

GRADUATE SCHOOL
OF THE
INSTITUTE FOR CREATION RESEARCH

STUDENT HANDBOOK
2008-2009

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ACADEMIC INFORMATION

Protection of Privacy

While the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) does not directly apply to the Institute for Creation Research Graduate School (ICRGS), because it only applies directly to institutions that receive federal funding, ICRGS generally follows with FERPA privacy protections nevertheless, and thus ICRGS generally avoids releasing personally identifiable information about its students, apart from public information, to third parties without the student's consent. Public information includes: name, address (campus and/or permanent), telephone number, date and place of birth, major fields of study, dates of attendance, degrees and honors received, and the most recent previous educational institution attended.

Of course, like FERPA-governed institutions, ICRGS may release such information if FERPA law would direct such release, such as may be necessary to comply with a lawful subpoena or court order.

Rehabilitation Act of 1973 Section 504

The ICR Graduate School is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and does not discriminate against qualified handicapped persons in any of its policies, procedures, or practices in the admission, access, and treatment in Graduate School programs and activities.

Orientation

All students will be required to complete an online orientation designed to familiarize them with the Graduate School and with the specific online procedures of the program.

Academic Schedule

The academic calendar consists of four quarters during each calendar year. Courses are offered on a rotation basis.

Academic Advising

Upon acceptance into the program, the student is assigned an Academic Advisor by the Dean of the Graduate School. The advisors assume immediate responsibility for the programs and counseling of graduate students in their

respective minors. The program course sequence is available to students and faculty on the distance education website.

Academic counseling is available via telephone calls, email, or virtual office from the student's Academic Advisor, Department Chairs, or other faculty members. By the time 12 quarter hours have been completed, the student will declare a minor and then a degree plan will be completed by the Academic Advisor. The degree plan will be kept on file in the graduate office and made available to the student upon request.

The faculty at large will also provide career counseling upon request.

Course Load

In order for students to complete the 54 quarter hours required for the Master of Science degree in Science Education in a timely manner, students are encouraged to enroll in a minimum of three consecutive classes each year. Students should therefore be able to graduate within four years.

Study Hours Required

Students should expect to work three to four hours per week for each credit hour. To be successful in this program, students should expect to spend about 9 to 12 hours a week on readings, assignments, discussions, and other activities.

Registration

Official registration for courses is required at the beginning of each quarter. Students will not be admitted to classes until they have completed the formal registration process described below.

Registration is a two-part process.

1. The first part involves academic advisement, new student orientation, and registration. Once students are admitted to degree-seeking status, their names are put into the distance education website. By contacting their advisor, students will receive assistance in choosing the most appropriate courses for which to register and will be given the information needed to access this website. Once the students gain access, they can complete the online orientation, and then register for the appropriate classes.
2. The second part involves payment of tuition and fees. Complete and print the enrollment form, following the instructions provided. Early

enrollment is advised to ensure a place in the class. Enrollments are processed in the order received and must be accompanied by the full fee, or by VISA or MasterCard charge. Cost per quarter unit is \$150 per quarter hour, or a total of \$675 per 4.5 quarter hour course.

Students must register by the day the class begins, and enrollment is not official until the fee is processed. Access to the online courses will be available once the enrollment is complete.

Add/Drop

Students may add courses at any time prior to the beginning of the third week of the quarter by contacting the Registrar, enrolling in the class, and paying the assessed tuition and fees as directed by the Registrar.

Students may drop a course at any time before the beginning of the fourth week of the quarter by completing a withdrawal form, which can be obtained by contacting the Registrar. A grade of “WP” or “WF” will be awarded, based on performance in the course up to the point of withdrawal. If withdrawal is made without proper notice, a grade of “WF” will be recorded.

Repeating Courses

Courses that result in a grade of D or F are not accepted and need to be retaken – your new grade will replace the old grade.

Grade System

The grades students earn become a part of their permanent academic record and are used in applications for further education and for employment. The grading procedures may differ with each instructor, but in general the grade will be based on attendance, class preparation, and attitude in class, as well as scholastic attainment. Written reports and term papers are an important factor in grading and are expected to be of professional caliber in grammar, style, and rhetoric, and be carefully reviewed for correction of typographical errors. Credit is given toward satisfaction of graduate degree requirements only for the grades of A, B, and C (excellent, good, and average, respectively). Courses in which students earn grades of D (passing) and F (failing) are not counted toward fulfillment of the 54 quarter hours required for the Master of Science degree in Science Education.

The Grade Point Average (GPA) is calculated by multiplying the number of grade points earned for a course by the number of units for the course, adding all the grade points for all completed courses, and dividing by the total number of units completed. Grade points are awarded as follows:

Grade	Grade point
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	00

Other grade symbols that do not impact the student's GPA are:

- I Incomplete (see following)
- WP Withdrew Passing
- WF Withdrew Failing
- P Passing

Make-Up Exams/Late Assignments

It is at the discretion of the instructor whether a student will be allowed to make up exams or receive credit for assignments that are turned in late.

Grade Appeals

A student who questions the appropriateness of a received grade should, first of all, contact the instructor, and then, if satisfaction is not received, talk with the Department Chair. Finally, the student may submit a written request to the Dean's Office. The decision of the Dean is final.

Incomplete Grades

In cases where a student has completed most of the coursework, but is not able to complete all requirements (excluding examinations) by the end of the class for reasons beyond his or her control, the instructor may report an Incomplete. The student then has one month to complete all outstanding assignments to receive a regular grade. Incompletes not completed within a month will automatically be changed to an F if an extension has not been granted by the instructor of record, in which case an extension contract will be signed.

Classification of Students

Regular graduate students are defined as individuals who hold a bachelor's degree or equivalent and are pursuing post-baccalaureate-level coursework leading to a Master of Science degree in Science Education. Special students are defined as individuals who hold a bachelor's degree and are pursuing post-baccalaureate-level coursework not leading to a degree (non-degree). Applicants who do not meet the regular admission conditions or who have not completed the application process may receive conditional admission. Special students receiving conditional status may convert their status to that of a regular graduate student when all conditions have been fulfilled.

Academic Warning

A student whose GPA falls below 3.0 (B average) for one quarter will be placed on Academic Warning, even if the cumulative GPA does not fall below 3.0. This status will be removed if the quarter GPA is 3.0 or above the following quarter.

Academic Probation

A student whose quarter GPA falls below 3.0 for two consecutive quarters, or whose cumulative GPA falls below 3.0, will be placed on Academic Probation and remain on Academic Probation as long as the cumulative GPA is below 3.0. The student must maintain a 3.0 GPA each succeeding quarter or risk Academic Dismissal.

Academic Dismissal

A student who fails to maintain a quarter GPA or a cumulative of at least 3.0 for three consecutive quarters, or whose GPA is exceptionally low for one or two quarters, may be subject to Academic Dismissal.

Students who are having academic difficulties are encouraged to discuss their situation with their instructors or their Academic Advisors. Students who are academically dismissed and want to return to the ICR Graduate School will need to reapply for that admission and present evidence to the school that indicates that chances for academic success are significantly improved. This is usually accomplished by succeeding academically at another graduate school.

Student Rights and Grievance Procedure

Students are entitled to a quality education as portrayed in the catalog for any program of study they undertake, providing they are in good behavioral and financial standing. Dissatisfaction with the program should be submitted in writing to the Dean, who will put the matter before the Academic Committee for settlement. The student is entitled to represent himself/herself, or have representation during the discussion of the issues.

Students with a course-related grievance should first contact the instructor of the course. If a resolution is not reached or the issue is a non-classroom grievance, the student should next contact the Department Chair or Dean, in that order. The student representative should act as a mediator in the process. All parties to the grievance need to make individual permanent records of the dispute progress until a settlement is reached.

Leave of Absence

Students who are not able to maintain normal progress in pursuing their degrees may request a leave of absence by contacting the Dean of the Graduate School. A leave of Absence is normally granted for up to one year, but may be extended, at the discretion of the Dean.

Readmission

Students who have withdrawn from the Graduate School and desire to return must submit a new application, along with new references and transcripts from all postsecondary institutions attended since leaving the Graduate School. Applications for readmission will be reviewed by the Admission Committee, and applicants will be notified of their decision by the Dean.

Student Records

Student records (application, correspondence, grades, etc.) are maintained for at least seven years from time of enrollment to the first class. After that time, the Graduate School may destroy all application and correspondence information, but will retain the permanent record of grades for fifty years or for such other timeframe as may be required by applicable law. If a student applies

but never enrolls in a class, then those records may be discarded any time at the discretion of the school.

Transcripts

A complete and official transcript is available from the Registrar, subject to payment of accounts (see below). Requests for transcripts must be in writing. Transcripts will not be released to anyone other than the student without written authorization from the graduate student. The first transcript is free; subsequent transcripts are \$2 each.

Payment of Accounts

All tuition, fees, and other charges are payable at the time of registration for each class. Students unable to pay the full amount of tuition per course in advance should discuss alternatives with the Business Office. Termination of enrollment and credit may occur if an account is not paid within ten (10) days or if other arrangements have not been made.

If a student account is unpaid, ICRGS reserves the right to withhold issuance of an official transcript unless and until the student account is fully paid.

Financial Aid

No financial aid from state or federal agencies (including veterans' benefits) is accepted by ICRGS. The policy of ICRGS has been to make the costs as reasonable as possible to help the students meet their obligations without undue stress or indebtedness.

STUDENT CONDUCT

General

Since the ICR Graduate School recognizes the freedom of each student to personally develop in keeping with biblical standards, and since graduate students are presumably recognized as Christian leaders in the community, it is expected that they will exemplify a biblical lifestyle without any routine need for administrative attention or regulation.

Students should recognize that upon entering the Graduate School they are perceived as an extension of the ICR mission in keeping with the Foundational Principles of the ICRGS. Failure to live in harmony with these expectations may result in disciplinary action.

Class Behavior

Appropriate behavior is required in online courses. In all classes, faculty and staff members should be treated with courtesy and be addressed by their proper title (e.g., Prof. or Dr.).

ICR Property

All lessons, activities, and materials available through online courses are considered ICR property, and students guilty of misusing any of these should expect to be disciplined.

Personal Property

Students must respect the property of others. Not only outright theft, but also borrowing without permission, failing to take care of borrowed property, carelessness that results in damage to someone else's property, etc., are all forms of stealing or negligence and must be avoided.

Materials developed by a student for online courses are also to be considered the student's personal property, which must be respected in like manner. ICR faculty may request students to sign a waiver or give permission to permit shared use of materials for other classes, web presentation, or development of research articles. If so, the student's work should be appropriately cited.

Sexual Misconduct

The educational environment must be a place where mutual respect is upheld. Any form of sexual misconduct in conflict with the Foundational Principles of

ICRGS and other biblical standards should, and most likely will, result in dismissal.

ICRGS opposes sexual harassment. Any faculty member, staff member, or student making improper sexual overtures will be disciplined according to the policies and procedures on Sexual Harassment listed below.

Student Safety: Sexual Harassment and Abuse

Sexual harassment and abuse are growing concerns on university campuses, whether face-to-face or through online communication. If such behavior is reported to ICRGS officials, then the policies and practices related to these problems will be enforced. In either case, the Dean should be contacted, and an existing procedure will be used to take action and protect students from any further unacceptable behavior. This admonishment applies to all behavior, whether face-to-face or through online communication.

Cheating and Plagiarism

Dishonesty in assignments, examinations, or written papers is contrary to the teachings of Scripture and will generally result in disciplinary action.

Plagiarism is also a form of dishonesty and will result in an automatic F.

Examples of plagiarism are:

The sentences, examples, and/or organization of an assignment are borrowed from a source (a book, article, another student's paper, recordings, etc.) without acknowledging the source.

A student submits work done by another student, in part or the whole, in place of his or her own work.

Discipline Committee

Since attendance in the ICRGS is a privilege, enrollment at the ICRGS does not guarantee continuance. It is the responsibility of the Discipline Committee to make re-enrollment decisions when the Dean recommends to the committee that a student not be permitted to return the next quarter due to a failure to meet regulations or failure to adjust himself or herself to the ICRGS environment. Students who are suspended or placed on Disciplinary Probation will also be required to meet with the Discipline Committee before being re-enrolled.

DISCIPLINARY PROCEDURES

General

The administration of discipline in the ICRGS is a process by which students who have demonstrated an inability to be personally responsible in their behavior are given special help in developing responsibility. Since correction of wrong attitudes and behavior is the goal, the ICRGS is eager to see resolution at the lowest possible level, namely, student-to-student confrontation. However, the ICRGS will not hesitate to confront violators. Rules of due process will be observed to insure maximum fairness in the disciplinary proceedings. Discipline may take many forms, and often involves more than one form.

Disciplinary Probation

Disciplinary Probation is notice to the student that further violations of ICRGS policy will result in suspension.

Suspension and Expulsion

Suspension and expulsion (a requirement to leave the ICRGS) are generally reserved for serious offenses or for offenses where students have failed to respond to other forms of discipline. Suspension may range from only a few days to an indefinite period, which is ended only by proof of changed attitude and/or behavior. Students suspended for a year or more are required to reapply to the ICRGS. Suspensions are noted on ICRGS transcripts. Expulsion requires a student to leave the ICRGS and prohibits his or her return at any time. It is used very rarely and only for very serious violations of ICRGS regulations. Expulsion is also noted on the ICRGS transcript. (See also Discipline Committee.)