



– EST. 1885 –

GOUCHER COLLEGE

Welch Center for Graduate
and Professional Studies

Limited Residency Graduate Programs Student Handbook

MA in Arts Administration
MFA in Creative Nonfiction
MA in Cultural Sustainability
MA in Digital Arts
MFA in Digital Arts
MA in Environmental Studies
MA in Historic Preservation
MA in Management

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Mission

Goucher College is dedicated to the interdisciplinary traditions of the liberal arts and a broad international perspective on education. Goucher teaches its students to engage the world as true global citizens. Founded in 1885 as the Woman's College of Baltimore City, Goucher College today is a selective, independent, co-educational liberal arts institution with approximately 1,480 undergraduate students and 1,200 graduate students.

Statement of Community Principles

Who We Are

Goucher College is a community of individuals who value learning, self-expression, and diversity. The students, staff, and faculty at Goucher support one another even as we recognize our differences. Each member of our community contributes to and, in turn, is enriched by the Goucher community, the communities of metropolitan Baltimore, our home communities, and the communities of the world.

Our Commitments to One Another

While working, studying, and traveling on behalf of Goucher, we recognize that we represent the Goucher community, and we will conduct ourselves in a manner that reflects the following commitments:

Respect: We will treat everyone within our community with respect and will learn from our differences. When conflicts arise, we will work together to come up with mutually beneficial resolutions. We also commit to respect and protect the environment on our campus and in the world.

Inclusion: We will acknowledge and embrace the unique gifts and differences of our community members. Furthermore, we seek to include those who may feel excluded.

Communication: We will communicate with the intent to listen to and learn from others while placing a premium on maintaining a safe space for those involved. We will create opportunities for dialogue so that a variety of voices can be heard.

Service and Social Justice: We value active participation in bettering the Goucher community as well as those communities where we live, work, and serve. In addition, we seek to understand the issues of privilege and oppression that exist in these communities.

Responsibility: We understand that we are accountable for our own actions, opinions, and beliefs, and for ensuring that our actions are conducive to the safety and well-being of others

Limited Residency Programs at the Welch Center for Graduate and Professional Studies

The Robert S. Welch Center for Graduate and Professional Studies provides adults with opportunities for a degree, career change, professional advancement, and enrichment. The Limited Residency Programs of the Welch Center operate under the leadership of Associate Provost Kathryn Doherty.

The center offers ten master's degree programs including:

- Master of Arts in Arts Administration (43 credits)
- Master of Arts in Cultural Sustainability (42 credits)
- Master of Arts in Digital Arts (36 credits)
- Master of Arts in Environmental Studies (45 credits)
- Master of Arts in Historic Preservation (38 credits)
- Master of Arts in Management (39 credits)
- Master of Arts in Teaching (40-52 credits)
- Master of Education (35-36 credits)
- Master of Fine Arts in Creative Nonfiction (43-49 credits)
- Master of Fine Arts in Digital Arts (72 credits)

Additionally, students can pursue 4+1 BA-MA, 4+2 BA/MFA, and dual degrees (MA/MA, MA/MFA and MFA/MFA) with our graduate programs.

The Welch Center also offers the following programs:

- Educators' Institute
- Advanced Placement Summer Institute
- Post Baccalaureate Pre-Med Program

Information about the programs, including specific course requirements, elective options, and faculty is available at <http://www.goucher.edu/learn/graduate-programs/programs/>.

For a full list of graduate program directors and Welch Center staff, please visit <http://www.goucher.edu/learn/graduate-programs/contact-us>.

The main office of the Welch Center is located in Julia Rogers Building, Room 204. To reach us by phone, please call 410-337-6200.

Limited Residency Graduate Programs Policies and Procedures

Registration

Each semester, students will be notified about online registration procedures and enrollment dates. Students should consult the current catalog (<http://www.goucher.edu/learn/graduate-programs/documents/Limited-Residency-Programs-Course-Catalog-17-18.pdf>) for course descriptions and semesters offered. Students should contact the program director if they wish to discuss course selection.

Students must be free of all financial obligations to the college or have made satisfactory arrangements to retire them with the Budget Officer Shirley Gray before being allowed to register for a residency or semester.

Residency Information

During residency, students participate in classes, fieldtrips, special events with guest speakers and film screenings, and informational sessions. Residency is important, both academically in developing an intellectual community, and for building relationships with other students and faculty. To help develop this community, lunch and dinner are provided for students during the residency. Although residency is a collaborative experience, each program's session has its own nuances. More information is available at <http://www.goucher.edu/graduate-programs/residency-information>.

Academic Advising

The program directors provide academic advising. Advising is available during the on-campus residencies and via telephone and e-mail. Students work with their program directors to make sure they have an appropriate academic plan that meets the students' curricular and professional needs.

Students can access their course schedule, grades and transcript, search for courses, register for courses, and access billing and financial aid information on at <http://my.goucher.edu>. This site uses the same username and password credentials that students use to check their Goucher e-mail.

Technology Requirements and Resources

The minimum computer requirements for students can be found at <http://www.goucher.edu/learn/graduate-programs/distance-learning-resources/>. Computers, software, and internet access are the responsibility of the student.

Goucher will provide students with an e-mail address when they enter the program. All college communication will be sent to the e-mail address provided. Students may choose to forward their Goucher e-mail to another address as directed.

Students can access IT support and training here: <http://www.goucher.edu/information-technology>. Enrolled students can access Microsoft Office for free at: <http://www.goucher.edu/information-technology/technology-resources/software-for-students-faculty-and-staff/microsoft-office-for-students>.

Course Expectations

Faculty expects students to participate in discussions and group work and collaborate on assignments

when required. Lack of participation will affect the student's grade as well as the performance of classmates. It is the student's responsibility to inform the instructor ahead of time of any instances that might affect participation in the class.

Instructors expect that students will:

1. Turn in assignments on time.
2. Participate in discussions regularly and thoughtfully.
3. Advise the instructor in advance if he/she/they cannot participate in any class activity.
4. Communicate with instructor privately and in a timely manner if he/she/they have any suggestions or grievances.
5. Advise instructor immediately if there are technology breakdowns or changes in contact information or enrollment status.
6. Respond to e-mails that instructor sends within 24 hours.

Dropping Courses

A student dropping a course must consult with both the faculty member and their program director. No record is maintained of a course that is dropped before the end of the drop deadline. A student dropping a course between the drop deadline and the withdrawal deadline will receive a grade of W, which will appear on the student's permanent record. After the withdrawal deadline, the grade received for the semester will be based on work completed and on criteria established by the faculty member. A student will be allowed to drop a course only after the withdrawal deadline with a W due to extraordinary circumstances that must be documented and approved by the appropriate program director and associate provost. If permitted, the grade of W will appear on the student's permanent record.

Students who want to request a drop or withdraw need to fill out the course change form available at: <http://www.goucher.edu/office-of-the-registrar/forms>.

The course catalog has the term drop and withdrawal deadlines: <http://www.goucher.edu/learn/graduate-programs/documents/Limited-Residency-Programs-Course-Catalog-17-18.pdf>.

Change of Grade by a Faculty Member

Grades are subject to revision by the faculty member for a period not to exceed six months after the end of the semester in which the course was taken. After six months, grades recorded in the student's official record become part of the permanent academic record and no changes are allowed.

If the faculty member determines that a change of grade is needed, the faculty member will write a memo to the associate provost, through the director of the program, noting the course, original grade, new grade and the reason for the change. The associate provost may approve or disapprove the request, sign the request, and return it to the director of the program who will forward copies to the faculty member and student. Someone at the Welch Center will make the changes, if any, and send a copy to Student Administrative Services.

Student Grade Appeal

A student who wishes to have a final course grade changed must first submit a written appeal to the course instructor. The appeal must include the reasons why the student believes the grade should be

changed and what grade the student is requesting; it may also include any relevant supporting evidence the student believes is appropriate. The instructor will consult with the student in attempting to resolve the dispute.

If the instructor and the student reach agreement about the grade, the instructor will provide the student's written appeal to the associate provost, with a letter from the instructor that names the course, gives the assigned grade and the new grade, and explains the reason for the change. The associate provost may consult with the student and the instructor, as needed. If the associate provost approves the grade change, he/she/they will sign the instructor's letter and submit it to the registrar, who will change the grade as directed. If the associate provost does not approve the grade change, he/she/they will respond to the instructor and the student in writing, explaining the decision.

If the instructor and the student are unable to reach agreement about the grade, the instructor will deny the appeal in writing to the student, including the reasons for the denial. The student may then appeal in writing to the director of the program in which the course was taught. The appeal must include the written appeal submitted to the instructor and the instructor's written response, as well as any additional relevant information or evidence that the student believes is appropriate. The program director may consult with the student and the instructor, as needed. If the program director and the student reach agreement about the grade, the program director will provide the student's written appeal to the associate provost, with a letter from the program director that names the course, gives the assigned grade and the new grade, and explains the reason for the change. The associate provost may consult with the student, the instructor, and the program director, as needed. If the associate provost approves the grade change, he or she will sign the program director's letter and submit it to the registrar, who will change the grade as directed. If the associate provost does not approve the grade change, he or she will respond to the program director, the instructor, and the student in writing, explaining the decision.

If the program director and the student are unable to reach agreement about the grade, the program director will deny the appeal in writing to the student, including the reasons for the denial. The student may then appeal in writing to the associate provost. The appeal must include all materials submitted to the program director and the program director's response, as well as any additional relevant information or evidence that the student believes is appropriate. The associate provost may consult with the student, the instructor, and the program director, as needed. If the associate provost and the student reach agreement about the grade, the associate provost will write a letter to the registrar that names the course, gives the assigned grade and the new grade, and explains the reason for the change. The registrar will change the grade as directed. If the associate provost and the student are unable to reach agreement about the grade, the associate provost will deny the appeal in writing to the student, including the reasons for the denial. Copies of the denial will be provided to the program director and the instructor.

In all grade appeals, the decision of the associate provost is final. Appeals beyond the associate provost will be considered by the provost only if the student can provide a reasonable basis to show that the procedure described in this policy was not followed.

The deadline for initiating any grade appeal is 4 months past the semester in which the grade was originally assigned. It is the student's responsibility to move the process forward so that this deadline is met.

Course Extension

A semester officially ends on the date specified on the academic calendar. At the discretion of the course faculty member and program director, an extension—temporary grade of EX—may be given to a student who is passing a course (with at least a C- or MP in the Creative Nonfiction program) and has completed three quarters of the work for the semester, but who, for extenuating circumstances, is unable to complete the course during the semester. After consultation with the instructor, the student must apply in writing for an extension to the program director according to the schedule specified in the graduate academic calendar.

Only one extension will be granted per course, except for Capstone, Major Paper, and Thesis courses; two extensions will be granted for courses related to final projects. Students can request a six-week extension, starting on the last day of the course, or a semester-long extension. All course work from extensions for the fall semester must be completed no later than the end of the spring semester and extensions for the spring semester must be completed no later than the end of the fall semester or sooner, as approved by the program director. If work for a course is not satisfactorily resolved within the time period of the extension, the instructor will submit a grade based on work completed. Students may not graduate with an extension in any course on their record.

Extensions are to be requested two weeks prior to the end of the semester. See graduate academic calendar for exact date. Consult the current program catalog for the exact fee.

Students receiving federal financial aid who register for an extension but who are enrolled for less than 4.5 credits for any semester typically have a 6-month grace period before repayment of federal loans must begin. The grace period prior to repayment begins with the date of change of enrollment status. Forbearance on repayment is possible under certain circumstances.

<http://studentaid.ed.gov/PORTALSWebApp/students/english/difficulty.jsp>.

Course and Residency Evaluations

Evaluation forms are distributed electronically to the students at the end of the residencies and at the end of each semester. They are considered critical to continual improvement and used by the staff and directors to assure that the academic program meets its goals and revisions are made where necessary.

Repeating a Course for Grade Forgiveness

A student must retake required courses if he/she/they earns a C+ or below. Students can elect to retake electives to receive a new grade. The student must deliver a formal request to the appropriate program director. The program director will submit the request, along with recommendations, to the academic review committee. Note that the academic review committee reserves the right to deny the request. If the request is approved, the student may retake the course requested. The new grade will override the older for the purposes of GPA calculation, regardless of whether that grade is higher or lower than the original assigned grade. The older grade will be assigned an R on the transcript indicating that the course was retaken, but will not be factored into the GPA calculation.

Grading Policies

The following grading system is used in calculating students' GPAs and academic status:

A / 4.0 C+ / 2.333 W / Withdrawal

A- / 3.667	C / 2.0	EX / Extension
B+ / 3.333	C- / 1.667	P / Pass
B / 3.0	F / 0.00	NP / No Pass
B- / 2.667	I / Incomplete	R / Repeat course

EX, P, NP, W, and courses transferred into the program are not calculated as part of the GPA.

Each semester the credit hour value of each course attempted for a grade (A – F) is multiplied by the numerical value of the earned grade to determine the quality points earned. The total number of quality points earned in the courses is divided by the total number of credit hours attempted resulting in the semester’s GPA. The cumulative GPA is the cumulative total of the quality points earned divided by the total number of graded credit hours attempted. The semester grade point averages are not averaged together to create the cumulative average.

Any student failing to complete a course by the end of a semester, who has not received an extension, will receive a grade based on the work submitted by the end of the semester. A student must apply to the appropriate program director for a course extension.

If a student receives two grades of W, the program director will review his/her/their record and forward a recommendation to the Academic Review Committee as to whether the student will be allowed to continue in the program.

Auditing Courses

Auditing is not permitted in any of the distance-learning master's programs.

Non-matriculating Students

A non-matriculating student can take up to 12 credit hours with the permission of the program director.

Goucher Graduate Programs Alumni Pursuing a Second Degree

Alumni can automatically transfer up to 12 credits from their first degree and apply those credits towards earning a new degree. This is akin to earning a dual degree, albeit over a longer period of time. Transfer of credits would be permissible with the program director’s approval. There is no time limit on returning to Goucher for the second degree. The credits will not expire.

Changing Degree Program

Students may change their degree program by submitting a degree change request form and the essay required as a part of the desired program’s admissions application.

Transferring Credits

Students may apply to transfer up to 9 credits from approved and related graduate courses completed at accredited colleges or universities. A fee will be charged for each credit approved.

Leave of Absence

Students in good academic standing (3.0 GPA or better or P in the Creative Nonfiction program) and good financial standing with the college may request a leave of absence for professional, personal, or financial reasons for no more than two semesters during the total degree candidacy. Students on a leave of

absence are expected to return to the college at the conclusion of their leave.

Students must apply in writing to the program director for a leave of absence. If the leave is approved, the program director will inform the Welch Center staff, the registrar, and the financial aid office.

Students receiving Title IV financial aid who take a leave of absence are treated as having withdrawn from the college. This means that the six-month grace period for Federal Direct Loans begins the day after the last date of the academic activity at the college. Repayment of Federal Direct Loans begins on the day after the grace period ends. Forbearance on repayment is possible under certain circumstances.

Time spent on a leave of absence is not counted as part of the maximum program length. The right to use college facilities is suspended while the leave is in effect.

Students who leaves Goucher without declaring leave or who are on leave for more than two semesters will be withdrawn and have to apply for reinstatement. Policies regarding withdrawal for Title IV financial aid will take effect.

Withdrawal from the College

A student wishing to withdraw from the college must inform the program director, who will inform the registrar. A student who withdraws and wishes to return to the college will be required to apply for readmission to the program, and, if accepted, will be subject to the rules and regulations then in force.

A student's withdrawal may affect his or her academic record, tuition charges, and financial aid. See the satisfactory academic progress policy for your program, the refund policy, and return of federal Title IV funds policy. A student must have a clear financial record before officially withdrawing from the college.

Academic Standards

Goucher College has developed the following policies and procedures in order to maintain the highest academic standards in the distance-learning graduate programs.

Academic Standards

A student is responsible for maintaining satisfactory progress towards a degree. At the end of each semester, the appropriate program director and the academic services administrator reviews a student's records. A student receiving two or more C (2.0) or C+ (2.330) grades in the program, or who receives one F (0.0) may be dismissed. A student must have a minimum cumulative GPA of 3.0 to enroll in Capstone. A student must have a minimum cumulative GPA of 3.0 to graduate.

A minimum cumulative GPA of 3.0 is required to be in good academic standing. A student who falls below a 3.0 GPA for a semester will be placed on academic probation for the following semester. Probation means that the student is performing at less than a satisfactory level. If a student fails to return to good academic standing the following semester, the student will face dismissal from the program. A P grade is needed in Capstone to graduate.

Satisfactory Progress

A student must take at least one course per semester, unless a leave of absence has been granted. Students have five years to complete the academic requirements of their program (except for the Creative Nonfiction program, where students have four years to complete the degree requirements). Satisfactory progress with respect to quality of work is defined by the academic standards above.

Academic Dismissal

A student faces academic dismissal if he/she/they fails to maintain satisfactory progress toward a degree. Failure to maintain satisfactory progress means not achieving the academic standards described above, failure to enroll in a minimum of one course each semester unless granted a leave of absence, or failure to complete the program in five years (four years for the Creative Nonfiction program).

If a program director determines that a student is not in good academic standing, the student will be informed in writing by the director and the student's academic record will be referred to the academic review committee. The ARC will then review the student's record and determine whether or not he/she/they should be dismissed. The ARC may make exceptions to the criteria for academic status when warranted by special circumstances of the individual student. If the committee determines that the student's academic record warrants dismissal, ARC will then issue a letter of academic dismissal, sent by certified mail, return receipt requested, to the student, explaining fully the reasons for his/her/their dismissal. Copies of the letter will be sent to the academic services administrator and the associate provost as well as to the graduate studies committee.

A student may appeal academic dismissal to the graduate review board by sending a hard copy letter to the board, in care of the provost, stating the grounds for appealing the dismissal within ten days of the date he/she/they received the certified letter of academic dismissal. A student who has been academically dismissed may not return to the college. Students academically dismissed and in the process of an appeal may not register until the appeal is resolved.

Graduate Policy on Academic Standards and Status

Purpose. Each graduate degree program at the college has the authority to establish its own academic standards. This policy describes the process in all programs for reviewing students' academic records and determining academic status based on those standards, and for appealing any such determination.

Academic Standards. Each graduate degree program at Goucher College will establish written standards of academic performance for all degree candidates. Academic standards may be set according to grade point average and/or other criteria.

Academic Status. A student's academic status is determined based on the academic standards for the student's graduate program. Academic status may fall into one of the following categories:

1. Good academic standing: A student meets the academic standards of the program.
2. Academic probation: A student either receives a failing grade for a course or fails to meet the

GPA or other academic standards of the program. A student on academic probation may be required to meet certain conditions before probationary status is removed.

3. Academic dismissal: A student on academic probation fails to meet the conditions of academic probation, the GPA requirement, or other academic standards of the program. A student may not return to the program after academic dismissal.

Process for Determining Academic Status. The academic status of each student will be determined at the conclusion of each semester, according to the following process:

Review by the program director: When grades have been submitted for the semester, the program director will review each student's academic records to determine if the student meets the academic standards of the program. If the director determines that a student is not in good academic standing, the student will be informed in writing by the academic director and the student's academic records will be referred to the academic review committee.

Review by the academic review committee: The ARC will review the academic records of each student referred by the program director and determine the academic status of the student as provided in section III above. The ARC may make exceptions to the criteria for academic status when warranted by special circumstances of the individual student. The ARC will notify the student of his or her academic status in writing, including any requirements for return to good academic standing. Notification of decisions regarding academic standing is sent certified mail, return receipt requested.

Appeal of Academic Standing. A student may appeal a determination of academic standing by the ARC according to the following process:

Within 10 business days of the date of the receipt of ARC's written decision, the student must mail or deliver a written appeal to the office of the provost. The written appeal should include a description of any circumstances leading to the student's academic difficulties and a statement of steps the student intends to follow to improve his or her academic status, as well as any documentation or other materials or information in support of the appeal. The 10-day appeal period begins from the date of the signed return receipt or barring that from the date of the first attempted delivery of the certified letter.

Appeals will be decided by the graduate review board.

The GRB will make its decision based on a review of the student's academic records, the decision letter of the ARC, the written appeal, and any materials presented in support of the appeal.

The GRB will issue a written decision that upholds, changes, or remands the decision of the ARC, and explains the GRB's reasons for reaching its decision. The decision of the GRB is final.

Academic Review Committee Composition. The Academic Review Committee is chaired by the associate provost. Two program directors plus one alternate will also serve on the ARC. The specific directors will be appointed by the ARC chair to serve for two years. The appointment of the alternate ensures that during a particular review, decisions are not made by the director of the program involved in the decision. The program director of the student involved in the decision will present information, but will have no vote.

Graduate Review Board Composition. The graduate review board is chaired by the provost. In addition, GRB membership includes the chair of the graduate studies committee or its designee and one graduate faculty member from outside the student's program. In the event that no such graduate faculty member is available, the provost will appoint an undergraduate faculty member to serve on the GRB.

Academic Honor Code

The life of a citizen in the Goucher academic community is the continuous process of attaining a high quality of intellectual achievement. The Goucher degree should represent, not only this final accomplishment, but also a high and consistent quality of performance in pursuing that goal.

The academic honor code, therefore, is the cornerstone of the academic community at Goucher College. It implies and demands a sense of personal honor and moral integrity. Furthermore, it assumes that every student has the responsibility to work for the honor and integrity of the entire community. Authority to regulate graduate student conduct in matters pertaining to the academic honor code has been delegated by the college to the graduate studies committee, which has approved the formation of the graduate academic honor board. It is expected that students act, with full responsibility, in accordance with the highest standard of academic integrity and honor here stated.

The Criteria of Academic Dishonesty

Academic dishonesty will be considered a failure to meet the criteria outlined below. Principles of honor and integrity in academic work cannot be codified in every aspect, therefore, the following criteria will be considered as a guide, not an inclusive manual of usage. The student's intent in cases of alleged academic dishonesty will be determined solely by the graduate academic honor board.

Plagiarism, Cheating, and Academic Misconduct

There will be no collaboration between a student and any other individuals unless authorized by the instructor.

It is expected that students will discriminate carefully between parts of their writing for which they are solely responsible and other parts for which credit is owed to someone else. Failure to acknowledge the work of others incorporated into a student's written work is a serious offense. When a borrowed idea is stated in a student's own phraseology, there will be an acknowledgment of the source of information. When it is expressed in the phraseology of the source itself, it will be placed in quotation marks and acknowledged. Quotations that exceed several connected words will be put in quotation marks unless the passages are proverbial or well known. There will be accurate placing of quotation and punctuation marks and adequate indication by brackets of any changes or interpretations. Acknowledgments will be in the citation form specified by the instructor.

Laboratory or research work will be unacceptable unless all measurements of data, drawings, and other elements are recorded independently and employed in the work by each student or authorized group. No data, information, or citation may be falsely reported or falsely attributed in an academic exercise. This includes, but is not limited to, deliberate falsification of laboratory experiment results, data, or judgments attributed to scholarly sources, results of calculations, and the output of computer programs.

Resubmitting Course Work

No student will turn in work which has received a grade in one course for a grade in a second course, unless the instructor in the second course has given permission to do so.

Examinations

Students will neither give nor receive assistance from other individuals during examinations. They will not communicate with any other students in any way during the test. Students will avoid leaving the examination room unaccompanied for an excessive length of time during an examination. There will be no use of aids such as tests, notes, or pictures unless authorized by the instructor. No pages will be inserted or torn out of the examination blue book. All take-home, internet-based, or prepared examinations will be taken according to a procedure clearly specified by the instructor. In all cases of doubt, students should request clarification from the instructor. On internet-based tests, electronic signatures will be acceptable. There will be no discussion about any self-scheduled examination.

Library Regulations

No student will infringe upon the rights of others to enjoy equal access to the library, its materials, and its equipment. Students are responsible for knowledge of library regulations, and violation of these rules is considered a breach of the academic honor code. Of paramount importance is the rule that library materials must be checked out at the circulation desk before removal from the building.

Academic Honor Board Principles and Procedures

The full text of the principles and procedures related to the Academic Honor Code, including information on what happens when there is a violation of the code, or if a student should seek to appeal a decision by the academic honor board, is available at: <http://www.goucher.edu/learn/provost/academic-honor-code>.

College Policies

Students in the limited residency graduate programs are subject to all Goucher College policies contained in the campus handbook, <http://meyerhoff.goucher.edu/campus handbook/>.

Diversity Statement

Goucher College is committed to the development and education of Goucher students who are able to contribute to, participate in, and learn from the increasing and diverse cultural groups on both the college campus and in a demographically changing society. Within this multicultural environment, the faculty provide a curriculum and the staff support activities which shape the understanding of other cultures. The faculty and staff will foster positive interaction among persons in the Goucher community of different colors, religions, nationalities, socio-economic backgrounds, physical abilities, ethnicity, sexual orientation, gender, and ages.

Nondiscrimination

Goucher College is an equal opportunity institution that does not discriminate on the basis of race, color, national origin, ethnicity, sexual orientation, gender identity, religion, sex, age, disability, or genetic information in its employment and educational policies. Goucher College has adopted a nondiscrimination policy and grievance procedure. For the policy, please visit:

<http://www.goucher.edu/legal-counsel/documents/Student-Grievance-Procedure.pdf>.

Disabilities

Goucher College does not have a separate program for students with disabilities. Academic adjustments and/or auxiliary aids for students with disabilities are provided on an individual basis. Incoming students with documented disabilities, who wish to request adjustments and/or auxiliary aids, must complete the disabilities registration form, available at: <http://www.goucher.edu/experience/accessibility-services/documents/Treating-Provider-Form-for-Assistance-Animals.pdf>. The form should be submitted with appropriate documentation to College Disabilities Specialist Dr. Frona Brown Goucher College, 1021 Dulaney Valley Road, Baltimore, MD 21204. To request academic adjustments and/or auxiliary aids and to ensure they can be provided in a timely manner for the residencies, students with documented disabilities must submit their documentation as soon as possible prior to the residency for which adjustments and/or auxiliary aids are requested.

As required by federal regulations, Goucher College hereby gives notice as follows:

- Goucher College is subject to the provisions of Section 504 of the Rehabilitation Act 1973, as amended (P.L.93-112, P.L.93-516), and the regulations promulgated thereunder (34C.F.R. Subtitle A, Part 104) that prohibit discrimination on the basis of handicap or disability under any program or activity receiving federal financial assistance.
- Goucher does not discriminate on the basis of disability. Goucher College has designated the vice president for finance to coordinate his/her/their efforts to comply with Section 504 and the Americans with Disabilities Act. Inquiries or grievances concerning Goucher's compliance with these laws should be addressed to: Lucia Perfetti Clark, Title IX Coordinator, Goucher College, 1021 Dulaney Valley Road, Baltimore, Maryland 21204-2794. She can also be reached at 410-337-6570 or lpclark@goucher.edu.

- Students who need their classes scheduled in an accessible classroom should notify their program director. Students who cannot complete a particular requirement because of a documented disability may petition the associate provost after consulting with the disabilities specialist.
- Academic adjustments and/or auxiliary aids for students with disabilities are provided on an individual basis. Students with documented disabilities who wish to request adjustments and/or auxiliary aids and services must inform the college disabilities specialist. Appropriate documentation must accompany the request for aid. For students with learning disabilities and/or attention deficit disorders, appropriate documentation consists of a complete and current (usually less than three years old) psycho-educational evaluation, which includes the WAIS-III (subtest and test scores); selected achievement and information processing tests; a narrative report analyzing and summarizing the data; a clearly stated diagnosis; and recommended academic adjustments and/or auxiliary aids. For students with a physical and/or sensory disability, appropriate medical or clinical documentation identifying the student's disability and specifying the requested academic adjustments and/or auxiliary aids must be submitted.

For more information, please visit <http://www.goucher.edu/experience/accessibility-services/>.

International Students

Goucher College is authorized under federal law to enroll non-immigrant alien students.

Veterans

Goucher College accepts and participates in most U.S. Department of Veterans Affairs benefits chapters. The college is authorized to provide for the education of qualified veterans and when eligible, the spouses, and children of deceased or disabled veterans under the provisions of the various federal laws pertaining to veterans' educational benefits. For VA Benefits chapter and eligibility information visit the U.S. Department of Veterans Affairs at <http://www.benefits.va.gov/gibill/>.

Before submitting any Goucher-specific paperwork to us, you will need to apply for benefits with the VA and obtain your certificate of eligibility: <http://www.benefits.va.gov/gibill/apply.asp>

Goucher Process and Paperwork

All Goucher College students applying for VA benefits for the first time should submit this form along with their certificate of eligibility: http://www.goucher.edu/financial-aid/documents/VA_Benefits_2017.pdf This VA Benefits form should be submitted *prior to every term, when you are confident of your enrollment plans*. More information is available at: <http://www.goucher.edu/financial-aid/types-of-financial-aid/veterans-benefits>.

Title IX

As required by federal regulations, Goucher College hereby gives notice as follows:

- Goucher College is subject to the provisions of Pub. L. 92-318, Title IX, and the regulations promulgated thereunder (34C.F.R. Subtitle A, Part 106), which prohibit discrimination on the basis of sex under any education program or activity receiving federal financial assistance.
- Goucher College does not discriminate on the basis of sex in the educational programs or activities that it operates.

Inquiries concerning Goucher's compliance with the above discrimination issues may be referred to the Title IX coordinator, Lucia Perfetti Clark, 410-337-6570, or lpclark@goucher.edu. This office has been designated to coordinate the efforts of Goucher College to comply with and carry out its responsibilities under the aforesaid law and regulations. Inquiries concerning the application of the aforesaid law and regulations to Goucher College may also be referred to the director of the Office for Civil Rights of the U.S. Department of Education.

Sexual Assault and Sexual Harassment

Goucher has a comprehensive policy on sexual assault that provides important protections and information for victims of sexual assault, as well as disciplinary procedures and sanctions for students who are found to have violated the sexual assault policy. Harassment on the basis of sex may be a violation of federal law. The Goucher College sexual harassment policy clearly defines when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. The policy also includes a complaint process, consisting of both informal and formal procedures. The complete sexual harassment policy, the sexual assault policy, and the formal disciplinary procedures for sexual harassment and sexual assault complaints are contained in the campus handbook, which is available online at <http://meyerhoff.goucher.edu/campushandbook/>

Student Records and Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as the Buckley Amendment or FERPA) is designed to protect the confidentiality of education records and to give students access to their records to assure the accuracy of their contents. The act affords students certain rights with respect to their education records.

An exception that permits disclosure without consent is the information designated by the college as directory information. As permitted by FERPA, the college may, at its discretion and without prior consent of the student, disclose as directory information the student's a) name, b) local and home mailing addresses, c) local and home telephone numbers, d) date and place of birth, e) photograph, f) participation in officially recognized college-sponsored activities, g) dates of attendance, including full- and part-time status, and graduation, including the listing of such information in the commencement program, h) field of study, i) honors, degrees and awards received, j) previously attended educational agencies or institutions, k) class (first-year graduate student and second-year graduate student) and anticipated date of graduation.

A student may request that all or a portion of this information not be released by filing a written request to that effect with the Welch Center at least six weeks before the beginning of a semester. Once such a request is filed, it will be honored for the remainder of the academic year in which it was submitted.

Requests to withhold directory information must be filed annually with the Welch Center for Graduate & Professional Studies.

Additional College Policies

Goucher College policies regarding the college's guidelines for classroom behavior; the student code of conduct and student judicial code; computer use guidelines; alcohol, tobacco and other drugs policy; safety information in compliance with the Student Right to Know and Campus Security Act; and other information on college policies, student support services, and governance are available in the campus

handbook available at: <http://meyerhoff.goucher.edu/campus handbook/>.

Fees and Expenses

All fees and expenses are subject to change. Current tuition fees and expenses are available here: <http://www.goucher.edu/billing/graduate-and-professional-program-tuition-and-refund-information>. In addition to the listed fees and expenses, students are responsible for all other costs, such as, but not limited to books, research and library material, communication and travel.

Goucher billing statements are only sent via e-billing (e-mail notification). Students will receive an e-bill with a link to their statement in early July (for fall residency and fall semester) and in December (for spring semester). Payment is due by the date specified. Consult the website for current fees.

Payment is accepted by money order, check, American Express, Visa, or MasterCard and returning students can make payments online at <https://my.goucher.edu>. A \$25 processing fee will be charged for returned checks or declined credit cards.

A monthly payment plan is available from Tuition Pay, administered by Sallie Mae. For more details or to sign up go to <https://tuitionpay.salliemae.com/TuitionPay/Enroll/SelectPlan.aspx> or call (800) 635-0120.

Late fees are assessed if payment is not received by the due date. More information on late fees is available with the tuition and fee schedule, available at:

<http://www.goucher.edu/billing/documents/Graduate-Tuition-Fees.pdf>

In order to be awarded a degree and participate in the commencement exercises, a student must have completed all academic requirements for the appropriate degree and have settled all financial obligations to the college.

Refund Policy

Refunds of tuition are based on the date of withdrawal from a course. A partial refund of payments may be made to students who withdraw from courses of their own accord. Any credit balance remaining after these adjustments to the student's account will be refunded. Institutional and federal aid as well as tuition and fees will be adjusted in accordance with the federal return of Title IV calculation. The Title IV calculation is based on the days of attendance as a percentage of total days in the semester up until 60 percent.

For example, if a student drops a class after completing 20 percent of the semester, the student would be eligible for a refund of all but 20 percent of the tuition (or an 80 percent refund). After 60 percent of the semester has been completed, no refunds are awarded. The Title IV refund policy is available on the web at <http://www.goucher.edu/financial-aid/policies/return-of-federal-title-iv-funds>.

Financial Aid

The financial aid office, located in the Dorsey Center, welcomes inquiries from students interested in federal financial aid. A financial aid guide for graduate students is available on the web at: <http://www.goucher.edu/financial-aid>. To apply for federal financial aid, the student should submit a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Goucher's school code is 002073. The FAFSA is a tool Goucher uses to determine the student's expected family contribution. The

EFC is subtracted from the cost of attendance to determine financial need. If a student's FAFSA is selected for verification, additional documents will be required. Financial aid is awarded for one year only; students must complete a FAFSA each school year. The school year starts in summer and forms should be completed by March 1 for the state of MD. Check the state you live in for additional deadlines. To be eligible for federal financial aid, a student must:

- Be a US citizen or permanent resident.
- Be admitted to a degree-granting program.
- Be enrolled at least half time (4.5 credits) for the current semester.
- Not be in default of a federal student loan or owe a refund on a Pell or SEOG Grant.
- Maintain satisfactory academic progress. The policy is available at:
<http://www.goucher.edu/financial-aid/satisfactory-academic-progress-policy>
- Submit a valid FAFSA each school year.

Award Notification – FASTS

Financial aid awards are posted on the Financial Aid Student Tracking System (FASTS). Students are notified via the Goucher e-mail address when an award has been made or revised. Students may track the status of their financial aid documents, review their financial aid award, view any messages associated with their award, and accept or decline financial aid online through Goucher's FASTS website <http://www.goucher.edu/fast>. All first-time users must create a personal identification number using the first-time user link. After a PIN has been created, you will be prompted to enter the assigned Goucher ID and PIN.

Federal Loan Programs

Federal Direct Student Loan

Graduate students are eligible to borrow a maximum of \$20,500 annually from the unsubsidized Federal Direct Loan program. The interest rate is 6.8 percent. A 1 percent fee is deducted from the loan prior to disbursement. The borrower is responsible for paying interest on the loan while enrolled at least half-time. Borrowers typically have a six-month grace after completing their studies or dropping below half-time before repayment of principle begins and have up to 10 years to repay the loan. A variety of repayment options are available and interests rate may change.

Federal Direct Graduate PLUS Loan

Graduate students are also eligible to borrow up to the cost of attendance minus financial aid in the form of a Federal Direct Grad PLUS loan. The interest rate is 7.9 percent. A 4 percent fee is deducted from the loan prior to disbursement. The borrower is responsible for interest and principle payments while in school, however, principle payments can be deferred. Borrowers have up to 10 years to repay the loan.

To apply for a Federal Direct Grad PLUS loan, students must complete the FAFSA. In addition, they must complete an application and credit check online at <http://www.studentloans.gov/>, as well as submit the Graduate PLUS Request Form. The Graduate PLUS Request Form is available on Goucher's website at <http://www.goucher.edu/financial-aid/financial-aid-award-guides-and-forms>. Click on Financial Aid Forms – DirectGradPLUS Loan Request Form.

Private Educational Loans

Students may borrow funds up to the cost of attendance minus financial aid (including outside resources) through a private educational loan. Private educational loans, offered by banks, savings and loans, and credit unions, are not federally guaranteed. They are typically the most expensive borrowing option and therefore should only be considered after eligibility for all federal student and PLUS Loan options have been determined. Students may need a credit-worthy co-signer to obtain a private educational loan. All private educational loans are divided into equal disbursements for each semester.

The interest rate, terms, and repayment options of these private educational loans vary according to the lender. For this reason, students must thoroughly research private educational loans and clearly understand the terms of the loan prior to borrowing. **The Project on Student Debt**

(<http://projectonstudentdebt.org>) offers tips on researching private educational loans.

The following states have their own private educational loan programs: Alaska, Connecticut, Maine, Massachusetts, Minnesota, New Jersey, New York, North Carolina, North Dakota, Rhode Island, Texas, and Vermont. We recommend that students check with their state higher education agencies about the availability of loans in these states.