

MARYLHURST UNIVERSITY

2017–2018 Catalog ADDENDUM

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This addendum is created to outline policy changes related to the permanent closure of academic operations after the summer 2018 academic term.

Catalog Content Subject to Change

This publication is certified as true and correct in content and policy as of the date of publication. The university, however, reserves the right to make changes as new or revised information is made available.



Catalog Addendum 2017-18

On May 16, 2018, the Marylhurst University Board of Trustees voted that the university will complete academic operations by the end of September 2018. The following addendum to the 2017-18 Marylhurst University Catalog outlines deadlines and processes for the university's final term (summer 2018) in light of the closure.

Accreditations

Marylhurst University is voluntarily withdrawing from regional and specialized accreditations and educational program approvals on October 30, 2018. All accrediting and approval bodies have been notified. Students who are conferred a Marylhurst University degree graduate with accredited degrees (in addition to applicable program approvals noted below).

Regional and Specialized Accreditations & Educational Program Approvals

- Northwest Commission of Colleges and Universities (NWCCU): regional accreditation, all MU degrees and certificates
- American Art Therapy Association (AATA): specialized approval, Art Therapy Counseling
- American Music Therapy Association (AMTA): specialized accreditation, Music Therapy
- American Theological Society (ATS): specialized approval, Religious Studies programs
- Commission on Accreditation of Allied Health Education Programs (CAAHEP): specialized accreditation (pending), Art Therapy Counseling
- Council for Interior Design Accreditation (CIDA): specialized accreditation, Interior Design
- International Assembly for Collegiate Business Education (IACBE): specialized accreditation, School of Business programs
- National Association of Schools of Music (NASM): specialized accreditation, Music and Music Therapy
- Oregon Teacher Standards and Practices Commission (TSPC): specialized approval, Education programs

Admissions

Beginning with the summer 2018 term, Marylhurst University ceased accepting applications for admission.

Catalog and Degree Completion

At the conclusion of the 2018 summer term, students will maintain their current degree standing. No further degrees or certificates will be conferred by Marylhurst University.

Grades

Incomplete Grades

Incompletes are still an available grade in summer term, but are subject to the following policy. An Incomplete (I) grade may be granted at the discretion of the instructor when:

1. No more formal instruction is needed;
2. At least 75% of the coursework (e.g., assignments, class participation) has been completed; and
3. The quality of work has been satisfactory; but
4. Some coursework cannot be completed before the grading deadline due to illness or unexpected circumstances beyond the student's control.

Final grades for summer 2018 are due on September 10, 2018, therefore incompletes can only be extended to September 10, 2018. If work remains incomplete at that time, your final grade will be based upon your scores from previously completed work in the class as well as the scores for incomplete work (e.g. C-, F, etc. per the instructor's grading scale/weighting/etc.), reflecting a lowered final grade due to the incomplete work. If the instructor does not submit a final grade, the Incomplete will be converted to F (for graded classes) or NP (for Pass/No Pass classes).

In-Progress Grades

The In-Progress (IP) grade indicates satisfactory progress toward completion of theses, internships, research projects, practica, senior projects, or other specifically designated courses. The deadline for completing an IP grade granted prior to summer 2018 is the last day of summer term, September 2, 2018. If the instructor does not submit a final grade, the In-Progress will be converted to an F (for graded classes) or NP (for Pass/No Pass classes).

IP grades for summer 2018 courses will not be granted.

Grade Change and Grievance

A grade cannot be changed once it has been recorded in the Office of the Registrar unless an error was made in assigning the original grade. An error refers to incorrect data entry, miscalculation or failure to consider all coursework submitted before the grading deadline. If a grading error was made, the instructor must notify the Office of the Registrar by submitting a Change of Grade form no later than 5:00 p.m. on September 18, 2018. To protect records integrity, all grade changes must be submitted in writing and be signed and dated by the instructor and the university's chief academic officer.

A student who believes that a course grade was awarded that does not accurately reflect his or her performance must attempt to resolve the matter with the instructor by September 15, 2018. If the student and instructor are unable to reach a resolution, the student may submit a formal written appeal to the university's chief academic officer. Students are encouraged to work with their academic advisor to craft their appeal letter. Appeals must be received by 5:00 p.m. on September 18, 2018. The grade change policy does not apply to Incomplete (I) or In Progress (IP) grades, which are subject to separate policies. All grade appeal decisions are final.

Petitions for Exception

Students at Marylhurst University are expected to be familiar with, and conform to, university policies and regulations; however, students have the right to petition for exception to certain enrollment deadline and academic policies.

The Deadline Appeals Board reviews petitions relating to enrollment regulations, such as requesting a refund, withdrawing, dropping or adding a course after the established university deadline in cases where students face hardships or unusual circumstances beyond their control. The Deadline Appeals Board will only consider petitions concerning exceptions from the 2017 summer term onwards.

The Academic Requirements Committee reviews requests for, and makes decisions on, exceptions to academic requirements and regulations. Petitions to the Academic Requirements Committee may include, but are not limited to, requests to replace or waive major or degree requirements or to approve extensions to incomplete grade deadlines. The petition must detail why a rule which otherwise applies to everyone should be set aside in the case at hand.

Due to university closure, all deadline appeals and academic requirement petitions must be submitted by 5:00 p.m. on September 18, 2018 to be considered. As in the past, all decisions by these committees are final.

Satisfactory Academic Progress (SAP)

Marylhurst University wishes all students to have a successful learning experience at the university. The satisfactory academic progress policy is in place to support students as they work to achieve their academic goals. To remain in good academic standing, students are expected to maintain certain standards of satisfactory academic progress. The evaluation of progress takes place at the end of each quarter of enrollment, and students who do not meet satisfactory academic progress standards will be notified.

The university will close at the conclusion of the 2018 summer term and students will maintain their current academic standing.

Undergraduate Standards

Satisfactory academic progress for a given quarter is defined by:

1. A Marylhurst term GPA of at least 2.00; and
2. If enrolled in 6 credits or more, no more than 50 percent of credits graded Y, NP or I; and
3. A cumulative Marylhurst GPA of at least 2.00.

Academic Alert

Undergraduate students who do not meet the satisfactory academic progress guidelines in any given term of enrollment will be placed on academic alert.

Academic Probation

A student who has ever been on academic alert will be placed directly on academic probation the next term if they do not meet the satisfactory academic progress guidelines.

Academic Suspension

Students on academic probation who meet satisfactory academic progress guidelines (1) and (2) but not (3) on their next term of enrollment will remain on academic probation. Students on probation who do NOT meet both satisfactory academic progress guidelines (1) and (2) will be placed on academic suspension.

Students have the right to appeal an academic suspension if extenuating circumstances exist by submitting a signed appeal letter to the university's chief academic officer by 5:00 p.m. on September 18, 2018. Students are encouraged to work with their academic advisor to craft their appeal letter. All suspension appeal decisions are final.

Graduate Standards

Satisfactory academic progress for a given quarter is defined by:

1. A Marylhurst term GPA of at least 3.00; and
2. If enrolled in 6 credits or more, no more than 50 percent of credits graded Y, NP or I; and
3. A cumulative Marylhurst GPA of at least 3.00.

Academic Probation

Graduate students who do not meet the satisfactory academic progress guidelines in any given term of enrollment will be placed on academic probation.

Academic Suspension

Students on academic probation who meet satisfactory academic progress guidelines (1) and (2) but not (3) on their next term of enrollment will remain on academic probation. Students on probation who do NOT meet both satisfactory academic progress guidelines (1) and (2) will be placed on academic suspension.

Students have the right to appeal an academic suspension if extenuating circumstances exist by submitting a signed appeal letter to the university's chief academic officer by 5:00 p.m. on September 18, 2018. Students are encouraged to work with their academic advisor to craft their appeal letter. All suspension appeal decisions are final.

Dismissal

If a student is failing to meet departmental standards, such as standards of progress or professionalism, the department will warn the student in writing. Continued failure to meet the standards may result in dismissal from the program at the discretion of the department. Any appeal of the dismissal must be made to the university by 5:00 p.m. on September 18, 2018. All dismissal appeal decisions are final.

Student Grievance Policy

The Student Grievance Policy provides individuals or groups of students the opportunity to grieve decisions and/or actions taken by university personnel that they allege are violations of your student rights. You may file a grievance if you feel that your rights as a Marylhurst student have been violated by a student, faculty, or staff member.

Informal Grievance Procedure

You should always address any concerns and/or complaints directly to the person with whom you have a concern. If this action proves unsatisfactory or is impossible for some significant reason, you should then direct your concern to the Chief of Staff. The Chief of Staff will work with you and the staff involved in the grievance to find a mutually agreeable solution. If a resolution is not accomplished by using the Informal Grievance procedure, you may file a formal grievance following the steps in the section below.

Please note that grades are not grievable through this process. Review the Grade Change and Grievance section of the academic catalog for the grade grievance process. However, violation of the norms established on a syllabus are grievable.

Formal Grievance Procedure

You must complete a Grievance Form (available from the Office of the Registrar). The Grievance Form must be submitted to the Chief of Staff no later than September 18, 2018. Students are encouraged to work with their academic advisor to craft their grievance petition. The written petition must include all of the following:

- Specific details of the situation including dates, times, and all persons involved.
- The specific right believed to have been violated.
- Submission of all evidence the student wishes to have considered.
- A requested remedy to the grievance.
- A statement that explains what attempts were made to resolve the grievance with the person(s) involved.

Within three (3) business days after receiving a petition, the Chief of Staff or a designee will determine if the situation is or is not grievable. If the situation is determined to not be a grievable issue, the student will be notified and the case will be closed (examples of non-grievable activities include all grading, academic dishonesty decisions, admissions decisions, and petition committee decisions). If the situation is grievable, the Chief of Staff will attempt to settle the issue directly with all the parties involved. If the

situation is grievable and the Chief of Staff cannot settle the issue directly or determines that it should not be handled by his/her office, he/she will refer the grievance to the Vice President for Finance and Administration. The Vice President will convene a meeting with the student, Chief of Staff, staff being grieved and the Advising Manager. All parties will be notified of the date of the hearing at least two (2) days in advance. If the student does not appear at the meeting, the grievance will be dismissed.

NOTE: The grievance meeting is not a legal adversarial proceeding, but a formal process of listening to and sorting out the details of a situation so that the Vice President for Finance and Administration can come to a recommended solution to the situation. All parties involved in the grievance can bring supporters and advocates, but not counsel. The grievance meeting will be conducted by the Vice President for Finance and Administration and will include a presentation of the situation and the gathered evidence. Also included in the meeting will be a statement by the student presenting the grievance and a statement from the person being grieved. Following the presentation, the Vice President for Finance and Administration will have the opportunity to question both parties and discuss the presented material. Once the Vice President has reviewed all the presented material, he/she will adjourn and make a decision resolving the case. Within three (3) business days following the completion of the meeting, the Vice President will prepare a written document of his/her decision and inform all the affected parties. All decisions are final.

Transcripts and Student Records

Academic records will be preserved and accessible after Marylhurst University closes. Official transcripts and select student records will transferred to a custodian. The university will update this information here as soon as it is available. Official transcripts issued by a custodian after a university's closure are accepted as "official."

Official Withdrawal from the University

Any student currently active and not graduating at the end of the 2018 summer term will be withdrawn from the university as of September 2, 2018 due to the university's closure.