



Academic Graduate Catalog 2024–2025

TABLE of CONTENTS

Roanoke College

Statement of Purpose; History; Accreditation and Affiliations; Faculty

Programs of Study

Requirements for Master's Degree Programs; Records, Transcripts and Diplomas

Admissions

Graduate Students; Graduate Application Procedure; Students with Disabilities; Internal Grievance Procedure For Disabled Students

Financial Aid

Financial Aid Regulations and Programs; Types of Financial Aid

Student Services

Residence Life & Housing; Dean of Students Office; Student Activities; Student Health & Counseling Services; Campus Safety; Dining Services; Student Conduct System; Conduct Policies and Regulations

Finances

College Charges; Miscellaneous Expenses; Method of Payment; Withdrawals and Refunds; Special Note; Military and Veteran's Educational Benefits

Academic Services

Goode-Pasfield Center for Learning & Teaching; Accessible Education Services; Office of Career Services; Information Technology; Libraries

Academic Regulations and Procedures

Advising; Registration; Course Load/Overload; Academic Integrity; Class Attendance; Course Changes; Examination Rescheduling; Re-Examination; Academic Credit; Transfer Credit; Units and Credit for Courses; System of Grading; Academic Standards

Graduate Academic Programs and Courses

Master of Business Administration

Master of Education

Roanoke College Leadership

President, Vice Presidents, Deans, and Advisors and Assistants to the President

Faculty

Professors; Associate Professors; Assistant Professors; Lecturers; Teaching Associates; Faculty Emeriti

ACADEMIC GRADUATE CATALOG 2023-2024

From the Dean

This graduate catalog is an educational guidebook for our graduate students at Roanoke College, as well as a source of information for prospective students and others interested in the College. It describes the requirements for all academic master's level graduate programs and for graduation. It sets forth regulations and faculty policies that govern academic life and acquaints students with the Roanoke College faculty and staff.

I encourage every graduate student to become familiar with the Catalog. If any portion of it needs further explanation, faculty advisors and staff members in the Office of the Registrar stand ready to answer any questions. Although advisors are here to assist, it is ultimately each student's responsibility to register correctly, to complete the necessary course work for graduation, and to abide by the academic regulations of the College, as set forth by the faculty.

Kathy J. Wolfe, Ph.D.

Vice President for Academic Affairs and Shirley C. and Donald E. Morel Dean of the College

Catalog Policy

The contents of this graduate catalog represent the most current information available at the time of publication. During the period of time covered by this graduate catalog, it is reasonable to expect changes to be made without prior notice. Thus, the provisions of this graduate catalog are not to be regarded as an irrevocable contract between the College and the student. The Academic Graduate Catalog is produced by the Registrar's Office in cooperation with various other offices on campus. The educational process requires continual review, and the College reserves the right to make appropriate changes in its courses, programs, grading system, standards of progress and retention, honors, awards, and fees. In general, students are to be governed by the Catalog that is current at the time they begin their studies at Roanoke College. However, a student has the option of declaring to be under the jurisdiction of a subsequent catalog except in cases where requirements have been changed and the College has stipulated those eligible to declare the new curriculum.

Affiliation: The College maintains its partnership in church-related education with the Evangelical Lutheran Church in America through the Virginia Synod, The Metropolitan Washington, DC Synod, and the West Virginia-Western Maryland Synod.

Statement of nondiscrimination: Roanoke College does not discriminate against students, employees, or applicants on the basis of race, color, gender, creed, religion, age, sexual orientation, marital status, national or ethnic origin, disability, or veteran status.

Statement of Purpose

Vision

Roanoke College is committed to being a leading national liberal arts college, a model of experiential learning and a community committed to open discourse and civil debate as ways of learning and as preparation for service in the world.

Mission

Roanoke College develops students as whole persons and prepares them for responsible lives of learning, service, and leadership by promoting their intellectual, ethical, spiritual and personal growth.

Purpose

Roanoke College pursues its mission through an innovative curriculum that combines a core program in the liberal arts, major fields of study in the natural sciences, the social sciences, and the humanities and fine arts, along with career-oriented, specialized programs of study. Founded by Lutherans in 1842, Roanoke College welcomes and reflects a variety of religious traditions. The College honors its Christian heritage and its partnership with the

Lutheran church by nurturing a dialogue between faith and reason. In keeping with its history and mission, the College strives to be a diverse community, nationally and internationally.

Central to achieving the purposes of the College is a strong commitment to liberal education and its vision of human freedom leading to service within the human community. The College's learning goals, therefore, focus upon developing both a student's confident sense of freedom in the world and a sense of purpose in using that freedom. Through these goals the College strives to produce resourceful, informed, and responsible citizens prepared for productive careers and for leadership in the community.

The College: Its History, Accreditations and Affiliations

Because David F. Bittle and Christopher C. Baughman, both Lutheran pastors, recognized the need to educate the young men of the rural frontier, they founded in 1842 the institution which was to become Roanoke College. Located near Staunton, Virginia, and named the Virginia Institute, it was chartered in 1845 and renamed the Virginia Collegiate Institute.

Realizing the advantage of having the school at a center of activity, the two men moved it to Salem in 1847. In 1853, the Virginia Legislature granted the charter that raised the school to college status, and the trustees changed its name to Roanoke College.

Today Roanoke is the center of learning for its 2000 students, a place where tradition and educational innovation meet. Excellence and creativity are the criteria by which Roanoke evaluates its academic programs. Careers of alumni and the respected standing of the College provide a means for measuring the quality of the education offered by Roanoke College. Every area of interest and specialization is represented among the College's alumni: the arts, athletics, business, education, government, industry, journalism, law, medicine, the military, public service and religion.

Accreditation and Affiliations

Roanoke College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award master's-level graduate degrees. Questions about the accreditation of Roanoke College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The three-fold purpose for publishing the Commission's address and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Note that normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Roanoke College and not to the Commission's office.

Roanoke College is a member of the College Entrance Examination Board, the National Commission on Accreditation, the Association of American Colleges, and the Association of Virginia Colleges. It is on the list of approved colleges of the American Chemical Society and the American Association of University Women. The Business Administration program is accredited by the Accreditation Council for Business Schools & Programs. The Education Program is approved by the Virginia Department of Education and accredited by the Council for the Accreditation of Educator Preparation (CAEP).

Lutheran Affiliation (ELCA)

Roanoke is proud of its distinguished heritage as America's second oldest Lutheran college. As an institution affiliated with the Evangelical Lutheran Church in America (ELCA), Roanoke College believes that a sound religious program must be an integral part of the total college life.

Never sectarian in its outlook, the College admits students of any race, color, national and ethnic origin, and sex, to all rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate against students, employees, or applicants on the basis of race, color, gender, creed, religion,

age, sexual orientation, marital status, national or ethnic origin, disability, veteran status, or political affiliation in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Roanoke College Substantive Change Policy

As an accredited institution, Roanoke College is required to notify the Southern Association of Colleges and Schools' Commission on Colleges (SACSCOC) of any significant modification or expansion of the nature and scope of our operations. Member institutions, like us, are required to notify SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.

SACSCOC Defines a Substantive Change as:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

Procedures

All administrative departments, academic programs, and governance committees are required to notify the Dean's Office of any possible or anticipated substantive changes in a timely manner. Some substantive changes cannot be implemented without prior approval and require additional documentation or a prospectus six months prior to implementing the change. The Dean's Office will review and report any substantive changes to SACSCOC through the College's SACSCOC Liaison. It is the responsibility and commitment of Roanoke College through its SACSCOC Liaison to report all substantive changes based on the commission's policy and follow all procedures and timelines as outlined in the commission's policy statement.

In addition, it is the responsibility of the SACSCOC Liaison to inform and periodically remind administrative departments, academic program, and governance committee chairs of the substantive change policy with updates when appropriate.

Publishing the College's Substantive Change Policy

This policy will be posted electronically along with other similar policies and will be reviewed annually for updates.

Documenting Substantive Change

All substantive change activity will be documented by the SACSCOC Liaison through a data set maintained by the SACSCOC Liaison.

Policy Approval

This policy was reviewed and approved by the Roanoke College Cabinet on February 24, 2020.

Faculty

Through Roanoke's faculty of approximately 160 full-time members, the student can make fruitful contact with a whole new world of learning and educational experiences. Over 95 percent of our tenure-track faculty hold the earned doctorate or the highest degree in their area of expertise. Faculty members are active scholars who regularly publish and consult in their academic specialties.

Close relationships between the faculty and students are possible. An advisor in the department of a student's graduate program will be assigned to newly-enrolled graduate students during the admission process.

GRADUATE PROGRAMS OF STUDY

Roanoke College offers 1 graduate program leading to the master's degree.

Master of Business Administration (M.B.A.)

Master of Education (M.Ed.)

Requirements for Master's Degree Programs

Master of Business Administration Graduation Requirements

To earn a master's degree in Business Administration, the student must pass no fewer than 10 academic units. All units used to meet degree requirements must be taken for a letter grade.

The student must have a cumulative grade point average of at least 3.0 in all courses.

Master of Education Graduation Requirements

To earn a master's degree in Education, the student must pass no fewer than 10 academic units. All units to meet the degree must be taken for a letter grade.

The student must have a cumulative grade point average of at least 3.0 in all courses.

ADMISSIONS

Because of the College's diverse and challenging liberal arts and sciences curriculum, the prospective student must have substantial preparation in a broad range of academic subjects.

Master of Business Administration

The Master of Business Administration (MBA) program is open only to students who have completed an undergraduate degree at Roanoke College. Students planning to complete the MBA immediately after the completion of their undergraduate degree and applying for the 4+1 MBA program are encouraged to apply in the fall of their senior year. The MBA program is approved by the Southern Association of Colleges and Schools Commission on Colleges.

Master of Education

The Master of Education program is open to any student who has completed an undergraduate degree. No more than two units of credit may be transferred into the program and only at the discretion of the program director.

Graduate Students

In keeping with its mission to educate the whole person, Roanoke College adheres to a holistic review of applications. Candidates will be considered according to their academic potential as exhibited by their college course work, standardized test scores and other relevant academic information.

An application for admission is available at www.roanoke.edu/apply. Information about the College and the admissions process can be obtained by writing to the Admissions Office, by calling the Admissions Office (540-375-2270), by e-mail (admissions@roanoke.edu), or online (www.roanoke.edu).

Graduate Application Process

Each graduate program sets its own application process, but all require a completed graduate application.

Master of Business Administration

Graduate students must submit the following when applying for admission to the MBA program: (1) a completed application; (2) an official Roanoke College transcript of all college-level course work; (3) 2 letters of recommendations; and (4) a Major Fields Test Score. Students may also submit a personal statement and resume for further consideration.

To be considered for admission, graduate students must be in good standing with Roanoke College and have a minimum cumulative grade point average of a 2.5 (on a 4.0 scale) from Roanoke College. Official transcripts of all course work are required. Coursework completed at Roanoke College as an undergraduate will be considered when reviewing the pre-requisites of the MBA program. Only courses with a grade of a “C-“or better will be considered as having fulfilled the pre-requisite requirements.

Masters of Education

Graduate students must submit the following when applying for admission to the MEd program: (1) a completed application; (2) an official transcript of all college-level course work; (3) 2 letters of recommendation; and (4) a resume with personal statement. To be considered for admission, graduate students have a minimum cumulative grade point average of a 2.5 (on a 4.0 scale) on college transcripts.

Students with Disabilities

Students with diagnosed disabilities must send a copy of medical or psycho-educational testing results to the Assistant Director of Academic Services for Accessible Education in the Goode-Pasfield Center for Learning & Teaching in order to be considered for accommodations. IEP or 504 plans will not be considered sufficient documentation unless accompanied by a full evaluation completed within three years prior to submission to the College. Certain accommodations may be permitted based on the specific disability and the recommendations of the consulting professional. Any special considerations or accommodations requested by the student will not be allowed until testing results have been received and reviewed by the Assistant Director of Academic Services for Accessible Education. All requests are handled on a case-by-case basis. Students are encouraged to submit their documentation shortly after being admitted to the College to ensure that their accommodations are in place prior to the beginning of their first term.

At the beginning of each term, students will be required to obtain a Disability Accommodations Letter from the Assistant Director of Academic Services for Accessible Education Services in the Goode-Pasfield Center for Learning & Teaching. This plan outlines necessary accommodations in accordance with submitted documentation. Students will submit a Disability Accommodations Letter to each instructor in whose class they wish to receive accommodations. It is then the students’ responsibility to speak with their professors regarding their accommodation. This process will be repeated each semester. The College does not permit substitutions for language, statistics or mathematics requirements. Please see <http://www.roanoke.edu/aes> for more information.

Internal Grievance Procedure for Students with Disabilities

The College has an established written grievance procedure for students with disabilities. Any student with disabilities who has a specific problem or complaint (related to the accommodation's being requested) with any action taken or not taken by the college should first attempt to resolve the matter informally with the Assistant Director of Academic Services for Accessible Education. If the matter is not resolved to the student's satisfaction, it will be handled as outlined in the document, "Roanoke College Disability Accommodation Policy." A copy is available at https://www.roanoke.edu/inside/a-z_index/center_for_learning_and_teaching/accessible_education_services.

GI Bill Beneficiaries

Roanoke College is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. The SAA investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the office via email saa@dvs.virginia.gov.

FINANCIAL AID

To be considered for financial aid, the student must have been admitted to the College and plan to enroll as a degree-seeking student.

The Financial Aid staff determines who will be eligible to receive aid and the amount of that aid. In arriving at such decisions, the cost of education and the total resources available to the student are considered.

As part of the application process, students are asked to file the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available from the College's financial aid office, as well as the College's webpage.

Financial Aid Regulations and Programs

The Free Application for Federal Student Aid (FAFSA) serves as the application for financial aid and is used by the College to determine the student's eligibility for federal student loan programs. The FAFSA must be completed to receive any need-based assistance from federal sources.

In order to be fair to all applicants for financial assistance, the Financial Aid Office has established regulations governing the administration of the available funds.

1. Financial aid will be considered for graduate students after they have been approved for admission.
2. An applicant must file the Free Application for Federal Student Aid after October 1 to be considered for need-based aid. The application is available online October 1 each year.
3. Financial aid is available to full-time, degree-seeking students.
4. Financial assistance is normally based on enrollment for a full academic year.
6. Financial assistance is available to students regardless of race, national or ethnic origin, religion, sex, disability, or age.

Types of Financial Aid

Eligible students may qualify for one or more of the following:

Federal Direct Unsubsidized Loan Program

Federal Direct Grad Plus Loan

Private Alternative Loans

Roanoke College is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. Students who may be eligible for VA or GI benefits should contact the Veterans Administration to confirm and obtain a *Certificate of Eligibility*. This form must be submitted to the Registrar's Office as soon as possible to begin processing of benefits.

Roanoke College does not impose any penalty, including assessing late fees, denial of access to classes, libraries, or school facilities, or require the student to borrow additional funds due to the inability to meet their financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31, 33, or 35 unless the student is less than 100% covered.

GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

STUDENT SERVICES

The Division of Student Affairs provides a variety of programs and services that contribute to a student's academic experiences and the educational mission of the College. Specific program and service areas include athletics, campus recreation, campus safety, Care Team, Colket Center, crisis intervention, student health and counseling services, residence life and housing, student activities, and student conduct.

Residence Life & Housing

Residence hall housing is available for graduate students. Requests for housing should be directed to our Office of Residence Life & Housing. Please note we do not currently offer family housing. For detailed information about living on campus visit https://www.roanoke.edu/inside/a-z_index/residence_life_and_housing.

Dean of Students Office

The Dean of Students Office serves as a resource for students in the development of their co-curricular experience and making connections to various campus and community resources. The office is also responsible for planning, coordinating and implementing various programs and services that foster interpersonal growth, development and learning. In this capacity, the Dean of Students Office oversees the Care Team, fraternity and sorority life, student conduct system, and town/gown relations with respect to off-campus housing.

Located in the administrative offices of the Alumni Gym, the Dean of Students Office houses the Dean of Students, as well as the Assistant Dean of Students.

Student Activities

Campus-wide social and co-curricular activities are coordinated through the Colket Center, the College's campus center. The Director of the Colket Center & Student Activities works with the student-run Campus Activities Board in providing a wide variety of activities to meet the needs and interests of the student body. Activities are open to all students and may include popular movies, live entertainment, dances, nightclub entertainment, and special events.

The Office of Multicultural Affairs (OMA)

The Office of Multicultural Affairs (OMA) exists to aid in the development of a more diverse and inclusive environment for all. Multicultural Affairs works collaboratively with the Office of Admissions, Academic Services, Financial Aid, and Residence Life and Housing to assist students.

The Office is committed to providing support services as well as creating and implementing educational, cultural, and social programs that will help the College in recruiting, retaining and graduating a diverse community of students. Our Motto is "Diversity means All of US."

OMA and the Multicultural Lounge are located in the Student Affairs Suite, Alumni Gym, 2nd floor. The office can be reached at 540-375-2099. Visit us at: https://www.roanoke.edu/inside/a-z_index/multicultural_life.

Health & Counseling Services

Student Health & Counseling Services provides confidential and comprehensive on-campus health care services to all full-time students. Our staff includes Nurse Practitioners, Physicians Assistants, Registered Nurses, Licensed Professional Counselors and Licensed Clinical Social Workers. Health & Counseling Services staff work together to provide outreach to the campus community on topics related to physical and mental health. There is no charge for office visits; however, lab tests, certain procedures, physicals, immunizations, allergy or other injections incur charges payable by Maroon Money and most major credit cards.

Counseling services assist with the mental health needs of a learning community to better achieve personal and academic success. The professionally licensed staff provides personal and group counseling, informational programming and practical consultations, all free of charge.

It is College policy that Health & Counseling Services staff not excuse students from class. Each professor establishes individual policies regarding absenteeism. Students are encouraged to contact faculty members when illness or injury interferes with class attendance. In certain situations, Health & Counseling Services, with the student's permission, may notify individual professors of a student's illness.

Student Health & Counseling Services is located at 211 High Street, next to Chalmers Hall. We are accessible via telephone at (540) 375-2286. Additional information is available on the College website, via A to Z index.

Campus Safety

The Office of Campus Safety supports the College's mission by providing a safe, secure and orderly campus environment where students can pursue their education and in which faculty and staff can teach and work. We pursue this goal through the protection of life, property and individual freedoms, the preservation of peace and order and the prevention of crime. Each day, we work to achieve our goals by providing efficient support services, campus patrol utilizing community policing practices, mentoring and educating students we contact, conducting professional and ethical investigations, providing effective emergency and crisis response and by employing well trained, courteous officers and staff.

Campus Safety works 24 hours a day/7 days a week to provide police and security services to the College community. Areas of responsibility include radio and phone communications, campus patrol, emergency and crisis response, alarm monitoring, escorts, safety programs, conduct code enforcement, traffic control, ID cards, motor pool and more. Officers are appointed Special Conservators of the Peace by the Circuit Court and have arrest authority on College property. The Campus Safety Office is located at 9 North College Avenue. The office can be contacted at 540-375-2310 or in the event of an emergency by using:

- one of the direct-dial emergency “Red Phones” located inside many buildings or
- “Blue Light” emergency phone towers, located in five areas of main campus, as well as at Elizabeth campus.

Each fall, Campus Safety publishes an *Annual Security Report* and an *Annual Fire Safety Report* for residential facilities, in compliance with the Higher Education Act of 1965. The *Annual Security Report* contains information about safety and security procedures and policies on our campus. Included are campus crime statistics for the most recent three calendar years. The *Annual Fire Safety Report* contains fire safety information about each residence hall, as well as statistical data and fire safety policies and procedures. A “notice of availability” of the reports is distributed to all students and the reports are available to prospective students upon request by contacting the Admissions Office. The reports can also be found on the college website at http://www.roanoke.edu/inside/a-z_index/safety/reports/annual_security_report.

Automobiles - All students with vehicles on campus are required to register them with Campus Safety. There is an annual vehicle registration fee and the decal must be displayed on the vehicle at all times when parking. Resident students from Virginia may be subject to paying personal property taxes on their vehicles to the City of Salem. These students should contact the City of Salem Commissioner of the Revenue to determine their status. A summary of parking and motor vehicle policies is distributed to students when a vehicle is registered and a parking decal issued. The complete policy is found in the Student Handbook or at http://roanoke.edu/Documents/Parking/Student%20Parking%20Brochure_ebook.pdf.

Dining Services

Meals are served in the College cafeteria, known as the Commons, seven days per week. All residential students (with the exception of Elizabeth Hall residents) are required to purchase a meal plan. Commuting students may buy meals in the Commons. In addition, meals may be purchased in the Cavern, which is the College's dine in/take out option.

Student Conduct and the Disciplinary System

A student's relationship with the College is based on a contractual agreement that the student enters into voluntarily. As part of our College community, the student agrees to abide by policies of the College including the Student Conduct Code. Complete information in the student conduct system is found in the Student Handbook and in the Student Conduct Code.

Conduct Policies and Regulations

College policies and regulations are designed to protect the rights of all students and to support the purpose and aims of the institution. Students are responsible for learning and abiding by the policies and regulations. These policies and regulations are found in the following publications: **Academic Catalog**, **Student Handbook**, **Academic Integrity at Roanoke College**, and the **Student Conduct Code of Roanoke College**. A partial summary of the regulations is given here:

Academic Integrity - The College seeks to maintain the highest standards of intellectual scholarship and works to promote honesty, integrity, and responsibility in all academic work. Violations of academic integrity (i.e., cheating, lying, plagiarizing, unauthorized use of an electronic device, impeding academic investigations, denying access to needed materials, etc.) are handled according to policies and procedures described in **Academic Integrity at Roanoke College**. Students need to be familiar with this booklet and pledge to follow the integrity guidelines.

Alcoholic Beverages - The College does not encourage the use of alcoholic beverages by students, nor does it condone the violation of applicable laws or College policies. The College respects the rights of students of legal age to consume alcoholic beverages in approved locations as long as they drink responsibly and adhere to applicable laws and College policies. Individuals who choose to consume alcoholic beverages, regardless of their age, are responsible for their behavior. The legal drinking age in Virginia is 21 years of age. The College seeks to educate students about alcohol use and abuse and provides information about assistance for those with a problem who seek help. The College reserves the right to limit or revoke the privilege of consuming alcohol on campus in the event that students do not drink responsibly.

Consideration for Others - Students are expected to observe and respect the rights of others, including the faculty and staff of Roanoke College who have a professional right to perform their duties without harassment or obstruction. The failure to do so, as defined in the Student Handbook, subjects the offender to disciplinary action, including suspension or expulsion.

Drugs - The possession, use, sale, or manufacturing of illegal drugs or paraphernalia which contains illegal drug residue, as well as the misuse of prescription drugs, is a violation of College policy and state law. Any student violating this policy may be subject to severe disciplinary action including suspension or expulsion. Law enforcement agencies are notified of drug-related criminal offenses occurring on campus and are given the names of those involved. The College seeks to educate students about substance use and abuse and provides information about assistance for those with a problem seeking help.

The College has a program aimed at preventing the illicit use of drugs and alcohol by students and employees in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

FINANCES

The Business Office is open weekdays throughout the year from 8 a.m. to 4 p.m. However, from Christmas Eve until New Year's Day the College will not be open for normal daily operation. Online transactions may be accomplished 24/7 through a student's Self Service & Student Finance account and Person Proxy for parents (permissions set up by the student).

Tuition, Room and Board for Graduate Students

Tuition Tuition for the graduate Master of Business Administration program is \$24,990 for ten courses, charged on a per unit basis each term. Fees are subject to change by the Board of Trustees at its discretion. Payment of all fees is due prior to the beginning of the term.

Resident Students Those students who decide to live on-campus during graduate school will incur fees for their room. Graduate students have the option of any meal plan currently available for fall and spring semesters.

Commuter Students Those students who decide to live off-campus during graduate school are welcome to purchase a meal plan that works for them.

Miscellaneous Expenses

Breakage Excessive breakage of equipment in laboratory courses or of any College property in residence halls or elsewhere will be billed to the person responsible.

Diploma Replacement Fee

Lost or damaged diplomas can be replaced by applying to the Assistant Registrar. The replacement fee is \$45.00.

Health Service Fees Students are charged for laboratory work, allergy injections, inhalation therapy, physicals, and gynecological examinations. Students are also responsible for prescription medications and any services received off campus. There are no charges for most routine healthcare and services.

ID Card Replacement A \$25 replacement fee will be charged for lost ID cards.

Late Check-in Fee A \$100 service charge is assessed to students who do not officially check-in by the appointed date.

Lost Key Charge All resident students are issued a room key at no charge. There is \$50 charge for each key lost during the academic year, which covers the cost of changing the lock on residence hall rooms and issuing a new key.

Parking A \$75 nonrefundable fee will be charged for a vehicle decal for student vehicles. Fines for parking in non-designated spaces for students range from \$25-\$100. See "Motor Vehicle Policy" in the Student Handbook for details.

Payment Plan Detailed information is outlined under "Method of Payment."

Print Allotment Students are allocated \$50.00 per academic year (Fall and Spring) on their Maroon Card for printing at computer labs on campus. This fund is only for printing and is not refundable to the student.

Return Check Fee or ACH Fee A \$25 fee will be charged for each paper check and \$10 fee for each electronic ACH payment returned by a bank. After three returned items we will only accept payment in the form of guaranteed funds (ex. credit card, money order, cashier's check, etc.).

Room Unlock Charge Resident students who lock themselves out of their rooms are permitted one (1) free unlock per academic year. Each subsequent unlock will cost the student \$10.

Service Charge A \$10 fee will be charged for all miscellaneous fines turned over to the Business Office to be applied to the student account for collection.

Single Room Fee There is an additional charge for resident students who are housed in a single room depending on the residence hall. Please refer to the college website or contact the Business Office for details.

Student Discipline Fines are part of the available disciplinary sanctions.

Technology Fee A \$545.00 residential or \$405.00 non-residential per semester fee is charged to each full-time student for information technology equipment and services that support students' academic work. These facilities and services include, but are not limited to, the use of all student computer labs on campus, access to a wide range of standard software (e.g., word processing) in labs, electronic mail services and internet access, instructional

software used by faculty and students, printing services in labs, help desk and technical support services, and the Fintel Library computer system.

Unpaid Debt – Tuition, Fees, and/or Student Loans Student accounts are payable at Roanoke College at the time such charges are incurred. Graduating students with outstanding financial obligations will have a hold placed on their records withholding release of a diploma, transcript and other College services until the debt is satisfied.

Roanoke College regulations prohibit the following for any student whose account with the College is delinquent until the debt has been satisfied: registration for classes, room selection, graduation, granting of credit, release of transcript, diplomas, schedules and loans.

Delinquent debts may be reported to a credit bureau. Unpaid student accounts which are deemed delinquent or student loans (i.e., Federal Perkins, RC Institutional) may be placed with a collection agency. Legal action may be taken to collect any balance due. If such action is required, the student/borrower will be liable for any cost associated with such action. The student/borrower should understand that collection fees will be a minimum of 33 1/3% of the outstanding balance including any reasonable legal fees and associated court costs.

Variable Expenses You will need to purchase textbooks for your college classes. Transportation and personal expenses should also be calculated in your planning.

Method of Payment

Advance Deposit An advance deposit is required for all graduate students prior to beginning each program. This deposit allows the student to pre-register for classes for the upcoming term and for resident students, it allows them to participate in the room selection process. The advance deposit is due as follows:

MBA and MEd Graduate Students \$ 1,000

For graduate students, the advance deposit is due on or before Jan 15 and will be refunded for written cancellations received by May 1.

The advance deposit will be applied against the tuition and fees charged for the current term. The remainder of fees for each term are billed and due prior to the beginning of each term. Students will not be allowed to check-in with the Registrar's Office until their account is paid in full and all financial arrangements are completed.

Monthly Payment Plan

Those who prefer to pay the comprehensive fee in monthly installments over four- or five-month period during the semester may choose plans offered by Nelnet. Nelnet offers interest-free monthly payment options by providing more manageable cash flow and greater budgeting flexibility for an enrollment fee of \$47 per semester. In addition, the plans provide life insurance for an insurable parent which covers the remaining portion of the student's contract in the event of the parent's death. Information is available on the Nelnet website or by calling Nelnet directly.

Information concerning the available payment plans may be obtained by calling or visiting the website of Nelnet.

Nelnet Campus Commerce
121 S. 13th Street, Suite 301
Lincoln, NE 68508
Phone: 1-866-315-1263
Website: www.mycollegepaymentplan.com

Withdrawal / Refund Policy

The College operates on an annual budget with commitments for faculty salaries and educational and plant expenses made a full year in advance. Therefore, Roanoke College has established a refund policy which is equitable to the College and students. The date of withdrawal used to compute refunds is the date the student last attended class, as recorded by the Registrar's Office for tuition and fees and date of move out for housing and meal plan.

For students who withdraw or separate from the College for any reason prior to the beginning of a term, a refund of all tuition, room, board, and fees paid will be made, less the advance payment required of all students, provided a written notice is presented to the Office of the Registrar by the matriculation date.

If an enrolled student withdraws before the 60% point of the period of enrollment, a refund of tuition, room, board, and activity fees will be calculated using calendar days and pro-rated based on the student's date of withdrawal and move out. Any financial aid that is not earned must be returned to its source. The calculation of the return of these funds may result in the student owing a balance to the College or Federal Government. Federal funds will be returned in accordance with federal regulations. In addition, balances owed to Roanoke College – such as parking fines, student health fees, disciplinary fines, library fines, etc. – will be deducted from any refund due before any disbursement is made to the family.

In accordance with federal regulations, the College believes that it is the responsibility of the family to pay affordable educational costs before any financial aid is paid. In view of this basic approach to the family support, any charges to a student account that are assessed for the period of enrollment prior to a withdrawal or suspension are viewed as first having been paid by the student and the student's family.

Therefore, all financial aid will be returned to its source before any funds will be refunded to the student or the student's family.

Upon a withdrawal from the College for any reason, the Housing Agreement is terminated and the resident student forfeits any current or future room assignments. Residents must vacate their living areas within 48 hours. Upon readmission to the College, the student will be assigned housing based on available accommodations. Changes in room assignments can be made by contacting the Residence Life & Housing office.

A student may be granted a withdrawal for health reasons when physical or psychological functioning is so impaired that they cannot meet course requirements for the remainder of the term. The refund is calculated based upon the unused portion of total fees (prorated for the entire length of the term). The withdrawal request must be substantiated by documentation from an appropriately qualified, licensed health care provider (e.g., physician, Health Services staff, mental health practitioner, Counseling Center staff) which includes the following: a diagnosis of the condition, the time frame during the term in which the diagnosed condition occurred, a functional description of how this prevented the student from being able to continue or complete the academic requirements, and a recommendation of withdrawal for health reasons.

A student granted a withdrawal for health reasons must receive permission from the College to re-enroll. Such permission is contingent upon the College determining that the individual is capable of meeting the requirements of the College environment without detriment to the student's personal health, the health or educational progress of other campus community members, or the educational process of the institution. The student must reapply at least one month prior to the beginning of the term in which reinstatement is desired. The application must be substantiated by documentation from an appropriately qualified, licensed health care professional recommending readmission and functionally describing how the health impairment is sufficiently resolved so that there is a reasonable expectation the student can persist to complete the academic requirements of the term. The student must give written consent to an appropriately qualified, licensed health care provider to discuss the individual's situation with appropriate College officials. The final determinations for withdrawal and readmission shall be at the sole discretion of the College and for reasons deemed satisfactory to the College. Roanoke College reserves the right to withdraw a student or take other appropriate action if College officials determine a student's conduct or condition is detrimental to the health or educational progress of other campus community members or the educational process of the institution.

Special Note

The College reserves the right to make changes in requirements, fees, course offerings, or other specified policies at any time.

The College neither gives final examinations, grants a degree, nor issues grade report forms or transcripts of credits unless satisfactory arrangements have been made with the Business Office for payment of all fees. Should payment of any fee become delinquent (10 days overdue) the student may be excluded from classes, and future use of credit may be denied.

MILITARY AND VETERANS' EDUCATIONAL BENEFITS

Roanoke College is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. Students who may be eligible for veteran of GI benefits should contact the Veterans administration to confirm and obtain a Certificate of Eligibility. Prospective students seeking admission to Roanoke College and planning to utilize veteran benefits are encouraged to inform the Registrar's Office early in the admissions process. Students should submit a Certificate of Eligibility to the Registrar's Office. The following contains crucial details related to educational benefits for military/veterans.

Admission Information – Military Credit

Roanoke College recognizes and considered transfer credits for courses completed by our military service members, as indicated on the Joint Services Transcript and endorsed by The American Council on Education. This includes coursework completed at community colleges and on military bases.

STUDENT WHO ARE CALLED TO ACTIVE MILITARY SERVICE

Roanoke College, in compliance with federal and state laws, accommodates full-time and part-time undergraduate and graduate students called to active military service in any branch of the United States armed forces. Undergraduate and graduate students under such circumstances should provide their orders to the appropriate college officials: Assistant Vice President for Academic Operations and the School Certifying Official. These officials will follow Roanoke College's procedures to enable the student to temporarily step away from studies without financial or academic penalties. Please refer to billing section below.

Admitted students called to active military service before their first semester at Roanoke College can defer their status for up to five years. For those called during an enrolled semester, completing the term is possible if the absence is short; otherwise, a military leave of absence can be considered. Details for these options are outline below.

Semester Completion Options: A student needing to be way from campus dues to active military service for a short period, typically no longer than two weeks, will work with the Assistant Vice President for Academic Operations and their faculty members to create a plan for completing missed work.

Military Leave of Absence Option: If a student is called to active military service and cannot complete the current semester, they can choose a military leave of absence for up to five years from the term selected for the leave. Upon withdrawal, tuition for the term will be refunded 100%. However, it's important to note that for students receiving federal financial aid funds, the college must adhere to specific federal guidelines and calculations. This process determines the amount to be returned to the federal aid programs, which is then credited to the student's account. Similarly, if the student is receiving POST 9/11 GI Bill (Chapter 33) benefits, the college is obligated to return funds to the Veterans' Administration in accordance with their regulations.

For students with refunded tuition, institutional and state aid for that term will be cancelled. These fund may be available for future semesters, following proper application and qualification procedures. Room and Board refunds are calculated on a daily pro rata basis from the official military leave of absence date.

If a student takes a military leave of absence before the last day to drop classes in a term, no grades will appear on the transcript. After this deadline, the student will receive "W" grades on the transcript, along with a notation stating, "Withdrew, effective date (Military Service)." Students called to active military service during enrolled term are advised to consult the Assistant Vice President for Academic Operations for academic guidance. Additionally, a meeting with the Director of Financial Aid is recommended to understand the impact of a military leave of absence on financial aid.

Reinstatement: An admitted undergraduate student at Roanoke College called for active military service before their first semester can defer their admission for up to five years. During the deferment, they must contact the Office of Admissions annually about their intended start term. Enrolling in other credit-bearing courses at another institution during deferment is not allowed. If credits are earned elsewhere, the student must reapply as a transfer student to Roanoke College.

For students returning from military leave, contacting the Assistant Vice President for Academic Operations and the School certifying Official initiates the reinstatement process. If they return within five years and notify the

college within three years after completing military service, they are reinstated with the same academic status without reapplying as outline in the Higher Education Opportunity Act. For the first academic year only, upon readmission, the student will receive the same tuition and fee charges as were originally assessed during their term of military leave of absence.

If a program is discontinued during the military leave, the student should work with the Assistant Vice President for Academic Operations on an appropriate reinstatement program. Questions about Roanoke College's policy can be directed to registrar@roanoke.edu.

Billing

The Business Office and Office of Financial Aid will assess charges, refunds, and attendance costs following college policy, Federal Student Aid Handbook, and SCHEV's Virginia Tuition relief, Refund, and Reinstatement Guidelines.

Roanoke College does not impose any penalty, including assessing late fees, denial of access to classes, libraries, or school facilities, or require the student to borrow additional funds due to the inability to meet their financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31, 33, or 35 unless the student is less than 100% covered.

Grievance Policy

The Virginia State Approving Agency (SAA) approves education and Virginia training programs. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email at saa@dvs.virginia.gov. "GI Bill is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www/benefits.va.gov/gibill>.

ACADEMIC SERVICES

Goode-Pasfield Center for Learning & Teaching

The Goode-Pasfield Center for Learning & Teaching, located in Fintel Library, offers a variety of programs designed to promote student success in the classroom and after graduation. The staff adheres to a developmental approach, recognizing that students learn best when they actively participate in making decisions about their fields of study and future careers.

Accessible Education Services

Accessible Education Services (formerly known as Disability Support Services) strives to meet the needs of students with documented disabilities in alignment with Roanoke College's commitment to providing equal access to educational opportunities for all students, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Please visit <http://www.roanoke.edu/aes> for more information.

Office of Career Services

The mission of the Office of Career Services is to assist all Roanoke College students in establishing career objectives and initiating steps designed to meet individual career goals, whether they plan to seek full-time employment or admission to graduate school once they graduate from Roanoke. Services include self-assessment, career exploration, and identification of educational options (college majors) as related to career interests. Alumni, parents and other friends of the College serve as mentors for students to help in this process. Through group and class presentations and individual appointments, students are guided through specific skills development necessary for future success. Many avenues for connecting with employers regarding internships and part- and full-time jobs are available, including postings through MaroonNet powered by Handshake, and a number of job fairs, special informational programs, and networking opportunities with alumni in locations away from campus. All services of this office are available to alumni as staff time permits.

Information Technology

The Information Technology (IT) Department provides services for students, faculty, and staff; and maintains and supports campus technology infrastructure such as computers, networking, telephones, and cable television, as well as printing services. All students are provided with an account, which allows them to access course materials,

grades, email, and private network storage drive. High speed wireless networks are available across campus and accessible with any device that supports the WPA enterprise standard. There are several computer labs across campus that have Microsoft Office, Mathematica, SPSS, and other academic software installed. Students, faculty and staff can access a wide variety of academic software products from anywhere through Roanoke College Remote Computing (RCRC) at roanoke.edu/rcrc.

The IT Helpdesk is located in Trexler 369 and is open Monday–Friday from 8:00 a.m. – 5:00 p.m. Call 540-375-2225 or stop in for assistance. Laptops, digital cameras, and projectors can be checked out at the Fintel Library lending services desk. The College’s TV production Studio is located on the Library’s lower level and is available to assist with media production. For more information, visit IT’s webpage at roanoke.edu/IT.

Fintel Library

Named in honor of Dr. Norman Fintel, eighth president of Roanoke College, and his wife, Jo, the Fintel Library offers a collection of over one million items. The facility is handicapped accessible, offers seating for over 400, includes individual and group study rooms, has a “silent study” area, a campus computer lab, and the Goode-Pasfield Center for Learning & Teaching. The Fintel Library staff strives to provide students with the very highest level of resources and service. Librarians offer tailored, curriculum-centered instruction and personalized research assistance to Roanoke College students and faculty.

More than 3,000 new items are added to the collection annually. Besides the sheer size of the collection, Fintel Library is proud to offer the latest in journals, books, and multi-media materials. Among the most popular items are the Library’s databases and streaming media collections, which are available 24/7 from anywhere there is an Internet connection, and its laptop loan program. In addition, the Library is also a selective depository library for United States Government Documents.

Fintel Library has a combined catalog and shares its collection with the Wyndham Robertson Library at Hollins University through a reciprocal borrowing agreement. This agreement has the effect of placing an additional 300,000 volumes in the hands of our students. A weekday courier service provides delivery within 24 hours of a request.

The Fintel Library houses the Roanoke College Archives. In addition to the historical records relating to the College, the holdings include rare books, the papers of both former Secretary of the Treasury Henry H. Fowler and former Congressman James R. Olin, and the photographs of E. Howard Hammersley.

ACADEMIC REGULATIONS AND PROCEDURES

Advising

Academic advisors are faculty members who are available for consultation in the planning of students’ academic programs and who help students make the best use of their talents and interests.

Although faculty can provide valuable assistance and guidance for students, the ultimate responsibility for devising appropriate schedules, meeting degree and program requirements, and complying with all academic regulations belongs to the student. Therefore, students should be familiar with the College’s requirements, their major(s) and other program requirements, this Catalog, and their own academic transcripts.

Registration

Students must be officially registered for their courses in order to earn academic credit. Students plan and register for courses online via Student Planning in their Self-Service account through the Roanoke College webpage. Registration information, including dates and times, is provided by the Office of the Registrar at www.roanoke.edu/registrar, in Self-Service, and through email.

Course Load

The normal load for a full-time graduate master’s level student is three units in each regular (fall and spring) term. Specific graduate programs may offer or require courses in summer terms; each graduate program determines the usual load for the summer terms.

Online Courses

Some or all of the coursework required for a graduate degree may be offered in online formats. Each graduate program sets its own policies and recommendations on the amount of online coursework appropriate for that program. Courses taken online may be in an asynchronous format (with no set meeting time) or a synchronous format (with regularly occurring meeting times). Note that asynchronous courses, despite having no set meeting time, may still have assignment deadlines (not be self-paced). Please see your Graduate Program Coordinator for more information.

Academic Integrity

Roanoke College is committed to the highest possible standards of academic integrity among all of its constituents. To promote an atmosphere conducive to a free quest for intellectual fulfillment, the administration, staff, students, and the faculty have the responsibility and the obligation to adhere to and to enforce the standards of the academic integrity policy as defined and outlined in the brochure *Academic Integrity at Roanoke College*. Students are required to make a commitment to support this policy and to work fully with the campus community in sustaining the academic integrity of Roanoke College.

There will be those individuals who violate the governing principles which this institution has adopted for the responsible and honest search for knowledge. Whether such violations are committed willfully or through negligence or ignorance, it is the duty of the institution's members to report those who are suspected of such acts. While striving to sustain a consistently high level of academic integrity, Roanoke College also strives to ensure due process to all who have been charged with academic integrity violations. No one person has the right to assume the enforcement of this policy; any person charged with a violation, as well as any bringing the charges, has the right to a full hearing.

The Academic Integrity Council consists of members of the faculty and professional staff appointed by the President, and student members elected annually by the student body. Members of the Council are chosen for Academic Integrity Panels and Academic Integrity Boards, which hear all cases involving charges of violations of academic integrity. Violations include cheating in any form, plagiarizing, lying in direct association with academic matters or during the process of an academic integrity hearing or investigation, unauthorized use of an electronic device, impeding an investigation, denying access to academic materials, or other actions that violate student regulations or public statutes for the purpose of committing or supporting an academic integrity violation.

All violations of academic integrity are viewed with gravity by the College community. Possible penalties include dropping a student from a course with a grade of "F" or "XF" (which is treated as an "F" in the computation of the grade point average), Academic Integrity Probation, Academic Integrity Suspension, and permanent expulsion from the College. The *Academic Integrity at Roanoke College* brochure should be consulted for complete details concerning the College's academic integrity system.

It is the responsibility of each student to become familiar with the regulations and procedures of the system immediately upon enrollment.

Class Attendance

The College is committed to the principle that class attendance is a vital part of its academic program. Attendance makes possible that dialogue between student and teacher which is the foundation of the educational process. Thus, absence from class denies students access to the full measure of a college education.

Regular class attendance is expected in all courses. Individual instructors who have specific attendance requirements will state these on the syllabus distributed at the beginning of each course. Every student is accountable for all work missed because of class absence except as required by federal law. Instructors, however, are under no obligation to make special arrangements for students who are absent. A listing of mandatory events outside of stated class hours must be made available to the students before the end of the designated course Add period. If out-of-class events are added after the course Add period, alternate events or assignments must be provided for students with conflicts.

Unless prior consent for absence from the first meeting of a class is granted by the course instructor, the instructor may request that the Office of the Registrar drop an absent student from the class roster. However, it is the

responsibility of the student, not the instructor or the advisor, to make sure they are enrolled in the correct schedule each term.

Course Changes

Any change in a student's course of study requires consultation with the student's advisor. Course changes must be submitted online or to the Office of the Registrar before the deadlines stated in the Academic Calendar.

Examination Rescheduling

Students are expected to take their final examination on the day and hour as specified in the Academic Calendar. Due to evening courses, however, some students have found that their final examination schedule consists of three consecutive exams. This could be morning, afternoon, and evening exams on the same day or an afternoon and evening exam on one day and a morning exam the next day. A student with such a schedule may request permission from one of the professors to reschedule the exam at the convenience of the professor. If all three professors will not reschedule, the student is urged to seek the assistance of an advisor or the Office of the Registrar.

Re-Examination

A re-examination may be given only under circumstances that constitute an emergency. Approval of the instructor and the Assistant Vice President for Academic Operations is required. In addition, a different examination must be given.

Academic Credit

Transfer Credit

Each graduate program sets its own policy for accepting transfer credit. However, in all cases, at least one half of the units required for any graduate program must be earned at Roanoke College. Other requirements for specific programs are as follows:

Master of Business Administration: No transfer courses are accepted to satisfy any requirement of the program.

Master of Education: Up to two units may be transferred in at the discretion of the program director.

Units and Credit for Courses

The College considers a unit the equivalent of four semester hours. This determination is based on in class and out of class workload requirements. Most regular courses carry one unit of credit, though some offer only one-half unit of credit. For each one-unit course, students are expected to complete at least 12 hours of work inside and outside of class each week. Courses valued at less than one unit expect a proportionate number of hours of work.

System of Grading

Grades and Quality Points

Student work is graded according to the following scale:

Letter Grade	Quality Points Per Unit
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7

C+	2.3
C	2.0
F	0

Letter Grade	Quality Points Per Unit
P* (Work passed under pass/fail)	Not Assigned
W (Voluntary withdrawal from a course prior to the beginning of the ninth week of the term. The grade designation “W” will not be counted as a unit attempted and will therefore not affect the student’s cumulative grade point average.)	Not Assigned
WP (Withdrawn from course passing beginning the ninth week of the term through the thirteenth week of the term.)	Not Assigned
WF (Withdrawn from course failing beginning the ninth week of the term through the thirteenth week of the term.)	0
DP (Involuntarily withdrawn from course Passing by Conduct Board or faculty)	Not Assigned
DF (Involuntarily withdrawn from course Failing by Conduct Board or faculty)	0
XF (Dismissed from course for violation of academic integrity)	0

In addition to the above grades, the following notations are used in reporting temporary term grades, but these notations do not become a part of the student’s permanent record:

“**IN**” represents incomplete and indicates that the student has not completed, for valid reason approved by the instructor, the work of the course. The incomplete work must be submitted to the instructor not later than two weeks after the beginning of the next term, including the Summer session, at which time the instructor will assign the final course grade. Grades of “IN” are not included in determining a student’s grade point average. When the “IN” is converted to a permanent grade, the student’s GPA will be recalculated.

“**SP**” is recorded by authorization of the Office of the Registrar for the student who is under the care of a physician at the time of the final examination or who has not completed the work of the course by reason of extended illness. Written verification by the physician is necessary to receive an “SP.” The work of the course must be completed before the end of the next term. At the beginning of each term in which a student does not enroll, the grade of “SP” must be renewed by submission of a physician’s statement and be approved by the Office of the Registrar.

Students who have received either an “IN” or an “SP” and who fail to complete their work will be immediately subject to the rules of academic discipline (warning, suspension, expulsion) which would have applied when the original course should have been completed.

A student who is absent from a final examination without valid reason will receive a “zero” on the examination. If there is a valid reason for the absence, the grade of “SP” or “IN” may be given.

“**NG**” represents no grade and indicates that the instructor does not submit, at the time grades are due, a final grade. A grade of “NG” is recorded in consultation with the Office of the Registrar. An “NG” must be converted to a final grade by the end of the next term, including the Summer session.

The “WP”, “DP”, “WF”, and “DF” reflect the grade in the course as of the date of official withdrawal. The grade designation “WP” or “DP” will not be counted as a unit attempted and will therefore not affect the student’s cumulative grade point average. A “WP” is recorded only if a student officially withdraws from the College through the Office of the Registrar. In each case that the grade designation “WF” or “DF” is assigned, the course will be considered as a unit, or partial unit, attempted and will be considered an “F” in the computation of the cumulative grade point average.

Grade Point Average

The cumulative grade point average is determined by dividing the sum of the student’s quality points by the sum of the units attempted, excluding grades that do not carry a unit attempted.

Repeating Courses

Students may repeat only one graduate course. All grades for courses will be reported on transcripts, but only the most recent grade for any given course will be used to compute the student’s grade point average, with the exception of grades of “XF” which will be used in computing the grade point average. A grade of “W”, resulting from a student’s withdrawal from a repeated course, will not remove a previous grade for that course, nor will courses retaken on an audit (AU) basis.

Units for a repeated course that has previously been passed will be counted only once toward graduation. A student’s academic standing, grade point average, and class ranking in any given semester will not be recalculated retroactively when a course is repeated in a later semester. Upon graduation, courses cannot be taken on a repeat basis. Transcripts will assign units attempted for each time a course is taken, but will mark repeated courses “R” to indicate that they are not to be assigned quality points or used in computing the grade point average.

Dismissal from a Course

Students who are either suspended or expelled from a course or from the College will be assigned a final grade of either “DP” or “DF” by the course instructors as of the date of dismissal if the final examination has not been completed. The only exception would be in the course in which a student has been found responsible for an academic integrity violation and received a penalty grade of “XF.”

Withdrawal from Courses

In a regular term, if a student drops a course or withdraws from the College prior to the beginning of the third week of the term, the course is dropped from the student’s academic record. If a student withdraws from a course or from the College after the beginning of the third week but prior to the beginning of the ninth week of the term, the grade designation of “W” will be assigned. The designation “W” will not be counted as a unit attempted and will, therefore, not affect the student’s cumulative grade point average. Withdrawal from a course or from the College within two weeks of the applicable final examination will not be authorized except for medical reasons or other extenuating circumstances as authorized by the Registrar.

In a summer (shortened) term, if a student withdraws from a course or from the College after the second day and prior to the third week of a Summer session, the grade designation “W” will be assigned by each course instructor. The designation “W” will not be counted as a unit attempted and will, therefore, not affect the student’s cumulative grade point average. Withdrawal from a course or from the College within seven class days of the final examination will not be authorized except for medical reasons or other extenuating circumstances as authorized by the Registrar.

A student may withdraw from courses after the beginning of the ninth week of class and until two weeks before the beginning of the examination period only as a result of withdrawing from the College. A grade of “WP” or “WF” is assigned for each course.

A student may be granted a withdrawal for health reasons until the beginning of the examination period when physical or psychological functioning is so impaired that they cannot meet course requirements for the remainder of the term. The withdrawal request must be substantiated by documentation from an appropriately qualified, licensed health care provider (e.g., physician, Health Services staff, mental health practitioner, Counseling Center staff) which includes the following: a diagnosis of the condition, the time frame during the term in which the diagnosed condition occurred, a functional description of how this prevented the student from being able to

continue or complete the academic requirements, and a recommendation of withdrawal for health reasons. All courses are removed from the academic record in cases of medical withdrawal.

(Please see “Dismissal from a Course” for information regarding involuntary withdrawals.)

Any drop or withdrawal from a course or the College must be authorized by the Office of the Registrar. Withdrawal forms are available electronically at the Office of the Registrar forms page. Students considering withdrawal from the College are expected to meet with the Program Coordinator or their advisor.

Academic Standards

Academic Standing and Scholarship Requirements

The Registrar examines and evaluates the total record of all students in May and December to determine whether students shall be placed on academic warning or academic dismissal from the program. All cumulative grade point averages are computed on the basis of all courses taken except those passed under the pass/fail option. A course failed will be charged as a course attempted. All minimum requirements that follow are stated in terms of academic credit and do not take into account courses carrying non-academic credit. Although there are advisors to assist, ultimately, it is the responsibility of the student to be correctly registered, complete the necessary course work for graduation and abide by the academic regulations of the College, as set forth by the faculty.

Academic Warning

Graduate students will be placed on academic warning if their cumulative grade point average at the end of a term is less than 3.0. Academic warning indicates that the student is not performing academically at a level sufficient for graduation.

Students who leave the College while in a status of academic warning, although not suspended, return with the same status.

Academic Dismissal

Roanoke College does not permit more than one C to count toward a graduate degree. A grade of F in any course will result in dismissal from a graduate program. All candidates for graduation must have a 3.0 or better in order to receive the degree. All work for a course should be completed by the end of the last day of classes, except when other arrangements are made by the instructor for the class. An incomplete (IN) may be assigned for work which for good reason has not been completed at the close of the term.

Students who receive an academic dismissal and wish to return to Roanoke must follow the readmission process described in “Readmission Process for Dismissed Students.” Note that no course credits will be transferred to Roanoke College if earned while the student is in a status of dismissal.

In addition to the campus post office box, all student accounts, including email, will be deactivated at the time of dismissal and until the request to return has been approved by the Panel on Admissions, Readmissions and Appeals.

Appeals Process

An appeals process is provided for students (1) notified of dismissal, (2) applying for readmission, or (3) requesting a waiver of an academic rule, regulation or requirement. Appeals of academic dismissal must be submitted by the deadline stated in the letter of notification (ordinarily one week). There is no time limit on applications for readmission. However, an appeal of an academic rule, regulation or requirement must be made no later than one year after the term on which the appeal is based.

The Panel on Admissions, Readmissions, and Appeals is likely to consider favorably only those appeals based on truly extenuating circumstances or that offer compelling reasons for granting the student’s request. At all times the Panel attempts to balance concerns for the individual against concerns for equity.

Appeals are addressed to the Panel on Admissions, Readmissions, and Appeals, c/o the Office of the Registrar and are accepted in written format only. Individuals are notified of the Panel’s decision once it has been made. New

appeals submitted subsequent to a decision having been rendered will be heard only based on the discovery of new information which could not reasonably have been presented to the Panel at the time of the original meeting. The decision as to whether a new appeal meets this criterion will be made by the Registrar, based on the condition noted above. If the Registrar finds that new information has been discovered, the re-appeal is referred to the Vice-President/Dean of the College for a decision.

Readmission Process for Dismissed Students

Students placed on academic dismissal are not automatically eligible to return. Students wishing to return following an academic dismissal from a program must reapply at least one month prior to the beginning of the term in which re-instatement is desired. The Panel on Admissions, Readmissions, and Appeals will evaluate requests for readmissions on the basis of the following criteria:

1. The student's written statement in which (a) compelling reasons are offered for wishing to return to Roanoke College; (b) the student's activities or accomplishments during the period of dismissal are described; (c) the student indicates why academic performance will be better than before the dismissal;
2. Evidence of the student's ability to perform work necessary, within one academic year, to raise the GPA to the minimal level required for persistence at and graduation from Roanoke College (letters of recommendation from faculty members who can attest to the student's likelihood of success at Roanoke College will be considered by the Panel in conjunction with the student's statement);
3. Evidence of the student's likelihood of making the social adjustment necessary for persistence at and graduation from Roanoke College.

The Panel will evaluate requests for readmission by students in terms of criteria listed above and determine on a case-by case basis whether or not to grant readmission. Please note that only written materials are reviewed by the Panel and that individual appearances before the Panel are not permitted.

New appeals submitted subsequent to a decision having been rendered will be heard only based on the discovery of new information which could not reasonably have been presented to the Panel at the time of the original meeting.

Records, Transcripts and Diplomas

Privacy of Student Records

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, the Registrar has been designated the official to receive requests for, dispense information about, and maintain records on, all students. Such records consist of admissions data and the educational record of the students while enrolled at the College. Students may inspect these records upon written request and have access to the material in accordance with the law. Such records are not only accessible to certain responsible College and administrative personnel but may be reviewed and utilized by them if necessary. Records are not released to a third party without the specific written authorization of the student.

Transcripts

Any student, former student, or graduate of the College may electronically request, through the National Student Clearinghouse, a copy of their official academic transcript, provided all College bills have been paid. A fee is required for each requested transcript. Official transcripts, carrying the seal of the College, are sent to third parties, as directed by the student, in electronic or paper format. In most cases, transcripts will be issued within one week of receipt of the request.

Unofficial transcripts may be issued as well. Current students may access their unofficial transcript through Student Planning in their Colleague Self-Service account.

GRADUATE ACADEMIC PROGRAMS AND COURSES

Master of Business Administration

Prof. Sharon Gibbs, Program Coordinator

The Master of Business Administration degree provides in-depth knowledge and application of that knowledge in the following core areas: accounting, leadership, ethics, economics, management, marketing, finance, and data analysis. This knowledge culminates in a capstone team-based project. Our master's level program focuses on team building, making you a better team member and leader through the process. The program consists of 10 master's level courses:

- BUAD 500 – Leadership & Ethics
- BUAD 521 – Managerial Economics
- BUAD 525 – Managerial Accounting
- BUAD 533 – Strategic Marketing
- BUAD 542 – Managerial Finance
- BUAD 548 – Supply Chain Management & Logistics
- BUAD 554 – Organizational Behavior & Human Resource Management
- BUAD 560 – Global Special Topics in Business Administration
- BUAD 570 – Business Research & Data Analysis
- BUAD 599 – Community/Corporate Team Project

The 4+1 MBA is open only to Roanoke College graduates.

BUAD 500 – Leadership and Ethics

This course provides an examination of theoretical principles and applications as they relate to ethical leadership. The course will also include the fundamentals of team dynamics and team leadership. (1)

Lecture: 3 hrs/wk

Prerequisite: Admission to the MBA Program

BUAD 521 – Managerial Economics

Applies economic analysis to managerial decision-making in market contexts shaped by domestic and international developments. Topics covered include cost-benefit analysis, pricing and profit maximization, market structures, foreign exchange markets, and uncertainty. (1)

Lecture: 3 hrs/wk

Prerequisite: Admission to the MBA Program

BUAD 525 – Managerial Accounting

This course provides an overview of managerial accounting in support of management decision-making. The course emphasizes the methods available to measure and evaluate costs for decision-making and performance evaluation purposes. (1)

Lecture: 3 hrs/wk

Prerequisite: Admission to the MBA Program

BUAD 533 – Strategic Marketing

This course offers an advanced view of marketing with a focus on a systematic process for developing, planning, and evaluating strategic marketing decisions. While the course builds on the function and the tactics of marketing, considerable attention is given to enhancing capacity to think strategically. The combined roles of social media and analytics will be examined for their prominence in marketing strategy and practice. (1)

Lecture: 3 hrs/wk

Prerequisite: Admission to the MBA Program

BUAD 542 – Managerial Finance

This course will explore the financial management of an organization. The scope of the course includes historical, theoretical, and procedural analysis of the firm's finance function with specific emphasis on maximizing shareholder value. Focus areas include capital structure, dividend policy, working capital management, and valuation. Through analyzing cases, as well as completing assigned exercises and problems, you will further develop and strengthen your financial management skills required to meet the challenges facing today's complex organizations. (1)

Lecture: 3 hrs/wk

Prerequisite: Admission to the MBA Program

BUAD 548 – Supply Chain Management and Logistics

Develop a strategic understanding of supply chain management through end-to-end analysis of the supply chain by building knowledge and experience across the areas of procurement, operations, modeling, analytics, and logistics. Giving individuals the skills to identify and manage supply chain issues, as well as recommend strategies for improved supply chains. (1)

Lecture: 3 hrs/wk

Prerequisite: Admission to the MBA Program

BUAD 554 – Organizational Behavior and Human Resource Management

Organizational behavior and human resource management is concerned with managerial decisions focused on the principles of managing people, teams, and organizations. This course introduces the strategic role of human resource management through organizational behavior theories in attaining a competitive advantage for organizations. (1)

Lecture: 3 hrs/wk

Prerequisite: Admission to the MBA Program

BUAD 560 – Global Special Topics in Business Administration

A course offered on various topics, designed to educate students on topics not regularly offered with a global impact. Topics are selected based on faculty and student interest. (1)

Lecture 3hrs/wk

Prerequisite: Admission to the MBA Program

BUAD 570 – Business Research and Data Analysis

The course is designed to give a detailed examination of the research process as applied to business decision making. Experience is gained in defining research problems, collecting data, analyzing data, interpreting data, and writing a report based on the data. There will also be case studies and analysis in the course. This course is designed to work in conjunction with the final project for the RC MBA Program. The initial stages of research for the corporate/community project will be conducted in this course. (1)

Lecture: 3 hrs/wk

Prerequisite: Admission to the MBA Program

BUAD 599 – Corporate/Community Team Project

The course is designed for students to create business plans for a corporate or community project synthesizing the knowledge gained from all previous courses in the program. The business plan will include strategy, marketing, human resources, production/operations, and finance aspects. The course will include numerous presentations on the component parts and a final presentation on the comprehensive plans. (1)

Lecture: 3 hrs/wk

Prerequisites: BUAD 500, BUAD 521, BUAD 525, BUAD 533, BUAD 542, BUAD 548, BUAD 554, BUAD 560, BUAD 570

Master of Education

Dr. Lisa Stoneman, Program Director

The mission of the M.Ed. at Roanoke College is to facilitate inquiry as a habit of mind in order that educationalists wonder about, ask, and answer complex, meaningful, and critical questions about education contexts and practices in the hopes of acting as leaders and effecting positive change in their communities.

EDUC 510: What is Inquiry?

What is the purpose of inquiry? What is its relationship to “knowing?” What are different modes and methods of inquiry? What do curiosity, imagination, and dreaming have to do with inquiry? This course critically examines philosophies/theories of inquiry. It brings into conversation traditional empirical methods, philosophical methods, and experiential, nontraditional modes of inquiry. The course includes a variety of formal and informal inquiry contexts, such as schooling, community, and cross-cultural contexts. (1)

Seminar: 3 hrs/wk

No prerequisites. Offered once per year.

SLO 1.1

EDUC 520: Methods/Modes of Inquiry

Why is empirical educational inquiry important and how do we engage in it? What methods and tools of inquiry may we use to explore educational issues and problems? This course invites students to participate in the processes and complexities of educational inquiry through collaborative problem-based learning and individual design of an action research blueprint. (1)

Seminar: 3 hrs/wk

No prerequisites. Offered once per year.

SLO 4.1

EDUC 530: Legal/Political Issues in Education

How do education philosophies manifest in education policy? Who decides which philosophies and values are reflected in education spaces? This course will examine education policies through various lenses and perspectives, give students the tools to engage in critical policy analysis, and culminate with “freedom dreaming” about policy that supports democratic educational spaces. (1)

Seminar: 3 hrs/wk

No prerequisites. Offered once per year.

SLO 1.2; 5.1

EDUC 540: Essential Discourses in Education

How may we define education? What tenets are essential to a just and equitable education system? This course explores the fundamental concepts, theories, and debates within the field of education. Students will examine education policy, engage in critical discourse analysis, and develop a deep understanding of the diverse discourses that shape modern education. (1)

Seminar: 3 hrs/wk

No prerequisites. Offered once per year.

SLO 3.1

EDUC 550: Instructional Systems Design

How do we design context-appropriate instruction in a way which might maximize the probability of learning? What are the questions we need to ask so that the instruction we design will be appropriate to the needs of the learners? Once implemented, how do we know that our instruction was effective? How does an educational system make use of well-designed curricula to enable the most successful learning to occur? This course is a pragmatic, inquirybased examination of the systematic planning, creation, and evaluation of instruction and the systemic impact such instruction may have. (1)

Seminar: 3 hrs/wk

No prerequisites. Offered once per year.

SLO 2.2; 4.2

EDUC 560: Community Pedagogies and the Anatomy of Practice

In this course, students will engage in inquiry about the relationship between educational settings and the communities in which they are situated. Students will examine factors and strategies for creating and sustaining

respectful, reciprocal, and empowering relationships with communities that enhance learner development. This course has a community fieldwork component which may require criminal background checks (i.e., “clearances”) of the students enrolled, for the protection of community members. The pedagogical/theoretical lens of inquiry for studying community pedagogies will vary depending on the instructor of record. Lenses may include but are not limited to, school and family relationships, policy and education, social/cultural institutions such as libraries and museums, performing arts communities, and education and the natural world. (1)

Seminar: 3 hrs/wk

No prerequisites. Offered once per year.

SLO 3.2

EDUC 570: The Power of Theoretical Perspective

How do you know what you know? With what lenses do you (and others) see the world and construct meaning in it? In this course, we will explore the theoretical perspectives that are behind some of the most controversial topics in education today. We will analyze how we might use those theories to build research-based arguments and then students will deeply dive into at least one of the theories, becoming conversant in its tenets so that they may explain them to others in the wider community. (1)

Seminar: 3 hrs/wk

No prerequisites. Offered once per year.

EDUC 580: The Power of Empirical Inquiry

How do research studies inform our understanding of an educational question, topic, and phenomenon? How can we use research studies to generate new questions? This course analyzes a topic of education through the lens of empirical studies. It serves the dual role of deeply examining an educational issue and developing the understanding of empirical inquiry. Topics will change based on the instructor of record for a given semester and will be drawn from current issues. Topics may include, but are not limited to, immigration, equity, race, class, and ethnicity as they relate to education. (1)

Seminar: 3 hrs/wk

No prerequisites. Offered once per year .

EDUC 590: The Humanity of Learning

In this course, students will engage in inquiry about the various psychosocial factors that influence and impact human learning. Students will consider the dynamic relationships that exist between the learner’s internal world of emotions and thought processes and the external world of relationships, family, and social and cultural networks. The pedagogy/theoretical lens of inquiry for studying the humanity of learning will vary based on instructor of record. Lenses may include, but are not limited to, culturally relevant pedagogy, culturally sustaining pedagogy, pedagogy of play, trauma-informed pedagogy and science of resilience, life-span development, and more. (1)

Seminar: 3 hrs/wk

No prerequisites. Offered once per year.

SLO 4.1

EDUC 599: Applied inquiry Research

An active-learning experience requiring participants to apply an inquiry research methodology to generate a reasoned resolution to a current education problem. Course meetings serve as workshops to research, reflect, question, analyze, synthesize, plan, and create. (1 unit taken in increments of .25 units);

Seminar: 1.5 hrs/bi-weekly

No pre-requisites. Offered every semester.

SLO 5.2