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## GRADUATE and CONTINUING STUDIES

2023-2024 Academic Year

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## GRADUATE and ADULT UNDERGRADUATE STUDENTS

Effective Fall 2020

Updated 09/2023

The information in this document is provided for the assistance of the students enrolled in Moravian University graduate and adult undergraduate programs. Note that all students, including graduate and adult undergraduate students, are subject to the policies outlined in the [Student Handbook](#) and the [University Catalog](#), except where stated specifically in this document. Unless specifically noted otherwise all policy

referrals to Moravian university, Moravian, the university, the Institution, are intended to include all graduate and adult undergraduate programs.

This document should be considered an accurate reflection of college policy at the time of printing but is subject to change from time to time as deemed appropriate by

Moravian university in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made. The most current version of this document is available via [Access Moravian Online Services \(AMOS\)](http://amos.moravian.edu) at <http://amos.moravian.edu>.

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## **BcbX]gWf] a ]bUh]cb Dc`]Wm**

Deep respect for others is fundamental to the Moravian University community. Moravian University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived race, ethnicity, color, sex, religion, age, ancestry, national origin, sexual orientation, gender identity or expression, genetic information, pregnancy, familial status, marital status, citizenship status, veteran/military status, disability status, or any Xpr -

[ocr.philadelphia@ed.gov](mailto:ocr.philadelphia@ed.gov)

Report sexual harassment/sex discrimination online anytime (can be anonymous) at [www.moravian.edu/titleix](http://www.moravian.edu/titleix). The full policy and grievance procedures can be found in the university's [Equal Opportunity, Harassment, and Non-Discrimination Policy](#).

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To see the institution's policies and procedures on grievances, please visit our webpage on [Grievance Procedures](#).

Individual graduate programs may have specific grievance policies and procedures.

Some graduate programs have grievance policies that are more stringent than the institutional policy which have been approved by the administration. More stringent

program or departmental policies supersede institutional policy. Please refer to your specific program Handbook for more information.

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Chapters (30, 35, and 1606), these benefits will receive a monthly stipend no matter what rate they are at, even if it is  $\frac{1}{2}$  time or less.

Having a rate of pursuit that is more than  $\frac{1}{2}$  time, but less than  $\frac{3}{4}$  time will still result in a monthly stipend (just at a lesser pay rate than the  $\frac{3}{4}$  time payments).

VA authorizes schools to determine the rate of pursuit for graduate programs. Moravian University offers graduate

Non-degree-seeking students may take courses on a limited basis. Typically, a student may take for credit up to 50% of any degree or certificate program at Moravian university as a non-degree candidate. Further courses would require approval from the Provost's Office. Non-degree-seeking students may audit courses, limited only by course and seating availability, as well as evidence that the student has met any relevant prerequisites.

In general, graduate courses in cohort programs (AT, OT, PT, SLP) are not open to students who are not matriculated in that áral,  
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Part-time students are billed by course, and changes in the number of courses enrolled will impact their tuition.

Students who adjust their schedule during the add/drop period (including changing status between full-time and part-time status) will have their tuition adjusted accordingly.

It is the student's responsibility to contact the Financial Aid Office to verify the effect that any change in course load will have on the student's financial aid eligibility.

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If a student is eligible to receive a tuition discount, either upon acceptance or after acceptance, the student will be responsible for notifying the institution via their Student Experience Mentor in order for the student's account to be properly updated. This verification process will be annual and should be given to the Graduate and Adult Enrollment Department three (3) weeks prior to the start of each semester to ensure accurate billing.

Any one-time exceptions to that deadline would be for the student's first semester of enrollment. Any other changes would take place in the upcoming semester; discounts will not be applied retroactively if a student misses the deadline or for who becomes eligible after the deadline for the turning in the required form.

Please see the [Tuition and Fees site](#) for more information.



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Except where a specific program has more stringent requirements than the institution, students are expected to adhere to the policies as outlined in the [Moravian University Catalog](#).

This section is intended to provide links to relevant sections of the catalog and highlight areas where graduate or adult education programs in general differ from what is stated in those locations.

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The [Moravian Academic Calendar](#) outlines the start and end dates of terms, as well as relevant holidays and key registration deadlines. Note that some programs (e.g. accelerated nursing) may have different registration deadlines. Refer to the relevant graduate program handbook or guidance for key deadlines specific to the program.

Note that students in any online courses may be required to continue the work of their classes on days indicated as “offices closed.”

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Upon initial acceptance and deposit for a graduate or adult-undergraduate program, students will work with their Student Experience Mentor or an academic advisor to register for their first term of courses. For students in a cohort program, registration is typically automatic. Students

A student with licensure as a registered nurse enrolling in the RN-BSN program will receive 6 units (24 credits) towards their degree for the RN licensure. These 6 units count towards the institution's overall limit on students earning no more than 8 course units through credit by examination for any undergraduate degree.

Some external accrediting bodies may have policies on transfer and sharing of credits between degree programs. Where these policies are more stringent or specific than the Moravian University policy stated above, the accreditation policies take precedence.

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Please see the catalog for information about [transfer of credit from other institutions](#).

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Within the scope of program accreditation, and with permission of the program director, graduate students may be able to earn a limited number of credits through examination or prior learning assessment (up to, but not exceeding, 25% of the degree program).

Consult with the appropriate program director on the possibility of such credit for a specific program.

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Prior Learning Assessment (PLA) is a process that allows students to gain college credit (no grade) for learning gained in non-traditional ways, that is to say, outside of the classroom environment. [See the PLA guide for more information](#).

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indicated on the academic calendar. Note that students in cohort-programs must consult with their SEM or program director before withdrawing from a course, as doing so may

impact their ability to progress in the program. All withdrawals require the permission of the academic advisor and course faculty member except in special circumstances.

The process for withdrawing from a course is outlined in AMOS. Students may not withdraw from a class once the course has concluded.

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Please see the relevant catalog pages if considering a [Withdrawal from the university](#) or a [Leave of Absence](#). Students enrolled in graduate or cohort-based programs should refer to their program handbook for implications or conditions for taking a leave of absence.

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Students should review the [college's attendance policy statement](#). Note that specific programs and individual faculty instructors may provide more specific requirements regarding attendance. Students should review both [their program handbook](#) (for students in graduate programs) as well as their course syllabus for specifics on the attendance requirements.

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The [policy and timeline for grade appeals](#) is outlined in the University Catalog.

Note that students in graduate programs should appeal to their program director before forwarding an appeal to the appropriate College/School dean.

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The university policy for [academic probation and dismissal](#) for both graduate and undergraduate programs is provided in the college catalog.

Note that for most graduate programs, the minimum GPA requirement for good standing and graduation is 3.0 (rather than the 2.0 requirement for undergraduate programs).

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A student may be suspended temporarily or expelled and precluded from returning to the university ever again. Suspension or expulsion may result from action taken by the Discipline

Review Committee (for non-academic issues) or the Academic Standards Committee (for academic issues). In the event that a student is suspended or expelled for any reason (academic or non-academic), the student's permanent record will indicate suspension or expulsion. The transcript will reflect that the student withdrew from classes ("W" grades), except for any class in which there was a charge of academic dishonesty in the term of the suspension or expulsion; in that event, a grade of "F" will be recorded for the class(es) in question. If the coursework for the term was completed prior to the suspension or dismissal, the grades earned will be reflected on the transcript. Students on suspension are ineligible to register for classes offered by the university or Moravian Theological Seminary, including all courses offered in the Fall, Spring, May or Summer Terms, during the time of their suspension. Students who are expelled from the university are not eligible to register for classes in any term at the university or Moravian Theological Seminary after the date of their expulsion.

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A student who anticipates graduating or completing any certificate (including a second major) or certification program must submit an Application for Graduation or Completion of Certificate or Certification form (as appropriate) to the Registrar's Office by the dates provided by the registrar. If a form is not submitted on time, a special processing fee will be assessed and the student's program completion date may be delayed.

Students interested in participating in the graduation ceremony should refer to the [Commencement Participation Policy](#) in the catalog. Note that the commencement ceremony is only open to students receiving a degree.

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Below are links to additional academic policies. Students in graduate programs should review [their program handbook](#) for cases where program policies supersede

college-wide policies.

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The university has established a variety of regulations, policies, and procedures to ensure the proper operation of the institution and achievement of its goals. The [Student Handbook web site](#) exists, in part, to organize and provide access to these policies. This section highlights particular items from college policy likely to be of interest to graduate and adult undergraduate students. However, students should read and become familiar with all sections of the [Handbook](#), as they may be held accountable for violations of any and all policies.

[Advertising](#)

[Alcohol](#)

[Computing Resources](#)

[Digital and Social Media Content Creation Policy](#)

[Drug-Free Workplace and Drug-Free Schools and Communities Acts](#)

[Financial Aid \(including Financial Aid Handbook\)](#)

[Fundraising and Sales](#)

[Harassment](#)

[Hazing](#)

[ID Cards](#)

[Inclusive Language](#)

[Missing Students](#)

[Office of Campus Police](#) (policies and procedures)

[Small Animal Policy in Residential and Academic Spaces](#)

[Smoking](#)

[Title IX Reporting](#)

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This section provides links and information for the graduate programs. Academic policies and procedures may differ based on the particular graduate program. Students enrolled in a graduate program are subject to the policies described in the corresponding handbook listed below.

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A student enrolled in a graduate business program may begin taking graduate-level business courses when they have completed all of the program prerequisite/ business competency courses with a GPA of 2.8 or higher.

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A candidate for the MAT or MEdU must complete all courses with a grade of B or better and maintain an overall GPA of 3.00. A student whose overall GPA dips below 3.00 may be placed on probation or dismissed from the program. A grade of B or better is required in all 700-level courses in Education. Students who do not achieve the grade of B or better must repeat the relevant course in order to be awarded the degree, even if that student's overall GPA is 3.00 or higher. Students in this situation may only repeat the 700-level courses twice (three total attempts) in order to achieve the required B grade. Failure to do so will result in dismissal from the degree program.

Enrollment in all graduate level EDUC courses is, in general, restricted to students holding current state teaching certification or pursuing state teaching certification.

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however, that if such permission is granted, the candidate will have completed all required 500 and 600 series courses prior to enrolling in EDUC 702.

Teacher certification candidates must pass the PAPA exam, Core exam or obtain a testing exemption prior to enrolling in courses aligned with stage 3 student ql



Nurse Administrator MSN/MBA

Post Master's Certificates

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Please refer to the respective programmatic Handbooks linked below for further information.

[Master of Science in Athletic Training Handbook](#)

[Master of Science in Occupational Therapy Handbook](#)

[Master of Science in Speech-Language Pathology Handbook](#)

[Doctor of Athletic Training Handbook](#)

[Doctor of Physical Therapy Handbook](#)

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