once each week for four hours. All students are expected to attend all scheduled class sessions, and they are expected to arrive on time for all class sessions. Class attendance records will be maintained by each instructor and be readily available for review for at least one year. Students must attend the first two classes of each course to continue in the program.

Also, because of the limited time available to conduct in-class activities, prompt arrival at each class session is mandatory. If significant, consistent tardiness is observed, instructors should refer the student to an Academic Advisor.

Students who will miss an entire course due to unavoidable circumstances must arrange for a temporary withdrawal prior to the first class session. Students who need to withdraw during a course may do so by arrangement with their Academic Advisor.

## **Breaks**

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Adult and Graduate Studies programs will observe National and University observed holidays and breaks.

## **Make-Up Assignments**

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Make-up assignments are accepted only at the discretion of the instructor. Students who are absent from a class session or a learning team meeting may request to make up any missed work.

# Graduation

## Graduation with Honors

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Candidates for a bachelor's degree, who throughout their college career maintain high academic standing in all attempted collegiate work, and who have not at any time been suspended, may receive recognition on their diplomas in one of the three degrees of honor:

- Cum laude.....3.50-3.749
- Magna cum laude....3.75-3.874
- Summa cum laude...3.875-4.00

## Posthumous Degrees

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In order to receive a posthumous degree, the student must have completed the BA, BBA, BS, BSN, MA or MBA component or be within 15 hours for undergraduate degree or nine hours for graduate, in good standing, and had previously expected to graduate. The request must be directed to the University Registrar. Exceptions to the policy may be reviewed on a case-by-case basis.

## Tuition and Fees

Student must be deemed financially ready at least 1 week prior to the start of their cohort. Tuition and fees will be billed per payment period: 12 hours for undergraduate and 9 hours for graduate. Students are responsible for filling out a Student Financial Agreement which indicates whether tuition will be paid by self-payment, financial aid, 3<sup>rd</sup> party billing, tuition reimbursement, or Brenau tuition waiver. The Financial Options Guide provides detailed information regarding each pay type.

Late fees up to \$200 may be charged if a payment is received after the due date. \$40 will be charged for each check returned for insufficient funds. All tuition payments are due a week prior to the class start date or according to the options chosen on the Student Financial Agreement.

Brenau University reserves the right to change the tuition and fee schedule at any time.

## Refund Policy

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Students are eligible for tuition refund under the following conditions:

- a. Written notification of withdrawal prior to attending the second class session of a course – full tuition refunded.
- b. After the second class session and before the third class session - 50 % tuition refunded.
- c. No tuition refund for a student who withdraws after attending the third class session.

In compliance with federal regulations, funds for students receiving financial aid will be returned to the appropriate financial aid sources upon official withdrawal from the program.

**WARNING:** If a student withdraws from the entire program before earning 12 semester hours of credit, the student will not be eligible for state grants or the Georgia Baptist Ministerial Aid scholarship. Any federal money for which the student qualifies will be returned to the financial aid source on a prorated scale. The student will be personally responsible for several hundred dollars of costs which otherwise would have been paid by these grants. This is true for each segment of 12 hours during the program.

# Financial Aid

Brenau University provides a comprehensive financial aid program to assist students in funding their educational costs. Undergraduate students may apply for federal and state grants, as well as federal student loans. Graduate students may apply for federal student loans.

The best source of information about sources of financial aid to cover educational expenses is the Financial Aid Office. The role of the Financial Aid staff is to enable any qualified student to attend Brenau University by putting together the best financial aid package possible. There are specific rules and regulations that govern financial aid programs; these rules are designed to ensure that financial aid funds are awarded equitably to students who meet the specific requirements of the programs.

## General Requirements

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Students must apply for financial aid each year, and must do so in a timely manner in order to take advantage of all possible sources of financial aid that are available. As indicated above, a student must be properly admitted to Brenau University before a financial aid package can be offered. Financial aid will not be disbursed to a student's account until the student is properly enrolled and attending classes for the specific period of enrollment. Most financial aid awards are based on **full-time enrollment status**. Full-time enrollment in an undergraduate program available in Brenau's Adult and Graduate Studies is defined as a minimum of 24 semester hours over 40 weeks of instruction. Graduate students are expected to enroll in a minimum of 18 semester hours over a minimum of 36 weeks of instruction. Any deviation from full-time status may result in re-calculation of financial aid awards.

A student's eligibility to participate in the financial aid programs listed below is contingent upon the his/her academic standing. Brenau policies regarding Satisfactory Academic Progress for financial aid are found later in this section.

Federal student aid funds are generally disbursed to a student's account no earlier than the second week of the first class in each payment/enrollment period. A student's class attendance and participation in either on ground or online classes during the first week must be confirmed before federal student aid can be disbursed. Funds from state aid programs are typically received and credited later in each payment period; however, pending state aid funds are considered when calculating the amount of excess financial aid to be refunded to the student.

A student who does not successfully complete the required semester hours **and** the minimum number of weeks associated with an enrollment/payment period may not advance to the next payment period or receive financial aid disbursements for that period. Likewise, a student who does not successfully complete the required semester hours and minimum number of weeks in an academic year may not advance to the next academic year or receiving financial aid disbursements for that year.

## Application Process

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Following are the typical steps a Brenau student must follow in order to apply for available financial aid programs:

1. Complete all Brenau University **admissions requirements** for your desired program of study. In order to avoid processing delays, you should work on completing admissions requirements at the same time you begin the financial aid application process.
2. Complete the **Free Application for Federal Student Aid (FAFSA)** on the Web at [www.fafsa.gov](http://www.fafsa.gov). Electronic filing of the FAFSA requires that each student filer obtain a personal identification number (PIN) in order to electronically sign the application. For students who are required to file the FAFSA with parent information included, one parent must also have his or her own PIN. PIN's can be obtained at [www.pin.ed.gov](http://www.pin.ed.gov). The PIN also allows a student to access his/her FAFSA at any time to make corrections or select additional schools to receive the results. The FAFSA is applicable to both federal and state financial aid programs. All students are encouraged to file a FAFSA annually.
3. If you do not wish to apply for federal aid programs or to complete a FAFSA, and you are a Georgia resident pursuing an associate's or bachelor's degree, you must apply for state aid programs such as the HOPE Scholarship and the Georgia Tuition Equalization Grant online at <https://secure.gacollege411.org>. Just go to the SHORTCUTS box and click on Georgia Scholarship/Grant Application. Even if you know you do not qualify for the HOPE Scholarship because of the GPA requirements of the program, you may qualify for the Tuition Equalization Grant as a full-time undergraduate student.

## State Student Aid

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### Georgia Tuition Equalization Grant (TEG)

Under current state regulations, qualified full-time undergraduate Georgia residents who attend private colleges and universities in Georgia are eligible to receive the TEG to be applied directly to reduce tuition costs. Students may apply for the TEG by completing a FAFSA or a Georgia Scholarship/Grant Application as indicated above. If using the Georgia Scholarship/Grant Application, the student need only complete the application once at his/her initial enrollment at Brenau University. Residency status is checked each year to verify the student's eligibility to renew and maintain the TEG. TEG awards are established each year by the legislature of the State of Georgia and are subject to change.

### HOPE Scholarship

Initial HOPE scholarship eligibility is determined by the Georgia Student Finance Commission upon review of the high school transcript submitted by the student's high school guidance office. HOPE scholarship recipients must maintain a cumulative GPA of 3.0 or higher, and are reviewed by Brenau University for continued eligibility at the end of any enrollment period during which the student has reached the mandated checkpoints of 30, 60, or 90 attempted semester hours in addition to other checkpoints prescribed in the HOPE Scholarship regulations. HOPE Scholarship funds are available only to eligible undergraduate students who have not earned a previous bachelor's degree and who have not attempted more than 127 semester hours in their entire college career. HOPE awards and regulations are established by the legislature of the State of Georgia and are subject to change. For further information about the HOPE Scholarship, contact the Georgia Student Finance Commission at 1-800-546-HOPE or visit [www.gacollege411.org](http://www.gacollege411.org).

## Federal Student Aid

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All Federal Student Aid programs are subject to regulations set forth by the US Department of Education and are subject to change or cancellation by Congressional action. As indicated above, eligibility for Federal Student Aid programs is determined as the result of the student's submission of the Free Application for Federal Student Aid (FAFSA), which must be completed each year. For current detailed information concerning Federal Student Aid programs, contact the Brenau University Financial Aid office.

### Federal Pell Grants

Federal Pell Grants are made available by the U.S. Department of Education to undergraduate students who demonstrate significant financial need as determined by the FAFSA. Pell Grant funds range in amount and can vary from year to year, but do not have to be repaid.

### Federal Supplemental Educational Opportunity Grants (FSEOG)

FSEOG funds are provided by the U.S. Department of Education for undergraduate students with significant financial need, with preference given to those students who are also eligible for a Federal Pell Grant. FSEOG funds do not have to be repaid. FSEOG funds are limited each year and are awarded at the discretion of the Financial Aid Office.

### Federal Work-Study Program (FWS)

The FWS program provides job opportunities to students demonstrating financial need so they can earn part of their educational expenses. Eligibility for the FWS program is determined by the Financial Aid office based on a student's indication of interest, demonstration of financial need, and the availability of campus work-study positions.

### Loan Programs

Brenau University participates in the Federal Direct Loan program for undergraduate and graduate students, the Parent PLUS Loan program, and the Graduate PLUS Loan program. Each of these loan programs is regulated by the U.S. Department of Education. As loan programs, the funds must be repaid, and a variety of repayment options exist, as well as some opportunities to cancel portions of the loan amount received through service in qualified fields. Application for these loan programs is made with the submission of the FAFSA each year. Parent PLUS and Graduate PLUS Loans require the applicant to undergo a credit check to determine eligibility.

## Private Educational Loans

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Brenau University understands that from time to time circumstances may occur that can cause a student to require additional funding from private sources. So we make available on our Financial Aid web pages a link to a historical list of reputable private loan lenders and loan products, along with applicable loan disclosures and program details. Private education loans always require a credit-worthy student applicant or a credit-worthy co-signer.

## Satisfactory Academic Progress for Financial Aid

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Federal and state regulations require institutions to establish standards of satisfactory academic progress (SAP) for recipients of financial aid. The purpose of SAP is to measure a student's progress toward completion of the specific educational program in which he or she is enrolled. The Office of Financial Aid is responsible for ensuring that all financial aid recipients are meeting these standards. This requirement is accomplished through an evaluation that occurs at the end of each payment period.

The Satisfactory Academic Progress policy consists of two standards – qualitative and quantitative.

### QUALITATIVE STANDARD

This standard assesses quality of academic work as measured by grade point average (GPA).

- ***Undergraduate Students***

An undergraduate student must be in “good standing” with Brenau University, as evidenced by a cumulative GPA of 2.0 or higher. This GPA is calculated on all courses taken for academic credit at Brenau University (including remedial courses that carry academic credit) as well as those accepted for transfer from other eligible postsecondary institutions. In addition, a student must earn a minimum GPA of 2.0 in the coursework attempted in each payment period.

Note that the minimum GPA requirements referred to above do not apply to the renewal of HOPE Scholarship or Zell Miller Scholarship as those state scholarship programs require a higher GPA for renewal or continuation.

- ***Graduate Students***

A graduate student must be in “good standing” with Brenau University, as evidenced by a cumulative GPA of 3.0 or higher. This GPA is calculated on all courses taken for academic credit at Brenau University as well as those accepted for transfer from other eligible postsecondary institutions. In addition to the cumulative GPA requirement of 3.0, a graduate student must earn a minimum GPA of 3.0 in each payment period.

### QUANTITATIVE STANDARD

#### RATE OF PROGRESS

A student receiving financial aid must demonstrate measurable progress toward the completion of his/her degree program by maintaining an overall rate of progress of 67 percent. The rate of progress is calculated using the following formula: Hours successfully completed, or earned, divided by hours attempted. Attempted hours are those credit hours for which a student receives any grade, including a grade of W (withdrawal). Earned hours are successfully completed courses in which acceptable passing grades are awarded and academic credit is earned. Withdrawals (W), incompletes (I), and failed courses (F) are considered attempted hours but not earned hours. The following points should be noted with regard to rate of progress calculations:

1. Withdrawals, incompletes, and failed courses are considered attempted hours but not earned hours. If an incomplete course impacts a student's satisfactory academic progress standing, it is the student's responsibility to notify the Financial Aid Counselor for Adult and Graduate Studies when a final grade has been earned.
2. Audited courses are considered neither attempted nor earned hours.
3. Credits transferred to Brenau University and accepted toward the student's academic program, including those taken as a transient student while enrolled at Brenau, are included in attempted hours and earned hours, and are subject to maximum time frame standards below.
4. Repeated courses, for which a passing grade was previously received, are included in attempted hours and GPA calculation, but are not included in earned, or completed, hours.

### ***Undergraduate Students***

In a non-term program, an undergraduate student (associate's or bachelor's) must successfully complete a minimum of 12 semester hours in each payment period, and will always be considered a full-time student for financial aid eligibility purposes.

### ***Graduate Students***

In a non-term program, a graduate student must successfully complete a minimum of 9 semester hours in each payment period and will always be considered a full-time student for financial aid eligibility purposes.

## **MAXIMUM TIME FRAME**

Regulations that govern federal student aid programs limit a student's ability to receive financial aid to not more than 150% of the credit hours required to complete his or her specific educational program. Frequent course drops or withdrawal from school, changes of major, and failed or repeated courses could jeopardize financial aid eligibility. All hours attempted at Brenau University, as well as those credits accepted on transfer from previous institutions toward the student's degree program will count toward the maximum time frame. If it is determined that it is impossible for a student to complete his/her academic program without exceeding 150% of the program length, the student becomes ineligible for federal student aid at that time. A student who has completed sufficient hours and required courses to complete his or her degree program is no longer eligible to receive financial aid even if there is some other obstacle, such as a required minimum GPA, that is preventing graduation.

### **Undergraduate Time Frame**

Most Brenau University bachelor's degree programs require 120 semester hours for completion; therefore, a financial aid recipient may attempt up to a maximum of 180 semester hours. Students enrolled in Brenau bachelor's degree programs that require more than 120 hours will have a proportionally longer time frame.

- **Undergraduate Example**

A student must successfully complete 120 semester hours to earn a bachelor's degree in his/her chosen program. The maximum time frame for completion is 150% of 120 semester hours, or 180 semester hours. The student has already attempted 90 semester hours toward that program, but due to withdrawals and failed courses, he/she still needs to successfully complete 95 more semester hours. The total of 90 previously attempted hours and 95 needed hours is 185 semester hours; therefore, the student cannot complete her program within the 150% maximum time frame. The student becomes ineligible for federal student aid at the time of this determination.

Brenau University associate's degree programs require 61 semester hours for completion; therefore, a financial aid recipient pursuing an associate's degree may attempt up to a maximum of 92 semester hours. If a student who is seeking an associate's degree opts to forego that degree and progress into a bachelor's degree program, the applicable bachelor's degree time frame will apply from that point forward.

### **Graduate Time Frame**

A Brenau graduate program can require from 34 to 45 semester hours for completion. A student may attempt up to a maximum of 150% of the semester hours for his program.

- **Graduate Example**

A student's graduate program requires 36 semester hours for completion. The maximum time frame for completion of his program is 150% of 36 semester hours, or 54 semester hours. The student has already attempted 27 semester hours toward that program, but due to withdrawals, he/she still needs to successfully complete 27 more semester hours. The total of 27 previously attempted hours and 27 needed hours is 54 hours; therefore, it is possible for the student to complete his/her program within the maximum time frame.

**Important note:** *A recipient of federal student aid may not enroll in courses generally not required for his or her specific educational program. This includes enrolling in unneeded courses for the sole purpose of attaining a higher cumulative GPA. Since students enrolled in non-term programs are always considered full-time, if a student fails to successfully complete any course in his/her payment period, the student's payment period will be extended until such time as he/she has successfully completed the minimum number of credit hours required in the payment period (as noted above under Rate of Progress). Since financial aid will already have been disbursed for the student's initial credit hours, no additional aid will be disbursed in the event a student must add a course and extend his/her payment period.*

## SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION PROCESS

Academic records of financial aid recipients will be reviewed at the end of each payment period to determine if students are maintaining the standards established in Brenau University's SAP policy. A student who fails to meet the SAP standards, qualitative and/or quantitative, will be assigned one of the following SAP statuses, and will be notified in writing:

- **Financial Aid Warning** is the status assigned to a student who has not achieved the required GPA and/or has not met the rate of progress standards of the SAP policy. A student on financial aid warning is eligible for financial aid for **one** additional payment period.
- **Financial Aid Suspension** is the status assigned to a student who, after one payment period on financial aid warning, still has a deficient GPA and/or has not met the rate of progress standards. This status also applies to a student who has exceeded the 150% time frame for completing his/her degree program. A student on financial aid suspension will be notified of his/her ineligibility for future financial aid, as well as how to submit an appeal (outlined below).
- **Financial Aid Probation** is the status assigned to a student who failed to make satisfactory academic progress, but submitted a qualifying appeal, and had eligibility for financial aid reinstated. A student placed on financial aid probation is eligible for financial aid for **one** payment period in which he/she must fully meet the requirements of Brenau's satisfactory academic progress policy. Or he/she may be placed an academic plan designed to ensure compliance with SAP by a specific point in time.

## APPEAL PROCEDURES

A financial aid recipient who has lost eligibility after failure to make SAP during a payment period in which he/she was on Financial Aid Warning may appeal to the Financial Aid Committee to request another period of enrollment/payment period of Financial Aid Probation. Appeals should be submitted in writing to the Financial Aid Counselor for Adult and Graduate Studies.

A financial aid appeal must include these two components:

1. **The extenuating circumstances that caused the student to fail to make SAP.** Circumstances that may be considered are those events/situations that are out of the student's control, such as serious injury, illness (physical or mental) of the student or an immediate family member, death of an immediate family member, or other mitigating circumstances. Appeals should include a description of the applicable circumstances, including documentation (from a physician or other health care provider, law enforcement agency, social services, agency, etc.) that supports those circumstances.
2. **What has changed that will allow the student to make SAP at the next evaluation.** The student must include information regarding extenuating circumstances that will no longer exist, as well as any additional measures that will be taken to ensure he or she will make SAP during the probation period of enrollment/payment period, if granted.

The Financial Aid Committee will review each written appeal, along with relevant academic history. The Director of Financial Aid or the Financial Aid Counselor for Adult and Graduate Studies will notify the student of the committee's decision in writing either by mail or via the student's Brenau email account. A student whose appeal is approved may receive financial aid for one probationary period of enrollment/payment period, after which another SAP review will be conducted.

## RESTORING FINANCIAL AID ELIGIBILITY

A student whose appeal is not granted, or a student who does not have extenuating circumstances can only regain eligibility by meeting the requirements of Brenau's SAP policy as stated above. Taking courses at the student's expense (without financial aid), dropping out of his/her cohort program and re-entering another later cohort, or taking courses at another institution does not automatically restore financial aid eligibility. When a student has resolved the academic deficiencies that resulted in termination of eligibility, he or she should contact the Financial Aid Counselor for Adult and Graduate Studies and request a new SAP evaluation.



## Professional Conduct and Safety

Brenau University faculty, staff, and students enrolled in Adult and Graduate Studies are expected to conduct themselves in a professional and business-like manner. Any conduct determined as having an adverse or disruptive effect on the University community may result in dismissal from the University. Students are expected to report any occurrences of this nature to the faculty or staff of Brenau University.

Examples of adverse or disruptive conduct:

- Obstructive, coercive, intimidating, or abusive behavior towards any member of the Brenau community at any time or place.
- Sexual harassment toward any member of the University community.
- Alcohol, controlled substances, and firearms are not permitted on Brenau University premises.
- Theft from or damage to any property, items, or facilities of the University or College community.
- Unauthorized use of services (telephone, computers, etc.) belonging to the University or College community.

## Firearms and Weapons Policy

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Firearms and other dangerous weapons are absolutely prohibited at all times on all university property. Firearms cannot be stored in vehicles. Because of the potential danger from misuse of such weapons, any failure to comply with this rule shall be subject to penalty. Anyone failing to comply with this policy will be subject to penalty by local, state and federal laws in addition to campus disciplinary measures.

## Alcohol and Drug Abuse

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Brenau recognizes the extreme dangers arising from use and abuse of drugs and alcohol and consequently has restricted their use on its campuses. Actions of this nature are a serious offense and will be handled accordingly through appropriate administrative channels. The use, possession, or sale of any illegal, dangerous, or controlled drugs on any Brenau campus or at any Brenau sponsored event is prohibited except for the proper use or possession of drugs prescribed by a person legally authorized to do so. However, Brenau reserves the right to discipline any student abusing prescribed medications, when the abuse interferes with the orderly atmosphere essential for the learning environment.

Sanctions imposed on students may include suspension, expulsion or referral for violations of the required standards to the judiciary system. The law serves as the guideline for policies and regulations, but the University encourages all members of its community to make informed decisions regarding their personal use of alcohol.

## Sexual Harassment

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It is the policy of Brenau University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the University community are respected, that sexual harassment of students and employees at Brenau University 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 opposite or same sex, when that behavior falls within the definition outlined below. Sexual harassment of employees and students at Brenau University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an education program or activity.
- b. Submission to or rejection of such conduct is used as the basis for employment and/or academic decision affecting the individual.
- 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 education environment.

### SEXUAL HARASSMENT COMPLAINT PROCEDURES

1. Students with complaints regarding sexual harassment by a faculty member should contact their Academic Advisor immediately.
2. If the student's Advisor is the source of the alleged harassment, the student should contact the Associate Provost.

## Emergency Contact Procedure

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The following procedures should be given to family members or others who should need to contact you in case of an emergency while you are attending class at one of the following Adult and Graduate Studies campus locations:

### **Augusta**

Campus Director-(706) 210-2576

### **Gainesville**

Campus Security: 770-534-6202.

Escorts are available via walking or vehicle 24 hours a day.

### **Fairburn**

Campus Director-(678) 827-7300

### **Norcross**

Campus Director-(770) 446-2900

Building Security:

Sidwell Protection Services, Inc.

1-866-988-1555

(251) 988-1550

## Emergency Doors

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Use of emergency doors is strictly prohibited except in the case of actual emergency. Setting off fire alarms, except during actual emergencies, is strictly prohibited.

## Automobile and Parking Regulations

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### **APPROVED AREAS**

- Gainesville Campus: Students, faculty and staff with valid permits may park in any Brenau parking lot and on city streets in approved parking spaces. Brenau parking lots include: the area behind Van Hoose, the Academy Street lot, the tennis court, the Jacobs Building, the Prior Street lot (in front of the sorority houses on Prior), the Fitness Center, the Tea Room, the Burd Center, the Northeast Georgia History Center, the Student Center, the Library and the Featherbone (Brenau East) parking lots. Any cars parked illegally or in unauthorized areas may be booted and a fine imposed for improper parking. Booting and fine questions should be directed to Campus Security. All designated handicap parking slots are patrolled by the municipal police departments and violators are fine by those entities.
- For campuses other than Gainesville: Parking policies and approved parking areas are designated by the local site officials. For information, contact the main office at your site.

### **PARKING STICKERS REQUIRED-GAINESVILLE**

Vehicles parked on the Gainesville campus on a regular basis must be registered and display a current parking sticker. Vehicles may be registered at the Owens Student Center during regular office hours. Students, faculty and staff will be issued parking stickers which should be displayed on each vehicle's rear left bumper or window as appropriate. A fee is assessed for a student parking sticker. Visitors may obtain temporary parking permits at no charge at the Owens Student Center or the Campus Security Office.

## Smoking Policy

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Realizing the health implications of local, state and federal "no-smoking" movements associated with the use of tobacco products, Brenau University has implemented the following policy:

- In an effort to create a modified smoke-free environment on our campuses, not only for the benefit of those who work here, but also for the benefit of students and visitors, university policy prohibits the use of tobacco products on campuses with the exception of designated outside areas.
- No smoking or tobacco use is allowed in any buildings, entrance or exit doorways, or anywhere on the front campus. The designated outside smoking areas are limited and marked.

## Children on Campus

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Faculty, staff and students are not permitted to bring their children to class or to work. Children may not be left unattended at any Brenau facility. This policy is in place to provide an appropriate environment for teaching, working and learning, and to ensure the safety of all concerned. Anyone observing violations of this policy should report such to the Office of the VPAA, the Office of the Senior Vice President for Administration and CFO or the Human Resources Office on the Gainesville campus, or to the campus director at one of Brenau University's off-campus locations.

## Inclement Weather Policy

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**Gainesville, North Atlanta, and South Atlanta campuses:** Weather alerts and information pertaining to emergency weather situations will be issued via the e2Campus Emergency Alert Systems soon as decisions are made regarding class cancellations. This is the most up-to-date, authoritative source of information for the university. Brenau maintains a dedicated phone line which will be activated during questionable weather periods and will provide a recorded message advising you whether or not classes are in session. The weather line is available 24 hours per day. Call (770) 534-6772 (or ext. 6772) from a campus phone) for the weather line. This line cannot be updated if personnel do not report because of weather issues; therefore we strongly recommend that you use the e2Campus alert system. Brenau will continue to notify local media outlets.

**Campuses other than Gainesville, North Atlanta and South Atlanta:** Weather alerts will be issued in means considered most effective for each campus. Please consult the Regional Campus Director for detailed information.

### E2CAMPUS EMERGENCY ALERT SYSTEM

All students, at all instructional sites, are strongly encouraged to register for the e2Campus Emergency Alert System. This “opt-in” service can be personalized so that students can only receive alerts relevant to their location(s). To register go to <https://www.e2campus.net/my/brenau/> and click on the “I need to create an account” link. Students should select the campus group where they attend classes to receive message relevant to their geographic area. There is no charge for the service; however, standard text messaging fees may apply. Students, faculty and employees may select as many options for notification as they choose, including cell phone, home or business telephone land lines, text, personal and Brenau e-mail and other options through social media services such as Twitter. When Brenau officials post an emergency alert, notifications on all elected devices occur immediately, while alerts posted on the university Web site or through news media may not occur that quickly.

## Damage to Property and Facilities

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The taking, damaging, or malicious destruction of property belonging to Brenau, its visitors or any member of the Brenau community is prohibited.

Students are responsible for any damage to Brenau’s property at any location where classes are offered, beyond normal wear and tear. For such damage, a minimum charge of \$50 or the cost of repair, whichever is greater, will be assessed.

## Fire Regulations

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If a fire should occur in a campus building, the first concern is the safety of the occupants. Unless the fire is very small (i.e. in a wastebasket), call 911 or 8-911 IMMEDIATELY. (Campus Security may be summoned for assistance with inconsequential fires by calling 770-534-6202 or 1234 from any campus telephone.) If there is any doubt about whether to call the fire department, err on the side of safety. Give your name, location of the fire (physical addresses of each building are located on the exterior of each building) and directions. Occupants should evacuate the building by the primary means of escape or an alternate escape route if the primary route is unsafe. Once you have evacuated, call your emergency contact if they are not already on the scene.

## Career Services

Career Services is committed to serving Brenau's entire student population all through and after your graduation. Whether students are interested in figuring out what to major in, an internship, a part-time position, or finding a full-time opportunity, Career Services can provide assistance.

### SERVICES OFFERED

- Assistance with career planning
- Assistance with choosing a major
- Resume critiques
- Cover letter critiques
- Interview preparation
- Mock interviews
- Assistance with the Job search process
- Assistance with planning for graduate school
- Guidance with salary negotiation
- On-Line Job Board
- Job Fairs
- Credential Files
- Career Library

### Contact Information:

Career Services is located at the Gainesville Campus on the first floor of the Owens Student Center next to Crudup Hall and across the street from the Science Building.

Phone: 770-534-6265

Website: <http://www.brenau.edu/studentlife/career-services/>

## Counseling Services

The office of the University Counselor is located at 205 Boulevard on the Gainesville Campus. The University Counselor is a happy to meet with any currently enrolled Brenau student during regular business hours. Appointments are strongly recommended.

Brenau offers free counseling to Brenau students on a limited basis (usually no more than 3 visits per semester) who are experiencing problems that interfere with their lives, studies or relationships. The University Counselor screens students to determine whether the students are in need of specialized mental health treatment and makes appropriate referrals for such treatment. The Counselor's supervisors may be informed when referrals have been made without disclosing the substance of the conversations with the student, unless the student is at risk to harming herself or others under which circumstances additional information will be required.

Students at regional campuses, for whom travel to the Gainesville Campus during regular office hours is not an option, are encouraged to seek counseling services through the following resources:

- a. If you have insurance: Call your insurance company and ask about your "behavioral health coverage" to verify your benefits. If you have coverage, ask for a list of "behavioral health providers" in your area.
- b. If you do not have insurance or you have Medicaid or Medicare and live in Georgia: Call the Georgia Crisis and Access Line at 800.715.4225 to locate the nearest counseling center in your area. The Access Line professionals can connect you with services for addiction and mental health treatment along with child and adolescent services. You will have access to counselors and psychiatrists who can prescribe medications if needed. You may also call this 24/7 number if you are experiencing a crisis and need to talk with someone immediately.
- c. Self-Directed Search: To locate a counselor or psychologist in the United States use the "Find a Counselor" option from the American Counseling Association at:  
[www.counseling.org/Resources/CounselorDirectory/TP/Home/CT2.aspx](http://www.counseling.org/Resources/CounselorDirectory/TP/Home/CT2.aspx) or the "Find a Psychologist" option from the American Psychological Association go to <http://locator.apa.org/>

# The Brenau Trustee Library

The Trustee Library enhances student learning with a welcoming physical and online presence to guide and instruct students about the rich variety of information resources selected for their education needs. Detailed information about the library and its resources can be found on the library's web site at <http://library.brenau.edu/> and its guide at <http://libguides.brenau.edu/Library>. Contact the library at (770) 534-6113 or (800) 252-5119, x6113; visit it at 625 Academy Street, Gainesville, Georgia 30506

## Library Collection

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Library resources are specifically selected to support the mission and curriculum of Brenau, providing students with information needed to successfully complete their coursework. Over 200 databases provide access to approximately 20,000 full-text online journals, magazines and other publications. The collection contains approximately 70,000 ebooks, approximately 70,000 print volumes, and a core selection of print journals. The library also offers a browsing collection of popular fiction and non-fiction books for pleasure reading. Special Collections, which includes the Bentley Rare Books Room and the Watson Collection, contains rare and valuable materials. These are available for use in Special Collections, by appointment.

## Accessibility

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Full text online resources are accessible to local and distance students around the clock through the library's subject guides at <http://libguides.brenau.edu> or the library's catalog at <http://brenau.worldcat.org/>. Students may use the Information Delivery Service to request articles and books that are not immediately available online. If the library does not own the needed journal article or book, the library will seek to borrow the needed material from another library for the student. Print books are available to all students, regardless of location. Students not attending courses on the Gainesville campus will have extra time to use the materials before returning them. Print materials will be scanned and emailed when possible, delivered to a convenient Brenau campus, or mailed to students. The books can be returned to a convenient Brenau campus or mailed back to the library. For more information on the Information Delivery Service, please see <http://library.brenau.edu/infodelivery-and-ill/>. Should the needed materials not be available through these channels, the library maintains reciprocal use agreements with other libraries. For current information on borrowing, fines, fees, etc., please see the guide at <http://libguides.brenau.edu/Library>. Students are responsible for returning all materials and paying all late fees prior to receiving grades or transcripts. Transcripts will be held for lost items and late fees until these charges are cleared.

## Research Help

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The Trustee Library provides courses, classes, and individual consultations to teach undergraduate and graduate students how to locate the information needed to complete papers and research assignments. Librarians will teach students to do the research so that students can be more effective and efficient researchers and better students. Instruction and assistance are available to all students in-person or via phone. Appointments can be scheduled at <http://library.brenau.edu/my-librarian/>; spur-of-the-moment requests are accommodated whenever possible. The library's 24/7 Ask a Librarian help service is available at <http://libanswers.brenau.edu/>. There, students can search the knowledge base for answers, or post a question which will be answered by the end of the next day. Any question is welcome!

## Additional Support Services

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The library is an Internet hot spot for wireless access and provides computers, printers, copiers, DVD players, VCRs and group and personal study rooms for student use. The Redwine Technology Center, a complex including a student computer lab, several computer-equipped study rooms for individuals and groups, and two instructional labs, and the Thurmond McRae lecture Hall are located in the library building. The library also houses the Writing Center, the Language Bistro, a state-of-the-art language instruction facility, and the University Archives. Photocopiers, printers and scanners are available throughout the library and the Redwine Technology Center.

## Hours of Operation

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The Trustee Library is open throughout the year, closing for Brenau University holidays and inclement weather. In addition, the library occasionally closes special Brenau University functions. Please see <http://library.brenau.edu/hours/> for the library's hours.

## Resources

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### **LibGuides Subject Guides - <http://libguides.brenau.edu>**

The library's LibGuides are comprehensive guides to the research resources for the programs taught at Brenau. Each guide is created by librarians in collaboration with professors in the program and contains links to the best databases, journals, articles, books, and web sites offered by the library, as well as the help needed to use them.

LibGuides are available for students in all programs, including over 10 guides for Business and Mass Communications students, 3 guides for Education students, 10 guides for Health and Sciences students, and 10 guides for Fine Arts and Humanities students. New guides are added regularly.

A complete list of databases is available at <http://libguides.brenau.edu/A-Z>.

### **Catalog - <http://brenau.worldcat.org/>**

The library catalog is a comprehensive listing of the books, journals, articles, and other materials owned by the library. Items can be searched by topic, title, or author. An innovative departure from old-time catalogs, full text online articles and books are linked from the catalog for immediate reading.

### **Library Web Site - <http://library.brenau.edu/>**

The library's easy-to-use web site contains useful information about the library (hours, contact information, faculty and staff, policies, etc.) as well as providing access to the library's extensive research and help resources such as the LibGuides and Ask a Librarian. Library services can be accessed by campus or through the general menu.

### **Ask a Librarian - <http://libanswers.brenau.edu/>**

Use the library's Ask a Librarian service to search our knowledge base for answers to library and research-related questions or to ask a question that isn't in the knowledge base yet. Ask any question, ranging from how to find an article for a research paper to how to cite the article to where to find the Language Bistro. Questions will be answered by the end of the next day.

## The Writing Center

The Brenau University Writing Center, a peer-tutoring service, offers individualized writing conferences and workshops for students across disciplines and, through the Online Writing Center, across campuses and formats. The Writing Center supports the university's goal to foster personal and professional accomplishment as it helps students develop their ability to communicate articulately in written or oral texts.

The Writing Center employs trained peer tutors at the undergraduate and graduate levels to provide free assistance to all Brenau students at any stage of the writing process or at any point in speech preparation. Students can submit papers online by visiting the Writing Center's page on the Brenau Intranet and following instructions to share assignments via Google Docs. Students can also schedule on-ground or synchronous online tutorials, ask questions, and access writing resources through the Writing Center site: <http://intranet2.brenau.edu/student-services/writing-center>

The on ground Writing Center is located in Room 112 of the Brenau Trustee Library on the Gainesville campus. Students may contact the center by calling [\(770\) 538-4795](tel:7705384795) during business hours, or by emailing [writingcenter@brenau.edu](mailto:writingcenter@brenau.edu).