# Table of Contents

**ACADEMIC PROCEDURES**

- Grading System ................................................................. 4
- Transcript requests and degree and certificate issuance are processed by the Registrar’s Office. Information about requesting a transcript is available online ........................................... 4
- Calculation of a GPA ........................................................................ 4
- Pass/No Pass .................................................................................... 4
- Course Load .................................................................................... 4
- Academic Progress Toward a Degree ................................................... 5
  - GPA Standards and Status .............................................................. 5
  - Appeal to Academic Standing ......................................................... 5
- Academic Responsibilities ................................................................... 6
- Academic Honor Code ......................................................................... 6
- Commencement ................................................................................. 6
- Audits ............................................................................................. 7
- Add/Drop Deadlines for Courses ......................................................... 7
- Withdrawal from Courses .................................................................. 7
- Grade Appeal ................................................................................... 7
- Change of Grade by a Faculty Member ................................................. 8
- Incomplete Grade Procedures ............................................................. 8
- Repeated Courses ............................................................................. 9
- Leave of Absence ............................................................................ 9
- Returning from a Leave of Absence .................................................... 9
- Withdrawal from the College ............................................................. 9
- Reinstatement of Students Previously Withdrawn or Dismissed .......... 10
- Transferring Credits ......................................................................... 10
- Assessment ...................................................................................... 10
- Course Reflections ............................................................................ 10
- Academic Advising ........................................................................... 10
- Career Education Office .................................................................... 11
- Residency Information ...................................................................... 11
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Requirements and Resources</td>
<td>11</td>
</tr>
<tr>
<td>Non-Matriculating Students</td>
<td>11</td>
</tr>
<tr>
<td>Goucher Graduate Programs Alumni Pursuing a Second Degree</td>
<td>11</td>
</tr>
<tr>
<td>Changing Degree Program</td>
<td>11</td>
</tr>
<tr>
<td>GENERAL COLLEGE POLICIES</td>
<td>12</td>
</tr>
<tr>
<td>Diversity Statement</td>
<td>12</td>
</tr>
<tr>
<td>Nondiscrimination Notice</td>
<td>12</td>
</tr>
<tr>
<td>Sexual Misconduct, Relationship Violence, and Stalking</td>
<td>12</td>
</tr>
<tr>
<td>Conflicts of Interest</td>
<td>13</td>
</tr>
<tr>
<td>International Students</td>
<td>13</td>
</tr>
<tr>
<td>Veterans</td>
<td>13</td>
</tr>
<tr>
<td>Military Call to Active Duty</td>
<td>13</td>
</tr>
<tr>
<td>Student Records and FERPA</td>
<td>14</td>
</tr>
<tr>
<td>Student Grievance Procedure</td>
<td>15</td>
</tr>
<tr>
<td>Clery Act Compliance</td>
<td>15</td>
</tr>
<tr>
<td>Alcohol, Tobacco, and Other Drug Policies</td>
<td>16</td>
</tr>
<tr>
<td>Accessibility Services</td>
<td>16</td>
</tr>
<tr>
<td>Other Policies</td>
<td>16</td>
</tr>
<tr>
<td>FINANCIAL INFORMATION</td>
<td>17</td>
</tr>
<tr>
<td>Fees and Expenses</td>
<td>17</td>
</tr>
<tr>
<td>Tuition, Fees and Charges to the Student’s Account</td>
<td>17</td>
</tr>
<tr>
<td>Electronic Billing</td>
<td>17</td>
</tr>
<tr>
<td>Health Insurance*</td>
<td>17</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>17</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>18</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>18</td>
</tr>
</tbody>
</table>
ACADEMIC PROCEDURES

Grading System
The grading system is as follows: A (4.0), B (3.0), C (2.0), D (1.0), F (0.0), P (Pass), NP (No Pass), I (Incomplete), W (Withdraw), R (Repeated), FX (Failure to Attend and to Withdraw Officially). The letter grades may be modified by plus or minus as follows: A, B+, B-, C+, C-, D+, and D-. An Incomplete (I) is deleted from the student’s record when the grade for the course is submitted.

Students can access final grade report and review schedules through myGoucher.

Transcript requests and degree and certificate issuance are processed by the Registrar’s Office. Information about requesting a transcript is available online.

Calculation of a GPA
Only courses completed at Goucher or through a Goucher-sponsored program are included in the GPA calculation. Each semester, the credit hour value of each course attempted for a grade is multiplied by the numerical value of the earned grade to determine the quality points earned. The total number of quality points earned in these courses is divided by the total number of graded credit hours attempted resulting in the GPA for the semester. This system does not apply to the MFA in Nonfiction, which uses a pass-fail model.

The cumulative GPA is the total of the quality points earned in all courses divided by the total number of graded credit hours. Semester GPAs are not averaged together to create the cumulative average. The numerical value of grades is as follows: A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, D-=0.67, F/FW=0.0

Pass/No Pass
With the exception of capstones, theses, internships, major papers, and independent studies, only graduate students enrolled in the MFA in Nonfiction may take courses on a pass/no pass basis. Pass is equivalent to any grade from A through B-. A grade of P or NP has no effect on a student’s grade point average, though in the Nonfiction program a Marginal Pass or No Pass grade does affect academic standing.

Course Load
A student must take at least one course per semester, unless a leave of absence has been granted. Students who want to take more than three courses per semester need program director approval. Students have five years (seven years for dual degrees) to complete the academic requirements of their program.
Academic Progress Toward a Degree
(*Note this may be different than the Financial Aid Regulations regarding academic progress.)

Students must continue to make satisfactory academic progress towards a degree each term. Graduate students are expected to achieve this through the cumulative GPA requirements and successful credit load. Both are described below.

GPA Standards and Status
At the end of each semester, each graduate program director reviews the records of all students enrolled in the program. As part of the continued guidance each student receives, program directors may ask the Academic Review Committee to evaluate the record of any student who earns a D+ or lower on a course (NP in Creative Nonfiction courses) or a W on two courses, or whose grade point average falls below a 3.00 (2.67 for those enrolled in the Graduate Programs of Education). Based on this evaluation, the committee may place the student on probation, have the student repeat any course in which the student’s work was unsatisfactory, or remove the student from the program. Please note: Any student who receives a grade below a B- (or C- in the Graduate Programs of Education) on a core course must retake the course for credit. Students can elect to retake electives to receive a new grade. Please also note that students who are part of some cohorts and school systems are required to earn a C or better to gain reimbursement or direct pay benefits.

A student’s academic status is based on their academic record and may fall into one of the following categories:

- Good academic standing: A student meets the academic standards of the program.
- Academic probation: A student fails to meet the academic standards of the program, but there is the potential for the student to regain good academic standing if the student meets certain conditions.
- 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 after academic dismissal.

Probationary students who meet requirements and make progress, return to good academic standing. Students who still fall below the requirements for good academic standing are placed on probation for one additional semester. Students who fail to regain good academic standing after two consecutive probationary semesters may face temporary dismissal. See the Reinstatement of Students Previously Withdrawn or Dismissed section regarding the policy and processes for dismissed students to return to the College.

Appeal to Academic Standing

A student may appeal a determination of academic standing rendered by the Academic Review Committee (ARC), which is chaired by the Associate Provost for Curriculum and includes two program directors and one alternate. The directors serving on ARC will be appointed by the ARC chair for a renewable two-year term. The appointment of the alternate ensures that during any review decisions are not influenced by the director of the program associated with the decision.
The program director of the student involved in the decision will present information, but will have no vote.

A student appealing a determination of academic standing must follow the following process: Within 10 business days of the date they receive ARC’s written decision, the student must submit a written appeal to the Associate Provost for Curriculum. The 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.

The appeal will be decided by the Graduate Review Board (GRB). This committee is chaired by the Provost and is composed of two faculty members, who are appointed by the Provost and who include a graduate faculty member not affiliated with the student's program and the chair of the Graduate Studies Committee or their representative. 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 ARC’s decision, and explains the GRB’s reasons for reaching its decision. The decision of the GRB is final and not subject to further appeal.

**Academic Responsibilities**

In fulfilling their academic responsibilities, students have a degree of autonomy commensurate with their obligations to Goucher’s social and academic communities. Students’ academic obligations and responsibilities include regular class attendance and systematic preparation in all phases of their work.

Any student who must be absent from class for a disproportionate amount of time due to a personal reason (illness, injury, life-threatening illness or death in the immediate family, etc.) may be advised to withdraw from class and the College. Please refer to Goucher’s leave of absence and withdrawal policies.

**Academic Honor Code**

The cornerstone of Goucher’s academic community is the Academic Honor Code. Adopted in the first decade of the 20th century, the code emphasizes the importance of personal honor and moral integrity that reflect those qualities in the Goucher community. The Student Code of Conduct is available online [here](#).

**Commencement**

Commencement exercises are held once a year in May. To participate, a student must complete all academic requirements for the appropriate degree and settle all college accounts and all student disciplinary matters. A student who is in good academic standing and is within three credits of completing graduation requirements may participate in commencement exercises only if documentation demonstrates that the remaining credits will be completed by August thirty-first of that year. Permission for students finishing in the summer to participate in the May
commencement must be granted by the Associate Provost for Curriculum in consultation with program directors. Students must submit a petition, with documentation, to the Associate Provost at least three weeks before commencement.

The college reserves the right to decline the release of a cap and gown to any student who has not been cleared for graduation. Students completing graduation requirements in the summer will be awarded their degree in late August, and students completing requirements in the Fall will be awarded their degree in December.

**Audits**

Graduate students are not permitted to audit courses in any graduate program.

**Add/Drop Deadlines for Courses**

Students may add or drop any full semester course using the online registration system (“myGoucher”) during the open add/drop period, which ends on the fifth business day of the semester. Between the fifth and tenth business days of the semester, students may add or drop courses by submitting an online course change form to the Office of the Registrar. Adding a course during this period is not automatic, as joining a class late can put a student at a disadvantage. Students may not add a full semester course after the tenth business day. Actual dates for each term are available online.

**Withdrawal from Courses**

Students may enroll during open registration or during the add/drop period and they may drop a course without a withdrawal appearing on the transcript until the tenth day of class. If a student withdraws from a class after this time, they will receive a grade of W. Students should refer to the academic calendar, which is available online for all registration deadlines, including add, drop, withdrawal, and other important dates.

Withdrawn courses count toward course load and tuition charges. A W has no effect on a student’s grade point average or on the student’s credit completion rate, but two Ws will trigger a review by the Academic Review Committee (see GPA Standards and Status). Students who fail to comply with the withdrawal procedures within the published deadline will receive an F.

**Grade Appeal**

The purpose of the Grade Appeal Policy is to establish a consistent procedure for students to seek review of final grades assigned in courses at Goucher College. Grades other than final course grades may not be appealed. The policy recognizes the right and responsibility of faculty members to exercise their professional judgment in evaluating academic performance and the right of students to have their academic performance judged in a fair and impartial manner.

A student may appeal a final course grade only on the grounds that
1. the grade was assigned based on a miscalculation or clerical error;
2. the grading standards for the course were not clearly articulated by the instructor, or the grade was assigned in a manner inconsistent with articulated standards;
3. the grade was assigned on some basis other than performance in the course; or
4. the grade was assigned in a manner other than that used for other students in the course.

At all levels of review, the burden of demonstrating that a grade should be changed rests with the students.

The deadline for any grade changes is 90 days past the semester in which the grade was originally received. The full policy is available online.

**Change of Grade by a Faculty Member**

Grades are subject to revision by the faculty member for a period not to exceed 90 days after the end of the semester in which the course was taken. After 90 days, grades recorded in the student’s official record become part of the permanent academic record, and no changes are allowed.

If a faculty member determines that a grade change is necessary, they will complete a "Grade Change Form," which must be approved by the program director. If the program director is submitting the form, it must receive approval from the Associate Provost. The director will notify the faculty member of the decision and, if the alteration is sanctioned, the affected student.

**Incomplete Grade Procedures**

Students may request an Incomplete (I) by submitting an Incomplete Grade Request to their faculty member prior to the last day of classes. Incomplete grades are allotted to students who present a documented medical or other valid reason that may prevent them from completing a course within the academic semester. An incomplete should be issued only after roughly 75 percent of the coursework has been completed. The student must initiate the incomplete with the instructor in time for the faculty to submit the form to the registrar by the last day of classes. Sufficient documentation, such as a doctor’s note expressing the need for the Incomplete Grade Request, must accompany all requests. All documentation must be submitted to the instructor before the final day of the class for which the student requests the incomplete. The instructor must also use the incomplete request form to document the work required to complete the class, and the student’s and instructor’s signatures. Students have until the sixth week of the following semester to submit their completed work to their instructor, unless the instructor notes otherwise. If the work is incomplete by the last day of the sixth week or noted deadline, the student will receive an F. Unresolved incomplete grades will be changed to Fs at the end of the examination period of the semester in which the student agreed to submit the work.

If extenuating medical circumstances exist, students may request a further extension through the Academic Review Committee. Extension requests beyond the first six weeks must be accompanied by a doctor’s note and submitted to the Academic Review Committee for approval.

Incompletes are at the instructor’s discretion, they are not guaranteed and should not be used if a student falls behind for other reasons, including workload.
Repeated Courses
If a student repeats a course, all course iterations and grades will be listed on the transcript but only the grade and credits from the most recent iteration will count towards the student’s GPA and total credits towards graduation. Note that a student who earns an F in the second iteration of a repeated course under this policy, will lose any prior credits earned via a previous iteration.

A student may not repeat a course more than twice without program director approval. Graduate Program directors must approve a third attempt at a course, and if a student does not pass for a third time, they may not take the course again at Goucher College. The student may take the course at another accredited graduate school and transfer it to Goucher if the student has not already exceeded the number of transfer credits, including Educator’s Institute classes.

This policy does not apply to withdrawals.

Leave of Absence
Students in good academic and financial standing with the college may request a leave of absence for professional, personal, or financial reasons for no more than two semesters during their degree candidacy. To request a leave of absence, students must complete a form available online here and obtain required approvals.

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.

Students on a leave of absence are expected to return to the college at the conclusion of their leave. The 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 leave Goucher without declaring leave or who are on leave for more than two semesters will be withdrawn and must apply for reinstatement. Policies regarding withdrawal for Title IV financial aid will take effect.

Returning from a Leave of Absence
A student who returns from an approved leave of absence does not need to apply for readmission, but confirm their plans, where applicable, with Financial Aid, the Bursar, the Registrar’s Office, and the appropriate program advisor and program director at least 30 days before the semester begins. Students on leave are responsible for meeting regular college deadlines to file for financial aid and register for courses.

Withdrawal from the College
A student who wants to withdraw from the college must have no financial balance by either individual payments or financial aid, inform the program director in writing, and complete the following form. A student who withdraws and wishes to return to the college is required to apply for reinstatement.
In some necessary cases, students may be involuntarily withdrawn from the College for medical reasons. See the College’s policy on Medical/Compassionate Withdrawal.

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.

**Reinstatement of Students Previously Withdrawn or Dismissed**
Degree-seeking graduate students who have not enrolled in courses for over one academic year must re-apply, addressing in an essay the circumstances that led to this gap (e.g., withdrawal, suspension due to conduct violation, or dismissal) and the changes taken to decrease the likelihood of recurrence. Dismissed students must wait a full academic year before petitioning reinstatement through the application process. Reinstatement is not guaranteed, as it is subject to approval by program directors.

Please note that an academic year consists of a cycle of fall, winter, spring, and summer semesters, or 12 months, taken as a continuous whole from the beginning of the semester in which the student left the program. If a student requests reinstatement after five years (seven years for the Master of Arts in Teaching and dual degrees), program directors will evaluate completed credits to ensure they meet current standards. Not all credits may apply based on age and content. Students will receive one full year, or 12 months, to complete their degrees, with the possibility of petitioning at the end of that year to extend for one final year.

**Transferring Credits**
As a part of program’s admissions application, students may apply to transfer up to 12 graduate-level credits by submitting a transcript, course descriptions, and a statement about their relevance to the degree. Program directors determine whether the courses meet degree requirements.

**Assessment**
Goucher has an ongoing program of assessment to evaluate the effectiveness of the college and to ensure that it is meeting its goal of providing a high-quality education. The assessment program includes opinion surveys, interviews, and testing. Students are expected to participate in assessment activities throughout their time at Goucher.

**Course Reflections**
A comprehensive system of student reflections on course construction, student engagement, faculty instruction and support, and student learning is considered vital to the academic community. At the end of each course, students are expected to complete and return course reflections.

**Academic Advising**
Curricular guidance is offered by an academic advisor who works with the student to develop an academic plan of study. Students can access their course schedule, grades and transcript, search for courses, register for courses, and access billing and financial aid information via myGoucher.
Career Education Office
The Career Education Office (CEO) helps students discover and pursue careers that combine their interests, skills, and values. The CEO offers programs and services to help students at all stages of the career planning process and encourages students to visit the office early and often during their time at Goucher. The CEO assists students with career exploration, student employment, internships, and full-time employment. Students can connect with the CEO through individual appointments, drop-in advising, or email. Additional information about the CEO services can be found online.

Residency Information
Students enrolled in Arts Administration, Nonfiction, Cultural Sustainability, and Historic Preservation are required to attend in-person Residencies. During residency, students participate in classes, field trips, special events with guest speakers and film screenings, and informational sessions. Residency is important to develop an intellectual community and to build relationships with other students and faculty. To help develop this community, students are expected to share meals in the dining hall. Although residency is a collaborative experience, each program’s session has its own nuances. More information is available online.

Technology Requirements and Resources
The minimum computer requirements for students can be found online. Computers, software, and internet access are the responsibility of the student. Enrolled students can access Microsoft Office for free. Because 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 are expected to check their email several times a week, and they may choose to forward their Goucher e-mail to another address as directed. They can also access IT support and training.

Non-Matriculating Students
A non-matriculating student can take up to 12 credit hours with the permission of the program director. The exception is the Graduate Programs of Education, which do not permit non-matriculating students.

Goucher Graduate Programs Alumni Pursuing a Second Degree
Alumni can automatically transfer up to 12 credits from their first graduate 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. The exception is the Graduate Programs of Education, which do not permit alumni to transfer credits earned from program outside the field of education. 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.
GENERAL COLLEGE POLICIES

Diversity Statement
We at Goucher College are dedicated to social justice, diversity, and multiculturalism as fundamental components of our mission and ethos. We champion an inclusive community, embrace and respect different perspectives, and value diversity in all its forms and intersections, including ability, age, culture, ethnicity, gender identity and expression, nationality, race, religious and spiritual belief, sexual orientation and socioeconomic status. Understanding that power, privilege, and other forces of inequity play a role in shaping our individual and collective experiences and identities, we are committed to productive dialogue and meaningful action in addressing our differences. We approach this ongoing work with courage, integrity, care, and respect.

Statement of Compliance with Title IX
Goucher College is subject to the provisions of Public Law No. 92-318, Title IX, and the regulations promulgated thereunder (34 C.F.R. Subtitle A, Part 106), which prohibit discrimination on the basis of sex in 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.
Goucher College’s Title IX Coordinator can be reached at titleixcoordinator@goucher.edu or at:
Title IX Coordinator
1021 Dulaney Valley Road
Baltimore, MD 21204
410-337-6570

The Title IX Coordinator is responsible for coordinating the efforts of Goucher College to comply with and carry out its responsibilities under Title IX.

Nondiscrimination Notice
Goucher College does not discriminate on the basis of race, color, national origin, ethnicity, sexual orientation, gender identity, religion, sex, age, disability, marital status or genetic information in its programs and activities. The college has adopted a Nondiscrimination Policy and Grievance Procedure that is available online.

The Title IX Coordinator is responsible for coordinating the efforts of Goucher College to comply with and carry out its responsibilities under the college’s Non-Discrimination Policy.

Sexual Misconduct, Relationship Violence, and Stalking
Goucher College’s Policy on Sexual Misconduct, Relationship Violence and Stalking provides important protections and information for victims and survivors of sexual misconduct, including sexual violence, relationship violence and stalking, as well as disciplinary procedures and sanctions for individuals who are found to have violated the policy. The policy also includes a complaint process, consisting of both informal and formal procedures. The complete Policy on Sexual Misconduct, Relationship Violence, and Stalking is available online.
Conflicts of Interest
It is the responsibility of all members of the Board of Trustees, all officers and administrators, all faculty, and all other employees of Goucher College to exercise their best care, skills, and judgment in directing, administering, and operating the affairs of the college. Accordingly, it is the policy of Goucher College that such individuals shall act in a manner consistent with their responsibilities to the college and shall avoid circumstances in which their own financial or other interests could present an actual, potential, or apparent conflict of interest. This policy does not attempt to describe or address every situation that might create an actual, potential, or apparent conflict of interest. As a general principle, however, all trustees, officers and administrators, faculty, and other employees of the college should avoid any actions or situations that might result in or create the appearance of using their association with the college for private gain, giving unwarranted preferential treatment to any outside individual or organization, or losing their independence or impartiality of judgment in the discharge of duties and responsibilities on behalf of the college. The complete conflict of interest policy is available online.

International Students
Goucher College is authorized under federal law to enroll nonimmigrant alien students.

Veterans
Under the provisions of the various federal laws pertaining to veterans’ educational benefits, Goucher College is authorized to provide for the education of qualified veterans and, when eligible, for the spouses and children of deceased or disabled veterans. Students eligible for veterans’ benefits must apply for admission, pay their bills, and register in the same manner as nonveteran students. Reimbursement is made by the Department of Veterans’ Affairs (VA). To receive benefits, students must qualify for benefits and must comply with the rules that have been established by the VA and the policies currently in effect at Goucher. Students receiving benefits must pursue a program of courses that leads to the exact educational objective listed on the student’s VA Enrollment Form. Continuation of VA payments is contingent upon the student’s meeting the college’s academic standards for all students. The student must also meet any standards of progress that may be established by VA regulations. The Department of Veterans Affairs requires that Goucher College complete and file an enrollment certification form for determination of VA benefits. An enrollment certification form is submitted electronically by the school certifying official (SCO) after the _add/drop period for each semester for all veterans who have submitted the required verification of eligibility for VA benefits. The Goucher school certifying official is located in Student Administrative Services. Program details and requirements can be found online.

Military Call to Active Duty
When students are called to active duty in the United States Armed Forces, Goucher College will provide as much assistance as possible. Policies and procedures have been developed in order to minimize disruptions or inconveniences for students fulfilling their military responsibilities. Students should consult the Veterans’ Readmission Policy for more information.
Student Records and FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit to Student Administrative Services, the dean of students, or other appropriate official written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of the student’s education records that the student believes are inaccurate or misleading. Students should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Goucher College to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA or any superseding law authorizes disclosure without consent. One such exception is disclosure to school officials with legitimate educational interests. A school official is:

- A person employed by the college in an administrative, supervisory, academic, research, or support staff position, including the Office of Public Safety and Health Center staff;
- A contractor, consultant, volunteer, or other party to whom the college has outsourced an institutional service or function that the college would otherwise use employees to perform, provided that party is under the direct control of the college with respect to the use and maintenance of education records;
- Individuals serving on the Board of Trustees;
- Students serving on official boards or committees such as the Academic Honor Board, the Graduate Studies Committee, or a grievance committee; or
- A person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college also discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. Disclosure without consent is also permitted for information designated by the college as directory information. As permitted by
FERPA, without prior consent of the student the college may at its discretion disclose as directory information the student’s

- Name
- Local address, telephone number, and campus e-mail address
- Home address and telephone number
- Date and place of birth
- Photograph
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Dates of attendance
- Enrollment status (e.g., undergraduate or graduate, full time or part time)
- Graduation date and anticipated date of graduation
- Academic field of study
- Degrees, awards, and honors received
- Previous institution(s) attended
- Class (e.g., graduate)

A student may request that all of this information not be released by filing a written request to that effect with the Registrar’s Office in Student Administrative Services by the end of the first full week of classes. 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 Registrar’s Office. Students should carefully consider the consequences of any decision to withhold any category of directory information. It will require that any future requests for such information from non-institutional persons or organizations be denied, and will prevent such information from being included in the Student Directory. Further information about FERPA can be found online.

**Student Grievance Procedure**
Goucher has established a process for students to express and resolve misunderstandings, concerns, or grievances that they have with any college employee in a prompt, fair, and equitable manner. This procedure emphasizes informal resolution. The Student Grievance Procedure is available online.

**Clery Act Compliance**
In accordance with the Clery Act, Goucher College publishes an annual security report disclosing campus security policies and three years of selected crime statistics, as well as information about crimes that might pose a threat to the community, basic rights that must be accorded to victims of sexual assault, relationship violence and stalking, and the college policy regarding alcoholic beverages and substance abuse. A printed copy of the report is available, upon request, at the Office of Public Safety and on the college website.
Alcohol, Tobacco, and Other Drug Policies
The college's policy prohibiting alcohol abuse, smoking in college buildings and the illegal manufacture, distribution, dispensation, possession, or use of alcohol and illicit drugs is designed to promote both the health and safety of all members of the community and their rights to an environment free from the effects of substance abuse. All students and employees are required to comply with this policy, which is adopted in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Schools and Campuses Regulations.

Accessibility Services
Goucher College seeks to provide equal educational opportunities for qualified students with disabilities. This is consistent with our Community Principle of Inclusion, which states that we will acknowledge and embrace the unique gifts and differences of our community members. We are committed to compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and other relevant state and federal legislation.

The Office of Accessibility Services (OAS) works with faculty, staff and students to provide appropriate accommodations so that students have an equal opportunity to participate inside the classroom and in college programs and activities.
If you have questions about the accommodation process, please send them to graduateadmissions@goucher.edu.

Other Policies
College rules and policies regarding other matters—such as computer use, loss of student eligibility for federal aid due to drug-related offenses, and the Academic Honor Code—are available online.
FINANCIAL INFORMATION

Fees and Expenses
Graduate tuition and fees are available online.

Tuition, Fees and Charges to the Student’s Account
Students must sign the “Financial Responsibility” document each semester in order to remove this hold and register in myGoucher. Instructions are available in myGoucher, through the student’s advisor, or through the Registrar’s Office. The student is responsible for all tuition, fees, and charges to the student’s account. The college shall impose a late charge for unpaid tuition, fees, and charges to the student’s account after the date on which payment is due. Fees and charges cover the entire semester and are due and payable whether or not the student chooses to remain enrolled.

By accepting an offer of admission, students agree to pay all fees and charges established by Goucher, including reimbursement of any collection agency fees, if applicable. Such fees may be based on a percentage of the amount owed to Goucher, up to a maximum of 24%. Goucher may also recover all costs and expenses, including reasonable attorney’s fees it incurs in such collection efforts. Students agree to abide and be bound by all policies and procedures of the College as published on the Goucher website and as set forth in the Academic Catalogue, Campus Handbook, Financial Aid Award Guide, and Net Partner (Goucher’s financial aid system).

Fees subject to change without notice.

Electronic Billing
Goucher sends electronic account statements to student Goucher e-mail addresses. It is the responsibility of the student to update any e-mail changes online.

Health Insurance*
Graduate students seeking health insurance should visit www.healthcare.gov to compare plans available in their state. The federal regulations for the Special Enrollment period are 60 days after the date your coverage ends. Students should check with their state exchange to confirm their Special Enrollment period. This eligibility is the only way students can get a Government Plan outside of Open Enrollment. Students may also want to check the Internet to find other health insurance options offered in the private sector.

All fees incurred at the Health Center are the student’s responsibility.*

Fee subject to change without notice.*

Refund Policy
There are no refunds, partial or full, to students after the add/drop deadline. Students who withdraw from or fail a class are responsible for all tuition and fees. If a late drop can be
processed with full documentation, the refund will be determined by the Graduate Billing Office. Refunds and documentation are subject to approval by program directors, the Graduate Billing Office, and Enrolment Management.

Financial Aid

Please be advised that priority deadlines do exist for all forms of financial aid. If students have any questions regarding financial aid, they should contact The Office of Student Financial Aid at finaid@goucher.edu and financial aid includes loans, scholarships and grants awarded.

Financial aid is available to qualified applicants in the master’s programs. Students participating in the professional development certificate programs are not eligible to receive federal financial aid. The form and amount of aid will vary depending on the program and credits in which the student is enrolled. Please refer to the college’s financial aid website for general information and the college’s Financial Aid Policy Guide for Graduate Students for specific details regarding the financial aid process and programs, including eligibility requirements, a description of the various aid programs, information on financial aid adjustments and the disbursement process, as well as alternative financing options. Financial aid regulations are subject to change without notice.

Student Support Services

Students, faculty, and staff will have access to Navigate, which is a system that will report student grades early in the semester and prior to withdrawal period ending. The system will allow comments of concern, which will reach the advisor, program director, and appropriate offices. Students will be able to make appointments online with advisors and appropriate offices.

All students are eligible for a One Card with the access to buildings and library materials that it entails.