

Academics

Academic Year

The academic year is comprised of two semesters: Fall and Spring, each 15 weeks in length. Fourteen weeks consist of classes, and the 15th week is reserved for finals. The Summer semester is comprised of two sessions, each 6 weeks in length. Accelerated courses are 7 weeks in length during fall and spring.

Average full-time students, upon entering Manor, will take 4 to 6 semesters to complete their course work, depending on the program they choose.

Average part-time students, upon entering Manor, will take 6 to 10 semesters to complete their course work, depending on the program they choose.

Registration

Students are required to officially register for their courses before each semester on the dates designated on the Academic Calendar.

The College reserves the right to limit enrollment in any course and to cancel any course for which an insufficient number of students has registered.

Attendance

Regular attendance in all classes and laboratory sessions is the responsibility of the student. The student assumes the responsibility for academic loss incurred through absenteeism. Manor College does not recognize a "cut" system.

Faculty are expected to submit "Academic Alert" forms for students with excessive absences.

Academic Honesty

Manor College expects that its students will uphold the principles of truth and honesty in the performance of all academic work. Plagiarism (the unacknowledged use of another person's words or assistance) and academic cheating (falsifying data, submitting without instructor's approval work in one course which was done for another, actually doing another student's work, and/or the use of any unauthorized aid) are prohibited.

Digital plagiarism (cutting, pasting and copying sections of an article written by another; downloading papers from a "paper mill" web site and submitting as work written by the student; utilizing any graphics or audio or video clips without permission; and submitting any work with an electronic source without correct citation) is strictly prohibited and a violation of fair use and intellectual property rights.

The Assistant Dean of Academic Affairs will be formally notified of any violations of this policy. The penalty for the first violation will be a grade of "F" for the assignment. Any subsequent violations will result in a grade of "F" for the course and possible dismissal from the college.

Electronic Communication Systems Policy

Manor College is pleased to offer its users access to a variety of electronic communications systems. Our goal in providing this access to college users is to promote excellence in higher education by facilitating resource sharing, innovation and communication in support of the college mission. College users are defined as students, faculty, staff, alumni and authorized guests. Electronic communications systems include e-mail, computer networks, Internet access, voice mail and telecommunications systems. The electronic communications systems and the communications transmitted through them are the property of Manor College and are subject to acceptable use compliance. The smooth operation of these systems relies upon the proper conduct of college users, who must adhere to acceptable use guidelines. The use of the college's electronic communications systems is a privilege, not a right. The college reserves the right to deny systems access, or to cancel systems access, at any time. All users are expected to use these networks in an appropriate and ethical manner. Appropriate use includes use for instructional, educational and research purposes. These policies and guidelines outline the responsibilities inherent in authorized access, requiring efficient, ethical and legal utilization of system resources. By using the Manor College Electronic Communications Systems you agree to abide by the Manor College Electronic Communications Systems Policies and Guidelines.

POLICIES AND GUIDELINES

1. Acceptable use policies:
The following are considered violations of acceptable use and are prohibited:
 - 1.1 Engaging in conduct that obstructs or disrupts institutional activities or the individual pursuit of learning, including but not limited to:
 - 1.1.1 Vandalism, which is defined as any attempt to harm or destroy systems and/or the data contained therein. This includes, but is not limited to, the uploading or creation of computer viruses and inflicting damage or sabotage on the system.
 - 1.1.2 Reading/listening to, or attempting to read/listen to, another user's electronic messages without authorization.
 - 1.1.3 Degrading system performance.
 - 1.1.4 Unauthorized use of an account.
 - 1.1.5 Any activity that changes the nature of the computer or computer environment for subsequent users.
 - 1.2 Using the college's electronic systems to conduct any activity not related to the college's operation, including, but not limited to, advertising or soliciting other business.
 - 1.3 Use for political lobbying.
 - 1.4 Involvement in the violation of, or conviction for violation of, federal, state or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations. This includes, but is not limited to, material protected by copyright, trade secret, obscenity and related laws.
 - 1.5 Threats, harassment (including, but not limited to, sexual harassment), or libel or slander in an electronic message (file transfer, e-mail or voice mail).
2. Guidelines for Electronic Communications Access:
Users are expected to abide by the generally accepted rules of network and voice mail etiquette. These rules include, but are not limited to, the following:
 - 2.1 Do not expect electronic communications to be private.
Network maintenance may result in staff access to communications and even "deleted" information may be accessible. Electronic communications can be sent to unintended recipients. Electronic communications are subject to access by subpoena or other lawful order. Failure to log out appropriately may result in unauthorized use of a user's account. The college may access communications for legitimate business purposes.
 - 2.2 Do not use electronic networks to transmit confidential messages. The college encourages courtesy and professionalism in electronic messaging.
 - 2.3 For security and safety reasons, do not reveal personal information over the electronic systems concerning any individual, including yourself. For example, do not disclose

- address, phone number, social security number, password or credit card information.
- 2.4 Do not use the network in such a way that would disrupt the use of the network by other users. Users are required to observe posted time limits for the use of public access computers, where applicable.
- 2.5 It is the policy of Manor College to abide by all laws concerning the use of copyrighted and patented material. This protected property shall be used with authorization only. When used in an authorized context, appropriate attribution must be given. The rules of academic honesty apply to information obtained on the Internet. Aside from sanctions by the college as described below, you could be subject to civil damages and criminal penalties, including fines and prison terms for violating copyright and patent laws.
3. Disclaimer:
Every effort has been made to provide accurate information, however, errors can occur. By using the information contained in the electronic communications systems, the user/viewer willingly assumes all risks in connection with such use. Manor College is not responsible for any errors or omissions in information contained in the electronic systems and is not liable in whole or in part for damages resulting from any user(s)/viewer(s) use of, or reliance upon, this material.
Manor College assumes no liability for damages that may result from loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions or technical difficulties.
4. Systems Problems:
Any problems with the college's electronic communications systems and/or any user policy violations, including unauthorized or improper use, should be brought to the attention of the Director of Information Technology.
5. Resource Utilization:
Manor College has limited computing and electronic communications resources, including limited storage capacity. Users are reminded to respect these limited resources and to routinely delete or purge unnecessary data.
6. Sanctions:
Violations of this policy may result in the cancellation of the user's account and electronic communications privileges and other disciplinary action.

Definition of Credit

For every one credit, per subject, 50 minutes of classroom time is needed. Therefore, if a subject is three credits and meets three days a week, classroom time would be 50 minutes long each time. One lab credit is granted for one two-hour session per week for 15 weeks.

Additional information concerning Allied Health lab credits, clinic credits and externship credits can be found under their respective program descriptions.

Course Load

The average full-time credit load per semester is 12-18 credit hours. A part-time student may carry up to 11 credits per semester. Provisional admits may not exceed 15/16 credits. Conditional admits are limited to 12/13 credits.

Course Overload

A course overload fee is charged for every credit hour taken beyond the maximum 18 hours per semester. Approval of the Assistant Dean of Academic Affairs must be obtained to carry over 18 credits per semester.

Classification of Students

Class level is determined by the number of credit hours earned by the student. Matriculated students who have completed less than 30 credits are classified as freshmen. Matriculated students who have completed 30 credits or more are considered sophomores. Normal academic progress toward achieving a degree in two years requires four semesters of a minimum of 15 credit hours per semester, not including developmental course credits.

Pass-Fail Option

Students may choose to take any course on a Pass/Fail basis with the approval of their academic advisor. The following regulations apply:

2. Pass/Fail grades do not enter into the cumulative average.
To receive a grade of "Pass" a student must earn a grade of at least a "C." Grades of "D" or "F" automatically convert into a grade of "Fail."
3. All courses in the catalog are eligible for a Pass/Fail option.
4. Certain courses, such as all Developmental Courses, must be taken on a Pass/Fail basis.
5. Exclusive of courses listed above (#4), the maximum number of credits that can be taken on a Pass/Fail option is 6 credits in the student's entire program.
6. Pass/Fail courses cannot be counted toward the 12 credit minimum load required for Dean's List eligibility.
7. Students who wish to take a Pass/Fail course must file a Pass/Fail form with the Registrar by the end of the Drop/Add period.
8. A Pass/Fail option for a course is declared in the Registrar's Office and not filed with the advisor or the instructor.
9. Pass/Fail grades are denoted on academic transcripts as "S" (Satisfactory) or "U" (Unsatisfactory).

Repeating a Course

Students may repeat a course in an attempt to improve their grade. Both matriculated and non-matriculated students at Manor will be allowed to repeat a course only once.

All courses attempted will appear on the transcript. However, the original grade will be deleted from the GPA and CUM calculations for CUM recalculation by the Registrar's Office. Financial Aid can be given to repeat a course once if the student is enrolled for an additional 12 credits of new coursework during that semester.

Drop/Add - Course Change

A period of one week following registration is allotted for course changes. Courses may be dropped or added during this period by obtaining a drop-add form from the Registrar's Office. Drop/Add is not official unless the form is received and processed by the Registrar during the Drop/Add period.

Withdrawal From a Course

A student may withdraw from a course before the 10th week of class and for Accelerated Courses, before the fourth week. The exact date will be stated on the academic calendar each semester. After the announced date the student must petition the Assistant Dean of Academic Affairs to withdraw from a course. A withdrawal is not official unless the form is received and processed by the Registrar during the withdrawal period. A student may be required to make up credits for withdrawn coursework in order to make satisfactory academic progress to receive continuation of financial aid.

Auditing

Students who choose to audit classes are expected to attend classes, do the assigned reading, and participate in class discussions, but are not required to take the examinations.

Permission to change from credit to that of audit must be obtained in writing from the advisor. The student must submit an audit form to the Registrar no later than the end of the Drop/Add period. At no time may a student change from audit status to credit status.

The fee for each audit is the same as for any course taken for credit.

Independent Study

Independent study allows students to undertake their work under the guidance of a faculty member in the area they choose. The project is carried out in an independent manner with regular meetings between the student and faculty member directing the study. The student must present an outline of proposed study for approval by the division chairperson within the first week of a semester. Independent study credits are not to exceed the number of credits per course in a given program.

Allied Health/Science/Mathematics	4
Liberal Arts	3
Business	3

Courses At Other Institutions

A matriculated student must obtain written approval from the Assistant Dean of Academic Affairs in order to enroll in a course at another institution during either semester or during the summer session. Only those courses which are not offered at Manor and which are applicable to the student's program of study will be considered for approval. Only the credits, not the grades, from other institutions are transferable. The grade from other institutions is not calculated into Manor's GPA or Cumulative Average. A grade of "C" or higher must be earned in order for credits to be accepted by Manor.

Change Of Degree Or Curriculum

Students seeking degree or curriculum change must request the change in writing and must secure the written approval of the Assistant Dean of Academic Affairs. Forms for degree or curriculum change may be obtained in the Division Office or from the Advisor. This change is effective only at the beginning of a Fall or Spring semester. NOTE: Admission to the Dental Hygiene Program cannot be done through a curriculum change form. Contact the Office of the Dean of Academic Affairs for newest information regarding other programs.

Change of Status

In order to change from full-time to part-time status or from part-time to full-time status, a student must complete a Change of Status Form and obtain approval from the respective Department Chairpersons and Advisors. Forms are available in the Division Office or from the Advisor. Change of status may impact financial aid. The Faculty Advisor should contact the Financial Aid office and notify them of this change.

Examinations

Mid-term examinations are given at mid semester. Final examinations are scheduled at the end of the semester. Students who, for valid reasons, cannot take the scheduled examination, will secure permission for a deferred examination from the Assistant Dean of Academic Affairs. Deferred examinations are held within two weeks of the scheduled Final Examination. A time extension may be granted upon the recommendation of the faculty and approval of the Assistant Dean of Academic Affairs. Failure to take a deferred examination within two weeks will automatically result in a failing grade for the course.

Assessment of Prior College Level Learning for Credit

Prior college level learning of non-traditional students obtained through related job experience or related life experience can be assessed for college credit at Manor College.

The goals for credits obtained through these means are: to quantitatively validate that prior learning experiences of non-traditional students meet college level criteria and to expedite the time to completion of degree. Students must have CLEP, challenge examinations and portfolio assessments completed the semester prior to graduation.

Manor College recognizes and awards 15 academic credits for each or any combination of the following assessments: CLEP, AP, CHALLENGE EXAMINATION, ACE and DANTE'S TESTS. Included in this total of 15 credits given by the Assistant Dean of Academic Affairs is a maximum of nine credits for portfolio assessment.

Assessment can be done through the following ways:

1. College Level Examination Program -- CLEP

A fee of \$35 per credit hour is assessed for placing CLEP credits awarded on a transcript. The following CLEP examinations are accepted if the credit-awarding score has been earned:

American Government	3 cr. hrs.	Principles of Management	3 cr. hrs.
American Literature	3 cr. hrs.	College Composition	6 cr. hrs.
Analysis & Interpretation of Lit.	3 cr. hrs.	College Level French	6 cr. hrs.
Calculus	3 cr. hrs.	College Level German	6 cr. hrs.
College Algebra	3 cr. hrs.	College Level Spanish	6 cr. hrs.
College Mathematics	3 cr. hrs.	Introduction to Psychology	3 cr. hrs.
Pre-Calculus	3 cr. hrs.	Introductory Business Law	3 cr. hrs.
Financial Accounting	3 cr. hrs.	Principles of Marketing	3 cr. hrs.
History of the US I	3 cr. hrs.	Introductory Sociology	3 cr. hrs.
History of the US II	3 cr. hrs.	Western Civ. I	3 cr. hrs.
Human Growth and Dev.	3 cr. hrs.	Western Civ. II	3 cr. hrs.
Information System and		Prin. of Macroeconomics	3 cr. hrs.
Computer Applications	3 cr. hrs.	Prin. of Microeconomics	3 cr. hrs.

Manor College accepts the ACE Recommended Score for granting CLEP credit

2. Advance Placement Exam (AP)

Manor College participates in the Advanced Placement Program of the College Entrance Examination Board. High school students who have taken college level courses and the board's advanced examinations can submit the test scores to Manor College. Students who have achieved a score of three or higher are eligible for consideration for credit at the discretion of the Dean for core curriculum or program courses.

3. Division Examinations/Exemption Testing

For prior college level learning in areas not available through CLEP testing, a student may apply to take an exemption test for a particular course through the Division Chairperson. The approval of the Chairperson is required. A \$20 per credit non-refundable fee is charged for exemption/challenge testing of a course.

If the exam is passed with a minimum "C" grade, \$35 is required for every credit hour that is to be placed on the transcript.

Each academic division determines whether or not division examinations may be taken and is responsible for preparing, administering, scoring and reporting the results of these examinations. Typically, Computer Science courses are exemptable. However, any course for which there is no CLEP exam may be challenged by examination.

4. Other Assessments

Manor accepts ACE approved credit granting scores for Dantes, CAEL (Council for Adult & Experiential Learning), PONSI. Contact Part-Time Admissions for details.

5. Comprehensive Portfolio

A non-traditional student, who has prior job related college level learning, in the area of a course offered by Manor or in which an externship is required, may have this learning assessed for credit. The student must submit the following to the Assistant Dean of Academic Affairs:

- For the course or externship goals and objectives on the syllabus, provide evidence of specific anecdotal experiences and what was learned from these experiences to justify meeting the goals/objectives of the course or externship.
 - Document length of time for each specific learning experience.
 - Have current job supervisor complete an evaluation form.
 - Have the above verified and signed by job supervisor (if petitioning for current job learning) or,
 - Submit with the above anecdotal learning experiences former job performance evaluations to corroborate information (if from past job related learning).
 - Evidence of learning outcomes that have been achieved.
 - Samples of pertinent work in course area, if appropriate.
 - Awards or recognition citing work in the prior learning area.
 - An essay explaining how the prior learning applies to the college course and degree program being sought, as well as, future career development.

Upon review of submitted material which meet the stated criteria, the Assistant Dean of Academic Affairs may award credits for the college level job related experience presented. A maximum

of nine credits for life learning experience by portfolio may be awarded.

A \$100 fee to assess the Portfolio will be charged. A \$35 fee is required for every credit hour that is to be placed on the transcript.

Transfer of Credits

Manor will accept a maximum of 30 hours of credit toward a degree program provided that these are applicable to the curriculum into which the student is transferring.

Manor will accept a maximum of 6 hours of credit toward a Legal Nurse Consultant Certificate. A maximum of 9 credit hours will be accepted toward a Post-Baccalaureate Paralegal Certificate.

Provided the recommended credit-granting scores have been earned, Manor College recognizes and awards 15 academic credits for each and any combination of the following non-credit assessments: CLEP, AP, CHALLENGE EXAMINATION, ACE and DANTE'S TESTS. Included in this total of 15 credits given by the Assistant Dean of Academic Affairs is a maximum of nine credits for PORTFOLIO ASSESSMENT.

Transfer credits may not be more than 10 years old in science, and five years in computer science, and education. Any exceptions to this time limit must be obtained in writing from the Assistant Dean of Academic Affairs.

The lowest acceptable transfer grade is a "C."

The GPA earned at a transfer institution is not computed in the GPA at Manor.

Grading System

Manor uses the following letter grading system with the corresponding quality points. The student's semester grade point average is determined by dividing the total number of quality points by the total number of credit hours carried.

Credit hours for grades of "F" are included in this average.

Grade	Significance	Quality Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
WD	Withdraw	X**
S	Satisfactory	X**
U	Unsatisfactory	X**
X	Audit	X**
SP	Shows Progress	X**
NG	No Grade Reported	X**

Other Transcript Symbols:

AP - Advanced Placement

CLEP - C.L.E.P.

X** - not used in cumulative average.

I - Incomplete***

***Incomplete indicates that all the requirements of the course have not been fulfilled. An "incomplete," if not removed within two weeks of the final examination, converts to a failure. An "incomplete" can be changed by the submission of a "change of grade" form by the student's instructor. All "change of grade" forms must be submitted to the Registrar's office by the instructor. A grade change will only be in effect up until a student's graduation or withdrawal from the college. After that date the student's grade cannot be changed. Honors courses earn one additional quality point.

Cumulative Average

This average is computed by dividing the total number of quality points by the total number of credit hours attempted (excluding grades of S, U, WD, X, SP). Only courses taken at Manor are included in this calculation.

Grade Reports

At the close of each semester, the student's grades are sent to the student. Students who have not paid their tuition before the Final Exam is given will not have grades sent to them and will be unable to obtain an official transcript until they have paid their tuition and the Bursar's office has given permission to do so. A student has the right to examine his/her records in accordance with the Family Education Rights and Privacy Act of 1974.

Grade Appeal Policy

A student may appeal a final course grade within thirty (30) days or ten (10) days (for Accelerated Classes) from the date the Registrar mails the grades to students.

The student is encouraged to resolve this issue by speaking with the instructor who has given the grade. If a conversation does not resolve the issue, the student may appeal in writing to the Program Director with any relevant materials. The Program Director should respond, within ten (10) days of receiving the request, with a written statement to the student detailing the reasons for the grade.

If consultation with the Program Director does not lead to a resolution satisfactory to the student, the student may, within ten (10) days (or five (5) days for Accelerated Classes) of the Program Director's response, appeal in writing to the Chair of the appropriate Division, stating the reasons for the disagreement and presenting evidence in support of appeal.

If the decision of the Chair remains unsatisfactory to the student, the student may, within ten (10) days (or five (5) days for Accelerated Classes) of the Chair's written response, appeal in writing to the Assistant Dean of Academic Affairs. The Assistant Dean will review the issue and the evidence and reach a verdict.

The Assistant Dean will notify the student in writing of the final decision.

Placement Testing

Most students accepted into Manor College will be required to take placement tests. These tests are designed to identify those students who need developmental course work in Mathematics, Reading, and/or Writing. Information concerning required tests, testing schedules, and contact information is included in the student's acceptance package. Students must contact the testing center to schedule an appointment and complete the placement test process before meeting with an advisor for course selection and registration.

The student who already has earned a Bachelor Degree will be exempt from taking the Reading and Writing Assessment. The student with a Bachelor Degree may be required to take the Mathematics Assessment if he/she is accepted into an Allied Health Program.

The student who has earned an Associate Degree from Manor College will be exempt from taking the placement tests.

The student who has earned an Associate Degree within 10 years of acceptance into Manor, from a College other than Manor, will be exempt from taking the Reading and Writing Assessments but may be required to take the Mathematics Assessment if accepted into an Allied Health Program.

The student who has no degree or who has a non-Manor Associate Degree which was earned more than ten years before being accepted into Manor, is required to take all the placement tests.

The student who has scored 500 or above on SAT mathematics is exempt from taking the Accuplacer Elementary Algebra and Arithmetic subtests.

The student who has scored 550 or above on SAT verbal is exempt from taking the Accuplacer Reading Comprehension subtest.

Dual Enrollment students who have earned Manor credit for EN101 are exempt from the Reading Comprehension and Writing subtest.

Dual Enrollment students who have earned Manor credit in mathematics are exempt from the Elementary Algebra and Arithmetic subtests.

Students may retake each subtest only once.

Developmental Courses

Based on Manor's Placement Test, a student may be scheduled for the following "developmental" courses: Writing, Reading, Reading and Writing Skills, or Mathematics. These courses are 3 credits each, and do not count toward graduation credits and Dean's List, yet are applicable toward full-time or part-time status for financial aid purposes.

Externships

Incorporating externships into most of the programs, Manor enhances the opportunities for its students to succeed in the highly competitive job market. Manor's paralegal and business students prepare for their careers in business and law by serving extern positions at some of the largest and most prestigious businesses and law firms in the city of Philadelphia.

Early Childhood Education students engage in extern work at Step by Step Child Care, A Step Ahead, Abington Friends Day Care, Grace Trinity Child Care, Wyndmoor Montessori, Cheltenham School District and Abington School District. With the approval of the Program Director, other day care facilities are chosen by the student. The following affiliations are used for Psychology Transfer students: SAAC (Senior Adult Activity Centers), Kencrest, and various Community Mental Health Centers.

Externship sites are available for the Allied Health Division at Jeanes Hospital Outpatient Rehab, Novacare, Chestnut Hill Rehabilitation Hospital and Manor Care Health Services.

Veterinary Technology students are assigned to core externship sites, some of which include: Bridgewater Veterinary Hospital, Flowersmill Veterinary Hospital, Horsham Veterinary Hospital, Newtown Vet Hospital, Rau Animal Hospital, Center for Animal Referral and Emergency Services, Metropolitan Veterinary Associates, Quakertown Veterinary Clinic, Veterinary Referral Center-Animal Critical Care and Specialty Group, Veterinary Specialty & Emergency Clinic, Mid-Atlantic Equine Medical Center, Centocor Inc., University Laboratory Animal Research, Chestnut Hill Veterinary Hospital, Elkins Park Veterinary Hospital, and Street Road Veterinary Hospital. Students also complete externships at various elective sites.

Manor's Dental Health Center utilizes the students in both the Expanded Functions Dental Assisting Program and the Dental Hygiene Program. Also students in these programs have rotations in various dental offices in the area, complimenting the soundness of Manor College's Allied Health programs.

Honor Societies

Memberships in honor societies is contingent upon the student's scholastic average and the approval of the Academic Dean. Manor participates in the following:

Alpha Beta Gamma - Upsilon Chapter, International Two-Year College Business Honor Society and Phi Theta Kappa - XI Chi Chapter, National Honor Fraternity of the Two-Year Colleges.

Dean's List

A student at Manor must carry a minimum of 12 academic credits per semester at Manor to be eligible for consideration on the Dean's List. Full-time students must earn a minimum of 12 credits and have a semester GPA of 3.5 or higher. Matriculated part-time students will be eligible for inclusion on the Dean's List each semester after they have accumulated 12 Manor credits and have a GPA of 3.5 or higher. Students will be notified by the Assistant Dean of Academic Affairs of their inclusion on the Dean's List at the end of Fall and Spring semesters. Dean's Lists will also be posted in the Academic Building.

Other Academic Honors

Awards to Graduates

In the spring of each year, Manor College submits a list of graduates with a cumulative average of 3.50 after three semesters to *Who's Who Among Students in American Junior Colleges*. Also, awards are given at graduation to students who have achieved high academic averages and to students who have been on Manor's Dean's List for three and four full-time semesters. Part-time students who have achieved high academic averages for several semesters also receive awards.

Allied Health and Science Pinning Awards

An award ceremony is held in the spring semester for students in the Allied Health and Science Division. Sophomores in career programs who fulfill eligibility requirements receive a pin which symbolizes readiness for entry into their chosen profession. Full-time and part-time Allied Health students are also eligible for certificates of excellence, merit, distinguished service and clinical proficiency.

Business Scholars Awards

In conjunction with the Alpha Beta Gamma Honor Society Induction, an award ceremony is held in the spring semester for all students in the Business Studies Division. Awards are given for excellence and service in the Accounting, Business Administration, Information Systems and Technology, and Legal Studies programs. All graduating sophomores in the Business Division are honored.

Liberal Arts Awards Ceremony

The Liberal Art Awards Ceremony is held in conjunction with the Phi Theta Kappa Honor Society Induction. The award ceremony is held in the spring semester of each year and recognizes graduating student achievements in the Liberal Arts. Full-time and part-time students are presented certificates of excellence, merit, and distinguished service in the areas of: Liberal Arts, Liberal Arts with a concentration in Communications, Psychology, Elementary Education Transfer, and Early Childhood Education.

Eligibility For Athletics

Manor College follows the guidelines established by the National Junior College Athletic Association for determining eligibility to play. The Dean of Academic Affairs will determine eligibility at the end of each semester and inform the Athletic Director of the approved roster of players.

Academic Advisement

Every matriculated student is assigned a faculty advisor under her/his program of study. The advisor meets with each student prior to registration in order to assist with course selection. The academic advisor is also available as needed throughout the semester to provide academic counseling. All non-degree seeking students will be advised through Part-Time Admissions.

Academic Grievance Procedure

1. Students should speak with the faculty member directly or with their advisor regarding the complaint they have about any instructor, to try and resolve the situation.
2. If a student finds that the problem was not resolved, the student writes his/her complaint in a letter and gives it to the Program Director under which the instructor teaches. The Program Director contacts both the student and the instructor involved to try and resolve the issue. The Program Director notes what was done and dates the memo which is then attached to the letter of complaint and filed.
3. If the student feels the complaint was not resolved, he/she may petition the Division Chair for a meeting at which the student presents in his/her own writing a letter of complaint. The Division Chair will meet with the faculty member involved. The faculty member may write a reaction to the student complaint. The Division Chair will attempt to resolve the issue. All actions are to be put in writing, dated and attached to the letter.
4. The student may petition the Dean of Academic Affairs in writing regarding the complaint if he/she feels the matter has not been resolved satisfactorily.

The Dean will request all records and dated action notations regarding the dispute from the Chair and Program Director and advising file. The Dean will meet with the student and the faculty member involved to resolve the complaint.

Services for Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act of 1973, Manor College does not discriminate against an otherwise qualified individual based on a physical or mental disability. Manor College will make reasonable, academic adjustments that do not change or diminish the outcomes, measures, standards, or grading policies of a course or program.

To be eligible for appropriate accommodations the student must present, to the Assistant Dean of Academic Affairs, current documentation, prepared by an appropriate professional, which establishes a disability as defined by the ADA. The Assistant Dean will review the materials and discuss proposed accommodations with the student. A signed copy of the agreed upon accommodations will be given to the student and to involved faculty. A copy will be retained in the Assistant Dean's office, Room 33 in the Library Building. Disability related information is confidential and will not be shared without the student's written consent. Requesting accommodations is the responsibility of the student. Accommodations are in effect for one semester. Students who want continued accommodations must first register for classes for the semester in question and then meet with the Assistant Dean of Academic Affairs to discuss accommodations appropriate to the classes shown on the student schedule.

Accommodations may include, but are not limited to : extended time for testing, testing in a distraction-free environment, note taker, recording lectures, and/or academic support through the Learning Center. Due to the individualized nature of accommodations, academic adjustments, auxiliary aids, and/or services are determined on an individual, and course-by-course basis.

The Learning Center

One of the most important student resources at Manor College is the Learning Center. The Learning Center is a state-of-the-art, multi-media academic resource center, providing academic support and learning assistance to all full-time and part-time Manor Students. In the Learning Center, any full or part-time student, day or evening, can obtain individual professional or peer tutoring in basic skills (reading, writing, math), general academic skills (e.g. time management skills, note-taking skills), and/or most specific subjects offered at the college. During the year, professional and peer tutors are available by appointment; moreover, the Learning Center offers professional assistance in all aspects of academic writing, through a "writing center within the Center."

Beyond the professional and peer tutoring, the Learning Center provides other multi-media resources, best categorized as "Independent Learning Resources," that help students to succeed at Manor and in all other spheres of their academic/vocational pursuits. In the Learning Center, students can use computer software applications (e.g. Microsoft Office applications and total Internet access) via a mini lab of networked computers. Here students can work on papers, use web-based supplementary material affiliated with textbooks, and/or do electronic source research. As a compliment to these PC-based resources, the Learning Center also offers videocassette tutorials (available for viewing in the library) that deal extensively, in a user-friendly fashion, with basic academic skills—skills essential for academic success.

The facilities and resources provided by the Learning Center are available to all Manor College students. **There is no charge for these resources.** The Learning Center's ultimate goal is to provide an entire range of multi-media resources, which appeal to different learning styles and are conducive to helping students become effective independent learners at Manor as well as in any academic or vocational domain they participate in.

Academic Probation and Dismissal

Any student who fails to maintain a 2.0 (C) average for a given semester incurs probationary status. Students who fail to maintain a 2.0 average in their area of specialization incur probationary status. Students who have a cumulative GPA *below 2.0 after completing two semesters at Manor will be dismissed from the college* unless the Director of the Learning Center, the Director of Counseling, the Academic Advisor and the Assistant Dean of Academic Affairs decide to allow the student to continue with probationary status.

Academic progress is reviewed at midterm of each semester, fall and spring, for prior semester probation students and candidates for graduation and at the end of each semester for all students by

the Assistant Dean of Academic Affairs, who notifies the Director of Financial Aid of any student in jeopardy of probation or dismissal. See *Financial Aid-Academic Progress Policy for Financial Aid Note*.

Appeal Procedure

Students who are academically dismissed may return to Manor, through Continuing Education, as a non-degreed part-time student. They must take two courses at Manor and receive a “C” grade or better in each course before petitioning for reinstatement to the Assistant Dean of Academic Affairs.

Reinstatement of Aid

Students who are academically dismissed and return to Manor College as non-degreed part-time students through Continuing Education may not receive financial aid until reinstated by the Assistant Dean of Academic Affairs.

Withdrawal from the College

In order to voluntarily withdraw from the college, the student must file a formal notice of withdrawal with the Assistant Dean of Academic Affairs. The official date of withdrawal is that date on which the student initiates the procedure with the Assistant Dean of Academic Affairs.

The college reserves the right to request the withdrawal of any student whose academic standing does not meet the required standards or whose conduct is not in keeping with Manor’s policies and regulations.

Any matriculated student who has officially withdrawn from the college and wishes to return must request to be reinstated through the Office of the Assistant Dean of Academic Affairs. Manor College reserves the right to deny a request for reinstatement.

Leave of Absence

Students who have an urgent need to discontinue their studies are allowed to have a leave of absence from the college of up to 60 days with approval by the Assistant Dean of Academic Affairs. At the end of the leave of absence period a student may return to classes without being formally readmitted. A Leave of Absence can be requested through the Assistant Dean of Academic Affairs. A student must have a written request for a leave of absence. The student is still responsible for tuition and fees during a leave of absence.

Transferring

For students who wish to pursue a baccalaureate degree after graduation from Manor, the Career and Transfer Center provides numerous resources to facilitate the transfer process, including information about scholarships, Dual Admissions Agreements and selection of courses with transferable credits for specific colleges. The Center hosts transfer fairs with representatives from area colleges, universities and hospital-based nursing schools and radiologic technology programs. The Career and Transfer Center is open when school is in session during the fall and spring semesters.

Students who plan to transfer are advised to become familiar with academic requirements of the transfer institution. While the Career and Transfer Center will assist students with their plans, the primary responsibility for all matters related to transfer rests with the student.

Articulation Agreements

Manor College has formal articulation agreements with a number of local four year institutions. These agreements guarantee the acceptance of Manor credits at the four year institution into which a student transfers. For the most up-to-date information contact the Transfer Counselor or the Assistant Dean of Academic Affairs.

At the present time, articulation agreements are in effect with the following institutions: Thomas Jefferson College of Health Professions, Palmer College of Chiropractic, Sherman College of Chiropractic, Pennsylvania College of Technology, and Peirce College.

A Dual Admissions Agreement grants admission to a four-year college or university to Manor students who earn a designated Associate degree. A Manor graduate will be able to complete a Bachelor degree in two years. Presently, Manor has a Dual Admissions Agreement with the following institutions: Cabrini College, Chestnut Hill College, Delaware Valley College, Gwynedd-Mercy College, Holy Family University, Immaculata University, Immaculata University College of Lifelong Learning, La Salle University, Neumann University and Rosemont College. These agreements are periodically reviewed and updated.

Some conditions of the agreement include:

- Achieve the Minimum GPA required for the transfer program
- Earn a “C” or better in all major courses transferred into a Bachelor major
- Sign a “Dual Admissions Intent” form before completing 30 (in some cases 45) credits.
- Application fee to bachelor’s institution is waived.
- Transfer scholarships are available, if certain GPA averages are met.
- Manor students will have the opportunity to meet with the Staff from the four-year institution on Manor’s campus for assistance and information.
- Most Dual Admissions contain a “Core-To-Core” advantage. Under this provision, the Core distribution courses at the four-year institution are fulfilled by the Core courses at Manor College. The four-year institution recognizes that the Core is embedded in the Associate degree. However, there are some academic advising qualifiers that may need to be addressed. For example: a Manor student would be advised to take a specific history or mathematics course as part of Manor’s core to facilitate pre-requisites needed in the Bachelor’s degree.
- A transfer agreement in which program courses in the Associate degree are evaluated and matched with equivalent courses in the Bachelor degree program at the four-year institution to which the student wishes to transfer.
- This allows a “seamless” transfer between institutions for the students. Students know ahead what courses and number of credits will transfer into their program of choice and what courses will need to be taken at the transfer institution.
- Programs not covered by an agreement are reviewed on a course by course basis.



Manor students enjoy good food and friends at the annual Get Acquainted picnic in September.

Transcripts

Transcripts must be requested from the Registrar's Office in writing with signature. An Official transcript will be sent to the institution that is requested by the student. A \$5.00 fee is required for each transcript. Please expect one week for processing of the transcript. Transcripts may be received on demand (15 minutes) for a \$15.00 fee. Unfortunately we are unable to process immediate requests during registration and end-of-the-term grade activities.

The following information is needed in your request:

- Name (the name that you used while at Manor College)
- Your ID Number (if known)
- Your date of birth
- Your dates of attendance (approximate) at Manor College
- The destination for the transcript with the specific name (if available), together with the institution's name and address
- Be sure to date and sign the request with your current signature and name printed or typed below the signature
- Make the check payable to Manor College

Family Educational Rights and Privacy Act of 1974

Manor College upholds all the rights and regulations of the Family Education Rights and Privacy Act of 1974. In accordance with the Act all students wishing to release information relative to their academic performance must first authorize the college to do so. Therefore, all requests to release information must be accompanied by a written consent from the student. The exceptions are as follows: a school official who has legitimate educational interest, certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs, to accrediting organizations to carry out their functions, to comply with a judicial order or a lawfully issued subpoena, and to appropriate parties in a health or safety emergency.

Manor College designates the following items as Directory Information: student name, dates of attendance, degrees and awards received, and most recent previous school attended. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary by the end of the second week at the beginning of each school semester.

Student Directory

Manor College has selected certain items of student information to be called "Student Directory." These are: first and last names, social security number, date of birth, address, student major, degree conferred, and date degree received, dates of enrollment, full or part time status, and college level.

Some or all of the above information may be made known to others based on the judgment of Manor College.

Suppression of Directory Information

Current Manor College students can prevent the release of their directory information from the "Student Directory" under FERPA. **You must do so in writing with your signature and present it to the Office of the Registrar between 9:00 am to 5:00 pm Monday to Friday.** It must be accomplished within the first two weeks of the semester. Unless otherwise noted it will be in effect for the duration of the student's attendance.

Please keep in mind, that in doing the suppression above, no information regarding the student can be released--including verification of enrollment for health insurance purposes, day care assistance, housing assistance, verification of degree conferred to employers or perspective employers--unless the Registrar's Office receives additional student's consent.

Further information regarding the Family Educational Rights and Privacy Act of 1974 may be obtained from the Registrar's Office.

Graduation Requirements: The Associate Degree

Manor College confers the Associate in Arts and the Associate in Science Degrees to students who:

1. Complete a minimum of 60 semester hours of work with a cumulative average of at least 2.0. Complete the stipulated number of credits as required by each individual program as stated in this catalog.
2. Complete the specific course requirement in the student's area of specialization.
3. Maintain a "C" or better in each required program course in: Accounting, Allied Health/Science Transfer (all concentrations), Business Administration (all concentrations), Dental Hygiene, Early Childhood Education, Expanded Functions Dental Assisting, Psychology, Paralegal, and Veterinary Technology.
4. The student is responsible to contact the Financial Aid Office for an exit interview if they have Federal Perkins or Federal Direct Loans.

The Certificate Program

Requirements for the Certificate:

1. Complete 24-30 semester hours of work, as required by the individual program.*
2. Complete the specific course requirement in the student's area of specialization.
3. Maintain a cumulative Grade Point Average of 2.0.
4. Maintain a 2.0 average in the area of concentration.
5. Meet all financial obligations to the college.
6. The student is responsible to contact the Financial Aid Office for an exit interview if they have Federal Perkins or Federal Direct Loans.

* Legal Nurse Consultant Certificate Program requires 21 semester hours for completion.

Graduation

Commencement exercises are held annually at the end of the spring semester. Students who complete their degree requirements in the summer, or at the end of the fall semester, receive their diplomas at the Spring commencement following their completion of the degree requirements.

Petition to Graduate

Students who intend to graduate must see their academic advisor during registration the semester prior to their anticipated degree completion. Advisors will then submit a degree completion verification form to the Dean of Academic Affairs. Students must complete a Diploma Name Verification Form with their advisors. An academic audit will then be done.

Approval to graduate is granted by the Dean of Academic Affairs.