



ACADEMIC POLICIES AND REGULATIONS

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A. Academic Calendar

The Academic Calendar is posted on a bulletin board near the academic offices. The latest version of the Academic Calendar is available online at <http://www.holyapostles.edu/academic-calendar/>.

B. Registration

As part of the admission process, students may be required to take placement tests in reading, writing and comprehension before registering for courses. A semester’s full-time tuition and fees are paid at the time of registration. Tuition only is refundable in accordance with the procedures outlined in the Refund Section. Tuition and general fees are subject to increase without notice.

C. Course Audit Policy

With the permission of the instructor, students who wish to take a course at Holy Apostles for personal interest, and are not interested in receiving credit, may

audit courses. Students auditing a course are expected to regularly attend class and do all relevant readings. Any auditing student who does not meet such requirements may be withdrawn from the course at the instructor's request.

No student may audit more than two courses in a given semester. Audits are recorded on transcripts.

D. Directed Study Policy

A Directed Study is a course taught by one instructor to one student, with the Dean's express administrative approval, when that course is either: (1) not scheduled to be offered in the semester during which the Directed Study takes place; or (2) not a course currently offered at Holy Apostles College and Seminary. Holy Apostles College and Seminary may offer a Directed Study in two distinct circumstances:

1. When a student needs a particular course for graduation, but that course is not being offered in the semester when the student must take it; or
2. When a student has a particular interest in a topic that is not covered in a course already offered at Holy Apostles College and Seminary.

The possibility of taking a Directed Study is contingent upon two factors: (1) the availability of a qualified instructor to teach the Directed Study; and (2) whether the Directed Study fits with the mission of Holy Apostles and the degree plan of the student requesting the Directed Study.

An on-campus student who desires to take a Directed Study must contact the Academic Dean. An online student who desires to take a Directed Study must contact the Associate Dean of Online Learning. The Academic Dean or the Associate Dean of Online Learning may *sua sponte* suggest to a student the possibility of taking a Directed Study.

The appropriate Dean will provide the student with a Directed Study Request Form. The student must fill out the Directed Study Request and then return it to the Dean. The Dean will consider the possibility of Directed Study in consultation with one or more instructors at Holy Apostles College and Seminary. Then the Dean will inform the student whether the request for a Directed Study can be granted.

If Holy Apostles grants the student's request for a Directed Study, then a course number and title will be assigned to the Directed Study and the student will be provided with instructions regarding how to register for the Directed Study.

The cost to the student for taking a Directed Study is the same cost as other three-credit courses at Holy Apostles College and Seminary.

The general responsibilities of an instructor for a Directed Study are the same as the general responsibilities of an instructor for any other course offered at Holy

Apostles. The requirements in terms of readings and assignments for a Directed Study are the equivalent of the requirements for a three-credit course.

Before the semester begins, the instructor, in consultation with the student, must prepare a complete syllabus for the course based upon a 14-week long semester. The student may propose course requirements. The instructor, however, retains final discretion regarding course requirements. The instructor will send the completed syllabus to the Academic Dean (for an on-campus student) or the Associate Dean of Online Learning (for an online student) for filing in the academic office.

The syllabus must clearly indicate the type and the length of all assignments required for the course. The syllabus also must indicate the manner in which the student and the instructor will communicate on a weekly basis. The syllabus must be sent to the appropriate Dean before the semester begins. The Dean may cancel a Directed Study if a satisfactory syllabus is not submitted in a timely manner.

A student may not take more than two Directed Studies toward the course-credit requirements of any one degree program at Holy Apostles.

E. Class Attendance

For lay-undergraduate and lay-graduate programs, there is no college-wide attendance policy that applies to all classes. Each instructor develops and distributes to students his or her own attendance policy during the first week of each semester. The instructor notifies the Academic Dean if a student's absence is excessive. Excessive absenteeism may result in the student's being withdrawn from the course. The student must notify the class instructor and the Academic Dean if he or she is going to be absent for an extended period because of personal emergencies.

Immediately upon returning to classes, a student should discuss with the instructor the academic work missed because of absences. It may be the case, depending upon the extent of the absence, that the work cannot be made up within the semester and an incomplete has to be given. It is the responsibility of any student withdrawn from a course due to poor attendance to contact the Office of the Registrar immediately, so as not to receive a grade of "F". The Business Office handles any refunds which may be due the student.

There is a uniform class attendance policy for seminarian students detailed in the Seminarian Handbook.

Veterans are required by the Veterans' Administration to attend classes on a regular basis regardless of the attendance policy of the instructor. Poor attendance or lack of attendance by a veteran will result in termination of benefits.

F. Absence Policy

More than three unexcused absences in an on-campus course is considered excessive, and students who have more than three unexcused absences may receive from their instructor a reduced grade for the term.

Students taking courses online must check in with their instructor by the first Wednesday of the semester. Assignments must be submitted per the deadlines provided by the instructor.

Students with excessive tardiness or absence are subject to the penalties outlined in the course syllabus up to and including the professor requesting the student be dismissed from the course with the grade of "F". In an effort to assist students who lag behind, professors will also be asked after week 2 and week 6 to identify any students who have not been attending regularly to their assignments.

G. Accommodating Students with Disabilities

Holy Apostles College and Seminary is committed to the goal of achieving equal educational opportunities and full participation in higher education for persons with disabilities who qualify for admission to the College. Most of the facilities are accessible and special accommodations may be made in modes of answering and time allotted for testing. It is the responsibility of the student to notify the institution in the space provided on the application of any special accommodations they require. Students with documented disabilities requiring special accommodations should request information and/or receive a copy of our Disability Services Handbook from the Office of the Academic Dean. Requests for academic or financial

accommodations must be made prior to the application deadline to allow the institution sufficient time to make any necessary adjustments.

In the case of online students, the Online Learning program pursues all applicable requirements of the American Disabilities Act as concerns its adherence to Universal Design principles.

Federal law requires that institutions of higher education provide reasonable classroom (and other) accommodations to students with disclosed disabilities.

Under federal law, i.e., the Americans with Disabilities Act (ADA), students at the collegiate level, must self-disclose with respect to any disability and must request accommodations with respect to any such disclosed disability. To comply with the ADA, new students are informed at Orientation about Holy Apostles' Disabilities Resource Center. In addition, all instructors will include an ADA statement on their syllabi so that students know where to go for assistance.

Students must complete a disclosure form and submit it to the Academic Dean along with a copy of his/her most recent evaluation. The age of the most recent evaluation can be no older than 3 years (an ADA minimum requirement). One

reviewed, the Academic Dean will schedule a meeting with the student to discuss the accommodations that will be granted and an accommodation agreement is completed and signed. The student should bring to this meeting, documentation of the disability as well as any other supporting documentation. The documentation must specifically identify the disability and describe the academic limitations associated with it. It must be on letterhead and signed by a certified professional with expertise in the field of the disability. Documentation look back period cannot exceed three years. All medical records and learning assessments will be kept confidential. Once signed, both the student and the Academic Dean get a copy of that agreement along with any instructors the student has for the semester.

The student will also be provided with a copy of our grievance procedures and have access to a representative from the Disabilities Resource Center (DRC) who will serve as an advocate for the student. The student must notify the DRC representative in the event that accommodations are not being followed in the classroom.

The student will also be required to sign a confidentiality waiver which allows the Academic Dean to share information regarding the disability with those identified as key personnel at Holy Apostles.

If accommodations are refused, a refusal form is completed and sent to the student. The student may then grieve that decision using the grievance procedures.

The DRC handbook is available for download on our website.

H. Testing Online ESL Students

This policy applies only where an instructor requires a timed test as part of a course and the course includes one or more students for whom English is a Second Language (that is, students whose mother tongue is not English).

ESL students will be given time and a half, also known as 50% additional time, to complete all in-class timed exercises. For example, if a test is timed for 30 minutes, then ESL students should be allowed 45 minutes to complete the test.

Instructors will apply this policy only upon notice or confirmation from Holy Apostles' administration that one or more students are ESL students.

I. Definition of a Credit Hour and Time-Value of a 3-Credit Course

All courses and programs, regardless of academic level, at Holy Apostles College & Seminary in Cromwell, CT, adhere to the federal definition of a credit hour as outlined in 34 CFR sections 600.2, 602.24, 603.24, and 668.8; Education Code

sections 66700, 70901, 70901(b), 70902(b), and 78016, Title 5 sections 51000, 51022, 55002(b)(1)(B). 55100, 55130, and 55150.¹ Holy

Apostles College & Seminary adopted the Federal Definition of the Credit Hour, known as the Carnegie Unit, in the fall of 2011 for the purpose of scheduling review of its online degree programs and extended the definition to all courses and programs during its 2013-2014 curriculum review process.

A credit hour as defined by the U.S. Department of Education is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

3. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or;
4. At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

When the Carnegie Unit is cross-referenced with the federal definition of a clock hour, which is fifty minutes, the following formula is applied: each 3-credit course requires 2.5 hours of direct faculty instruction and 5 hours of outside readings and assignments for a total of 7.5 hours per week over a period of fifteen weeks, the equivalent of 112.5 hours of engagement with each 3- credit course.

This credit hour policy applies to all courses at all degree program levels that award academic credit regardless of the mode of delivery. The Academic Dean and Dean of Online Learning are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

J. Course Withdrawal Policy

This Course Withdrawal Policy shall apply to students at both the undergraduate and graduate levels of study.

a. During the First Week of Classes

During the first week of classes, a non-seminarian student may withdraw from a course by notifying the Registrar. To provide such notice, the student must complete a Course Withdrawal Form (attached hereto) and submit it to the Registrar's Office.

During the first week of classes, a seminarian student may withdraw from a course with the permission of the Academic Advisor by submitting a Course Withdrawal

Form to the Registrar's Office signed by the Academic Advisor.

If a student withdraws from a course during the first week of classes, no notation on the transcript will be made.

b. After the First Week of Classes

After the first week of classes, a non-seminarian student who wishes to withdraw from a class must seek the permission of the Academic Dean.

A seminarian student who wishes to withdraw from a class after the first week of classes must seek the permission of one or more school officials (Academic Dean; Academic Advisor; or President/Rector), depending on the number of weeks into the semester such permission to withdraw is sought as described below. A fully completed and properly signed Course Withdrawal Form must be submitted to the Registrar's Office by the student.

A non-seminarian or seminarian student seeking to withdraw from a class after the first week of classes must complete a Course Withdrawal Form and must including the appropriate signature(s). The completed and signed Course Withdrawal Form must then be submitted to the Registrar's Office by the student.

The Registrar shall forward a copy of the processed form to the course professor. If a non-seminarian or seminarian student withdraws from a course after the first week of classes, the following permissions are required and the following notations shall be entered on the student's transcript:

After End of 1st Week to End of the 3rd Week of Classes

- Non-seminarians need Academic Dean's signature;
- Seminarians need Academic Dean's and Academic Advisor's signature;
- A notation of "W" (Withdrawal) will appear on the student's transcript.

After End of 3rd Week to End of the 5th Week of Classes

- Non-seminarians need Academic Dean's signature;
- Seminarians need Academic Dean's and Academic Advisor's signature;
- A notation of "WF" (Withdrawal/Fail) will appear on the student's transcript.

After End of 5th Week of Classes

- Non-seminarians need Academic Dean's signature;
- Seminarians need the Academic Dean's and the President/Rector's signature.
- A notation of "WF" (Withdrawal/Fail) will appear on the student's transcript.

No withdrawals will be permitted after the Friday before the last week of classes.

A student who does not attend classes and does not submit a properly completed Course Withdrawal Form to the Registrar's Office in a timely manner will receive a

grade of “F” for such course.

Courses that do not meet for 15 weeks will have proportionate withdrawal schedules. Course Withdrawal Forms are available in the Registrar’s Office.

Withdrawals are considered official as of the date the completed and signed Course Withdrawal Form is filed with the Registrar’s Office.

Failure to follow these procedures will result in a grade of “F” and forfeiture of any refund.

c. Notifications

If applicable, the Registrar is required to notify the VA Coordinator and/or the Financial Aid Office of any reduction of course load that affects a student’s full-time/part-time status. The VA Coordinator and/or the Financial Aid Office will be notified of the number of credit hours dropped, the effective date of drop, and the student’s status after the reduction in course load.

K. Grading Policy

Holy Apostles College and Seminary uses the grading system listed below:

Grading System

Numerical Grade Range	Letter Grade	Grade Points	
94-100	A	4.00	Excellent
90-93	A-	3.67	Superior
87-89	B+	3.33	Very Good
84-86	B	3.00	Good
80-83	B-	2.67	Better than Average
77-79	C+	2.33	Average
74-76	C	2.00	Satisfactory
70-73	C-	1.67	Less than Satisfactory
60-69	D	1.33	Unacceptable
0-59	F	0.00	Failure
	P		Pass within Pass/Fail framework
	I		Incomplete
	AUD		Audit
	W		Withdrawal
	WF		Withdrawal Failing

A. Grade Finalization

a. Final Grades

The academic transcript reflects all attempts and grades. All grades become final when they have been assigned and reported to the Office of the Registrar. A grade becomes officially recorded when the Registrar so stipulates.

b. Appeal of Grade

A student who feels that a grade has been unfairly awarded may appeal to the course instructor. If not resolved, an appeal may be made to the Academic Dean. Appeals for grade changes must be made within six weeks after grades have been officially released. If, as a result of an appeal of grade, a grade change is deemed appropriate, such change shall be initiated by either the instructor or the Academic Dean by submitting a completed grade change form to the Office of the Registrar.

c. Grade Change Due to Clerical Error or Satisfaction of an Incomplete

Except where a grade change is warranted following an appeal of grade, final course grades may be changed only by the instructor of the course and then only if there has been an error in computation, to remove an incomplete or, in highly exceptional circumstances, in response to a request for a Retroactive Grade change (see below). The instructor must submit an official grade change form to the Office of the Registrar. Upon recording a grade change, the Registrar shall send the student a student copy of the revised academic transcript.

d. Retroactive Grade Change

A retroactive grade change is a change in grade that occurs after a grade becomes officially recorded that does not result from a clerical error, a change from a grade of "incomplete" or the result of an appeal of grade. A retroactive grade change is an extraordinary action and is granted only in the most compelling circumstances. Such a grade change may not occur unless the instructor who gave the grade initiates the formal process of a retroactive grade change and is approved by the Academic Dean. Retroactive grade changes are not made for students who have graduated.

B. Incomplete Policy

a. Eligibility

Students who have completed little or no coursework are ineligible for an "Incomplete" in a course. An instructor may grant an incomplete to a student who:

- has satisfactorily completed major components of the course; and
- has the ability to finish the remaining work without re-enrolling; and
- has encountered extenuating circumstances, such as illness or family emergencies, that prevent him or her from finishing coursework prior to the last day of the semester.

An "I" for "Incomplete" is a temporary grade assigned at the discretion of the instructor.

b. Process

A student seeking an Incomplete should obtain the Incomplete form from the shared folder of the files tab in Populi or from the Associate Registrar's office. The student will fill out the parts of the form pertaining to the student and submit the form to the instructor before the end of the semester.

If the instructor approves the Incomplete, the instructor fills out the section of the Incomplete form indicating what the student must do to finish the course and signs the form.

The instructor of an online class sends the approved form to the Director of Online Learning for online learning; the instructor of an on-campus class sends the form to the Associate Registrar for on campus learning. The instructor also sends a copy of the completed Incomplete form to the student.

Students receiving an Incomplete (I) must submit the missing course work by the end of the fourth week following the semester in which they were enrolled. An incomplete grade administratively turns into the grade of "F" for "Fail" if the course work is not completed by the end of the fourth week.

c. Other Results for Insufficiently Completing a Course

"W" for "Withdrawal" will appear on the student's permanent record for any course dropped after the end of the first week of a semester to the end of the third week.

Absent the granting of an "I" for Incomplete, "WF" for "Withdrawal/Fail" will appear on the student's permanent record for any course dropped after the end of the third week of a semester and on or before the Friday before the last week of the semester.

A student who does not complete sufficient coursework to pass a course and does not request a W or a WF will receive an F as the final course grade.

C. At-Risk Online Student Policy

a. Distribution of At-Risk Student Forms

The Academic Dean of Online Learning ("ADOL") sends the At-Risk Student Form with the Attendance Surveys to the Instructors twice each semester.

The At-Risk Student Form will be listed in the shared files of Populi and will be available through the Registrar's Office and the Online Learning Office.

b. Completion, Submission, and Follow-Up of At-Risk Student Forms

Instructors should complete an At-Risk Student Form for any student who is exhibiting serious deficiencies in attendance or participation, use of online learning technology, comprehension, writing, communication, research, time management, following instructions, or other skills

necessary for success in online learning. The Instructor must send the completed form to the ADOL.

The ADOL will email the completed At-Risk Student Form to the Online Learning Office and the Financial Aid Office and inform them of the student's difficulties. The ADOL will ask the offices to contact the student if needed. The ADOL must ensure that the student is contacted or that reasonable efforts are made to contact the student. Every effort should be made by the student's advisor to contact student. Any information received should be added to the activity feed. Calls should be documented.

The ADOL will refer the student to the Online Writing Lab, to an English as a Second Language specialist, or to another party for further assistance if advisable. The ADOL may determine whether other actions are needed to help the student succeed.

c. Registering for Subsequent Semesters

The Online Learning Office will post the completed At-Risk Student Form and Incomplete forms in the **Activity Feed** of the student and in the "Show Visibility Options," and will check Academic Admin, Financial Aid, and Registrar. A copy of the completed form will be placed in the Student's folder.

Online Learning Office will place a "**Registration Lock**" on the student's Populi file to prevent the student from self-registering for more classes unless cleared by the ADOL and the Financial Aid Office. The ADOL and the Financial Aid Office may limit the number of courses for which the At-Risk Student can enroll in a subsequent semester.

A student with an At-Risk Student Form or an Incomplete form from the previous semester may not register for more than one course without the approval of the ADOL.

A student with an At-Risk Student Form or an Incomplete form from the previous semester is not allowed a "Self-Registration" tag.

Only the ADOL, in consultation with the Financial Aid Office, may remove a Registration Lock for an Incomplete or an At-Risk Student.

D. Honors

Students in the A.A. (with at least 30 credits from Holy Apostles) or B.A. programs (with at least 60 credits from Holy Apostles), or in the M.A., Post Master's Certificate in Theology, M.Div. or Certificate of Preparation for Ordination programs will be considered by the Academic Dean for Graduation with honors when they complete all degree qualifications with the following cumulative G.P.A.'s:

3.50 - with honors, or *cum laude*;

3.67 - with high honors, or *magna cum laude*;

3.80 - with highest honors, or *summa cum laude*.

Honors will be noted on transcripts and on diplomas.

L. Diplomas

Graduating students receive their diplomas in the mail. There is a mailing charge. Diplomas may be withheld for students who have not paid all outstanding charges or submitted the required copies of their theses or special projects.

The degree of an online student will be noted as "Associate of Arts," "Bachelor of Arts," "Master of Arts Philosophy," "Master of Arts Theology," or "Master of Arts Pastoral Studies."

M. Academic Probation and Dismissal Policy

A freshman student in the A.A. or B.A. programs who does not maintain an average above 2.0 for two semesters will be liable to academic probation. Sophomores, juniors, and seniors must maintain an average of 2.0 or better. Those who incur a "D" in two major subjects are automatically placed on academic probation and must discuss their progress with the Academic Dean each month for the next semester. 12

All students in the M.A., Non-degree Graduate Certificate, or Post Master's Certificate in Theology programs must maintain a cumulative G.P.A. of 3.0 throughout the program. Any student who does not maintain a cumulative G.P.A. of 3.0 may be withdrawn from the program until such time as he or she has improved the cumulative G.P.A. to required specifications. M.Div. or Certificate of Preparation for Ordination students who do not maintain an average above 2.0 for two semesters may be withdrawn from the program.

Any student who falls slightly short of the prescribed standards may be allowed, under certain circumstances, to continue studies on probation, with the understanding that degree candidacy will not continue until work has improved. Students who do not maintain the minimum required G.P.A. after three semesters are liable to academic dismissal.

Academic probation and academic dismissal will be noted on transcripts.

To be reinstated an undergraduate student needs to raise his or her cumulative G.P.A. to above a 2.0 and a graduate student needs to raise his or her G.P.A. to at minimum a 3.0.

In brief, when students follow the degree plans, the requirements for an A.A. is 60 credits, the requirements for a B.A. is 120 credits, the requirements for an M.A. is 36 credits, and the requirements for a Post-Masters Certificate is 30 credits. M.A. students are to fulfill a summative evaluation in one of two ways: pass an M.A. Comprehensive exam, or write an M.A. Thesis.

Academic probation and academic dismissal will be noted in Populi, but not on transcripts.

N. Academic Grievance Policy and Procedures

A. Coverage

1. Any Holy Apostles' undergraduate or graduate student who believes that he or she has been subjected to an improper decision on an academic matter other than matters related to grading² is entitled to file a grievance to obtain an independent review of the allegedly improper decision, followed by corrective action if appropriate. A grievance is a complaint in writing made to an administrative officer of Holy Apostles concerning an academic decision, made by a person or group of persons acting in an official capacity at Holy Apostles that, it is alleged, directly and adversely affects the student as an individual in his or her academic capacity.
2. Grievance procedures apply only in those cases involving a perceived academic impropriety arising from a decision taken by: (1) an individual instructor; (2) the Registrar, the Academic Dean, the Faculty Senate Committee or subcommittee charged to administer academic policies of Holy Apostles. They do not pertain to complaints expressing dissatisfaction with a policy of general application challenged on the grounds that the policy is unfaith or inadvisable. Such procedures also do not apply to matters regarding assigned grades (see, Footnote 1)

B. Grievance and Appeal Procedures

1. *Informal Attempts at Resolution:* the student first should discuss the matter, orally or in writing, with the individual most directly responsible. If no resolution results, the student should then consult with the Academic Dean. Efforts should be made to resolve the issues at an informal level without the complaint escalating to the status of a formal grievance.
2. *The Filing of the Grievance:*
 - i. If informal means of resolution prove unsatisfactory, the student should set forth in writing a statement of the decision that constitutes the subject matter of the dispute, the grounds on which it is being challenged, and the reasons why the grievant believes that the decision was improperly taken. The statement should also include a description of the remedy sought and the informal efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The grievance should include an allegation of any adverse effects on the grievant, known to the grievant at the time of filing.
 - ii. The grievance document should be submitted to the Academic Dean; for a grievance concerning a decision of the Academic Dean

or of the Senate Faculty committee or subcommittee, the procedures set forth herein for grievances and appeals shall be modified as stated in Section C below. A grievance must be filed in a timely fashion, that is, normally within 30 days of the end of the academic semester in which the adverse decision occurred or should reasonably have been discovered. A delay in filing a grievance may, taking all circumstances into account, constitute grounds for rejection of the grievance.

3. *The Response to the Grievance:*

- i. The Academic Dean shall consider the grievance. The Academic Dean may attempt to resolve the matter informally or make whatever disposition of the grievance that he or she deems appropriate. The Academic Dean may, in appropriate cases, remand the grievance to a lower administrative level (including to the level at which the grievance arose) for further consideration.
- ii. The Academic Dean may also refer the grievance, or any issue therein, to any person (the "grievance officer") who shall consider the matter and report to the Academic Dean as the latter directs. The Academic Dean shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person or persons to whom the referral is made (including the time frame within which the person is to report back to the Academic Dean), and the name of that person.
- iii. In undertaking the review, the Academic Dean or the grievance officer may request a response to the issues raised in the grievance from any individuals believed to have information considered relevant, including faculty, staff and students.
- iv. Should attempts to resolve the matter informally not be successful, the Academic Dean shall decide the grievance, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the grievance.
- v. Normally, no more than 60 days should elapse between the filing of a grievance and the disposition by the Academic Dean. If, because of absence of key persons from the campus or other circumstance or exigencies (including those due to breaks in the academic calendar), the Academic Dean decides that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of that in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

4. *The Filing of an Appeal:*

- i. If the grievant is dissatisfied with the disposition of the grievance at the Academic Dean level, either on substantive or on

procedural grounds, he or she may appeal in writing to the President/Rector.

The appeal must specify the particular substantive or procedural bases of the appeal (that is, the appeal must be made on grounds other than general dissatisfaction with the disposition) and must be directed only to issues raised in the grievance as filed or to procedural errors in the grievance process itself, and not to new issues. The appeal shall contain the following:

1. A copy of the original grievance and any other documents submitted by the grievant in connection therewith.
 2. A copy of the determination made by the Academic Dean on that grievance.
 3. A statement of why the reasons for the determination of the Academic Dean are not satisfactory to the grievant. This statement should specifically address the matters set forth in the Standards for review in Section D below.
 - ii. The grievant shall file his or her appeal at the earliest practicable date after the grievant's receipt of the determination by the Academic Dean. Normally no more than 30 days should elapse between the transmittal of the Academic Dean's decision on the grievance and the filing of the appeal. A delay in filing an appeal may, taking all circumstances into account, constitute grounds for rejection of the appeal.
5. *The Response to the Appeal*
 - i. The President/Rector may attempt to resolve the matter informally, or refer the appeal, or any issue thereof, to any person (the "grievance appeal officer") who shall consider the matter and report to the President/Rector as the latter directs. The President/Rector may also, in appropriate cases, remand the matter to a lower administrative level (including to the level at which the grievance arose) for further consideration.
 - ii. The President/Rector shall inform the grievant (and the party against whose decision the grievance has been filed) in writing of any referral of the matter and shall specify the matters referred, the directions to the person to whom the referral is made (including time frame within which the person is to report back to the President/Rector), and the name of that person.
 - iii. Should attempts be made to resolve the matter informally not be successful, the President/Rector shall decide the appeal, and shall notify the grievant (and the party against whose decision the grievance has been filed) in writing of the disposition made of the grievance and the grounds for the disposition at the earliest practicable date after his or her receipt of the appeal. The decision of the President/Rector shall be final.
 - iv. Normally no more than 45 days should elapse between the filing of the appeal and the disposition by the President/Rector. If, because of absence of key persons from the campus or other circumstance

or exigencies (including those due to breaks in the academic calendar), the President/Rector judges that disposition on that schedule is not possible, he or she shall inform the grievant (and the party against whose decision the grievance has been filed) of the fact in writing, giving the grounds therefore and an estimate of when a disposition can be expected.

C. Grievances Concerning Decisions of the Academic Dean or of a Senate Committee or Subcommittee

1. For a grievance concerning a decision of the Academic Dean or the Faculty Senate committee or subcommittee, the grievant shall file his or her grievance with the President/Rector, rather than with the Academic Dean, and the President/Rector shall handle that grievance in accordance with the procedures set forth in Section B(3) above.
2. There shall be no appeal of the President/Rector's disposition of that grievance.

D. Standards for Review and Procedural Matters

1. The review of grievances or appeals shall usually be limited to the following considerations:
 - i. Were the proper facts and criteria brought to bear on the decision? Were improper or extraneous facts or criteria brought to bear that substantially affected the decision to the detriment of the grievant?
 - ii. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the grievant?
 - iii. Given the proper facts, criteria, and procedures, was the decision one which a person in the position of the decision maker might reasonably have made?
2. The time frames set forth herein are guidelines. They may be extended by the relevant administrative officer in his or her discretion for good cause.
3. Questions concerning the filing and/or appeal of grievances should be directed to the Office of the President/Rector

If all institutional avenues in this grievance process have been exhausted, and the student's concern has remained unaddressed, students are encouraged to contact the complaint office in their state. The most comprehensive list of student complaint information contact information was compiled by the State Higher Education Executive Officers Association (SHEEOA) in 2012 and is available here:

<http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%2012-2012.pdf>.

Additionally, students have the right to file a complaint with the U.S. Department of

Education concerning alleged failures by Holy Apostles to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, S. W.
Washington, DC 20202-4605

Questions regarding FERPA and the procedures followed by the College to comply with the act may be referred to the office of the academic dean or of the registrar.

O. Leave of Absence Policy

Holy Apostles offers students in good standing, as defined by Holy Apostles' uniform suspension policy and not subject to disciplinary action, the opportunity to request an academic leave of absence. The academic leave of absence is designed for the student who wishes to be away from his/her academic endeavors at Holy Apostles for one or more semesters but intends to return at a later date. Reasons students take a leave include: health issues, financial difficulties, study abroad opportunities, familial obligations and personal issues.

Undergraduate students considering taking a leave of absence are encouraged to talk with the Academic Dean or the Registrar about options, the process of taking a Leave of Absence and the procedure and timeline of seeking readmission.

P. Military Leave of Absence Policy

Holy Apostles College and Seminary supports its students who are on active duty or members of a military reserve unit or the National Guard and are called into active military service by the United States. To assist them as well as protect and safeguard their status as students, Holy Apostles has adopted the following guidelines:

Leave of Absence from Holy Apostles College and Seminary:

- A student in good standing should immediately file a request for a leave of absence with the academic dean along with a copy of the military orders.
- If granted, the leave of absence generally will be granted for one year. The academic dean is, however, encouraged to grant any request to extend the leave of absence should military service require more than one year. To facilitate the return process, the Academic Dean's Office will notify the Registrar so the student's record will be flagged as a leave of absence for military service.
- The student will receive a full refund of tuition and fees paid to Holy Apostles if the request for a leave of absence/withdrawal for military service is filed prior to the last day to drop classes.

- The student will have a choice of three options if the request for a leave of absence/withdrawal is received after the last day to drop classes:
 - a. A full refund of tuition and fees, no credit awarded for work completed during the semester
 - b. An Incomplete grade in all courses with the right to complete all coursework at a future date without further payment of tuition or fees and a designation that the incomplete was incurred due to active military service.
 - c. A grade in each course, if the professor of each class believes sufficient work has been completed.

Options b and c may be combined should circumstances warrant.

All applicable financial aid awards will be refunded to the appropriate agencies, and repayments of federal student loans will be calculated in accordance with federal guidelines.

While Holy Apostles will make every effort to accommodate students returning from active duty, placement in certain programs cannot be guaranteed.

Students will be required to return university property, such as keys, computer equipment, and library books in order to receive a refund or re-enroll.

Re-enrollment for Military students:

- A student shall be guaranteed a place in a class at the beginning of the semester in which they seek to re-enroll.
- If a student elected to take an incomplete in a course, the student upon re-enrollment should complete the courses within the first six weeks. If the course is no longer offered or if the faculty member is no longer with Holy Apostles, the returning student will receive a full tuition credit for a replacement course.

A policy cannot address every circumstance that may arise when students are called to active duty. A student should consult with the Academic Dean. Appeals of a decision by the Academic Dean may be made to the President/Rector.

Q. Re-Admittance Policy

Readmission is the act of restoring active-student status to former students who have withdrawn from Holy Apostles or had their student matriculation interrupted by a lapse of their student status (for failure to pay fees, failure to satisfy the entry level writing requirement, failure to enroll in future semesters, or failure to graduate).

a. Readmission Criteria

A student who left Holy Apostles in good standing and is seeking to return under the same major on record will be automatically approved for readmission to that major provided:

the student is not on probation or subject to disqualification from an accredited institution he/she may have attended during their time away from Holy Apostles, all applicable official transcripts from institutions of higher education are submitted six weeks before the term of readmission to the Office of the Registrar, and the Statement of Legal Residence petition is resubmitted.

A student who has petitioned to be readmitted (but under a different major) must also obtain the approval of the Academic Dean. Transfer to “undeclared” status will not be permitted if the student’s class standing would be equivalent to junior standing or higher.

of enrollment demonstrating the completion of an acceptable number of units (normally 24 semester units).

Any decision by Holy Apostles to accept the application of reinstatement will be provisional until Holy Apostles has received the final official transcripts showing the academic performance of the current term of attendance at another institution(s) of higher education.

All final decisions for reinstatement will be made by the Academic Dean. It is possible that if the student’s academic performance at another institution does not meet the expectations outlined by the application for reinstatement, the decision to be reinstated could be revoked by the Academic Dean.

Reinstatement of a student who has been dismissed the for the college will be at the discretion of the Academic Dean. If a reinstatement is approved, the student will be monitored on probation by the Academic Dean for minimum of one semester.

No petition for reinstatement will be considered if a student is academically dismissed for a second time at any time after initial reinstatement.

STUDENT CONDUCT

Holy Apostles College and Seminary has adopted a Student Code of Academic Conduct Policy to protect the rights of students, faculty, and staff at Holy Apostles. This code ensures that the learning community at Holy Apostles is one characterized by mutual respect, civility and good citizenship.

All Holy Apostles’ students, both residential and online, as members of the academic community, are expected to accept and adhere to these high standards

of personal conduct.

Students shall:

- Treat all members of the academic community with courtesy, respect and dignity.
- Comply with directions of College and Seminary officials acting in the performance of their duties.
- Treat the campus itself with respect, including buildings, grounds and furnishings.
- Respect the rights and property of other members of the academic community.
- Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
- Accept responsibility for and the consequences of their actions and encourage responsible conduct in others.
- Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
- Abide by all published policies including but not limited to those that appear in Holy Apostles' Catalog and Student/Seminarian Handbooks.
- Refrain from any contact with firearms on campus and from tampering with fire safety equipment in campus buildings.
- Have no firearms, weapons or any other item designed to inflict harm or damage on campus.

Readmittance to another academic program after attaining senior standing (90 credits) will also not be permitted. Students who are not allowed to transfer to another accredited institution will not meet the criteria for readmittance. Additionally, students will not be permitted to return to Holy Apostles if they carry an equivalent cumulative transfer GPA less than a 2.0 (undergraduate) or 3.0 (graduate) at another accredited institution after leaving Holy Apostles.

For graduate level students, the G.P.A. earned must be a minimum of 3.0 (out of 4.0).

Students who wish to apply for re-admittance to Holy Apostles should petition the Office of the Academic Dean in writing and have official transcripts forwarded to the office. The Academic Senate will review each case and make a decision. Holy Apostles reserves the right to refuse re-admittance to any academically dismissed student.

A student dismissed from the Seminary Division program will not be considered for re-admittance for a minimum of two years.

A. Reinstatement Policy

Reinstatement is the act of restoring active-student status to former students who left Holy Apostles in academic difficulty (academic probation, special probation,

subject to disqualification, or academically dismissed). It is expected that all official transcripts from other institution(s) with course work for all terms prior to the current semester would be submitted with the reinstatement application, and that a final set of official transcripts then be provided to Holy Apostles at the conclusion of that current semester

The Student Code of Academic Conduct, as well as the guidelines outlining the adjudication of conduct-related offenses provided below, applies to all Holy Apostles' students and seminarians.

B. Academic Integrity

Holy Apostles expects students to fulfill their academic obligations through honest and independent effort. In a community of scholars committed to truth, dishonesty violates the code of ethics by which we live and is considered a serious offense subject to strong disciplinary actions. Academic misconduct includes but is not limited to the following:

- Knowingly furnishing false or misleading information.
- Falsification, alteration or misuse of college forms or records.
- Any joint effort in examinations, assignments or other academic activity unless authorized by the instructor.
- Plagiarism in any form; using another's phrase, sentence or paragraph without quotation marks; using another's ideas or structure without properly identifying the source; or using the work of someone else and submitting it as one's own. For more detailed information, please consult Holy Apostles' *Policy on Plagiarism and Cheating*, which is incorporated by reference herein.
- Violating any provision contained in Holy Apostles' *Information Technology Appropriate Use Policy*.
- Willfully aiding another in any act of academic dishonesty. Holy Apostles is equally concerned about the interpersonal social relationships that affect the learning environment. Respect for the conditions necessary to enhance learning is, therefore, required.

C. Multiple Submissions Policy

- a. Any work done for academic credit, in addition to its accurately representing Church teaching, should serve as a substantive demonstration of a student's having been intellectually formed by the class for which he or she is writing. To that end, students may not make multiple submissions of their academic work without first seeking permission from the course professor to whom they desire to submit their work and sharing with that course professor the original work and any comments made on it by the professor to whom it was originally submitted. In the case where the work intended for submission will be sent to two or more course professors for credit in

the same semester, permission must be granted in advance by all course professors who will be receiving it. Work that is substantially the same content presented in different formats (e.g., once as an essay for one class and then as a PowerPoint for a different class) is also considered a multiple submission. Violations of this policy may lead to a faculty member's not accepting for credit the work a student has submitted.

D. In-Class Conduct

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student's being asked to leave the classroom. Persistent misconduct on the part of a student is subject to disciplinary action. Some examples of classroom misconduct that will not be tolerated include, but are not limited to the following:

- b. Disorderly conduct
- c. Harassment
- d. Verbal abuse
- e. Assault
- f. Interference with the educational opportunity of other students
- g. Attending class under the influence of alcohol or other drugs

E. Personal Conduct

Students may be disciplined for conduct, which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the college and seminary. These sanctions apply whether or not such conduct occurs on campus, off campus, at college-sponsored or non-college-sponsored events. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be

F. Reporting Violations and Judicial Procedures

All alleged violations should be reported by faculty members to the Office of the Academic Dean. Centralization of authority, responsibility and record-keeping is essential for fair and impartial administration of the Student Conduct Code. Students should report cases to the instructor or to the Academic Dean. The Academic Dean shall inform the instructor of alleged violations that have been reported by students.

Where cheating is discovered or suspected, the instructor should inform the student(s) involved and undertake an investigation of the matter. If the instructor is then convinced that a violation did occur, the following procedure should be used:

If the student admits a violation, the instructor may assign a grade of "0" or "F" to the examination or assignment on which cheating, plagiarism or other academic dishonesty occurred. If the student admits a violation of this Code not involving dishonesty (e.g. talking during an exam, but not sharing answers), the faculty member may assign an appropriate grade penalty. In either case, the name of the

student and a brief description of the incident should be reported to the Academic Dean for determination of the appropriate disciplinary penalty. Reporting is essential to assure that repeat offenders are penalized accordingly.

If the student does not admit a violation, the instructor should refer the case to the Academic Dean, who will attempt to resolve the matter informally and, if necessary, arrange for adjudication by a faculty-student committee.

Any contested accusation of cheating, plagiarism or other academic misconduct in an examination or assignment submitted by a student to satisfy course requirements will be adjudicated by a faculty-student committee appointed by the Academic Dean in consultation with the President/Rector of Holy Apostles. In this case, the instructor should withhold the student's grade until after adjudication.

If, after adjudication, the student is found in violation, the grade should be assigned in accordance with paragraph 7 under "Responsibility of Faculty," supra. If there is no violation, the instructor shall assign a grade based on the quality of the work completed. A student who is dissatisfied with the decision in his or her hearing may appeal the decision.

Grades are an evaluation of academic performance, and their assignment is a responsibility resting solely with the faculty consistent with the authority granted to the Academic Senate by the Regents. The assignment of "0" or "F" to work or tests in which academic dishonesty or

other academic misconduct has occurred is based on the premise that the examination or assignment cannot be regarded as the student's own work and thus is invalidated and/or the student's violation is unfair and/or disruptive and thus harmful to the instructor and others in the class. The instructor shall not apply a more severe grade adjustment than recording a "0" or "F" on the specific assignment or test on which misconduct occurred. Where an instructor has referred a case for adjudication but has not received a report confirming a violation at the time that the course grades are due, submit a grade of "I" for the student on the grade report form.

Specific procedures to be followed in the adjudication of cases of academic misconduct have been established by Holy Apostles. Procedural fairness is basic to the proper enforcement of Holy Apostles' policies and campus regulations. Procedures must ensure fairness not only for students accused of academic dishonesty but also for victims of dishonest acts, e.g., other students. The confidence of students and instructors in the procedures must be maintained.

STUDENT RECORDS

A. Transcript Request Policy

Transcripts may be requested from the Office of the Registrar. The request must

be in writing in a letter or by sending the Transcript Request Form which can be printed from the website. The fee for transcripts must be paid with the request. The request will be processed within 3 weeks (15 business days).

Official transcripts bear the signature of the Registrar and the School Seal; they are typically sent to potential employers or schools. Unofficial transcripts do not bear the signature of the Registrar or the School Seal; they are issued directly to the student.

B. Privacy of Academic Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar or academic dean written requests that identify the record(s) they wish to inspect. The registrar or academic dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar or academic dean, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Holy Apostles to amend a record that they believe is inaccurate or misleading. They should write the registrar, academic dean or other official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Holy Apostles decides not to amend the record as requested by the student, Holy Apostles will notify the student of the decision and advise the student of his or her right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Holy Apostles in an administrative, supervisory, academic or research, or support staff position; a person or company with whom Holy Apostles has contracted (such as an

attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Holy Apostles discloses education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

Another exception that permits disclosure without consent is the disclosure of directory information, which the law and Holy Apostles define to include the following: a student's name, home and campus address, e-mail address, telephone listing, parents' name and address(es), date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, photograph and the most recent previous educational agency or institution attended. This information is generally disclosed only for school purposes, such as news releases, and not to outside vendors.

This exception is subject to the right of the student to object to the designation of any or all of the types of information listed above as directory information in his or her case, by giving notice to the dean of students on or before September 15 of any year. If such an objection is not received, Holy Apostles will release directory information when appropriate.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holy Apostles to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, S.
W. Washington, DC 20202-4605*

Questions regarding FERPA and the procedures followed by the College to comply with the act may be referred to the office of the academic dean or of the registrar. For more information, see also <http://www2.ed.gov/policy/gen/guid/fpco/brochures/parents.html>

C. Record Retention Policy

The following is the policy for record retention for both on campus and online student files.

The Registrar is the ultimate authority on student records and their retention. The

Registrar will train and supervise employees who deal with records. When there is doubt as to what should be done with particular records, the Registrar should be contacted.

a. Current Students – Record Retention

For students who are currently enrolled in a degree program or as personal interest the following information must be maintained in the student's file. Status is determined from the date of entry into their degree program which can vary 6-10 years.

- Application for Admission
- Letters of Reference / Essays
- Letter of Acceptance
- All Semester Course Registration Forms
- All Course ADD / DROP Forms
- All Loan Deferment Forms
- All Transcript request forms / dated and signed Official Transcripts
- Any HACS Policy Forms – (e.g., Disability, FERPA, Leave of Absence)
- Immunization forms
- Other institutional transcripts / High School Record
- HACS transcripts – per semester until graduation. Once checked, just keep graduated final transcript.
- Testing Monitor Information
- Proof of Passing MA Comprehensive Exam or MA Thesis
- Copies of any payments
- Emails / phone messages / memos

b. Graduated Students – Permanent Record Retention

The following is a list of items that must remain permanently in the student's file once they have graduated.

- Application for Admission
- Letters of Reference / Essays
- Letter of Acceptance
- Foreign institutional transcripts and High School Records
- Final HACS Transcript

c. Digitalization

To minimize the amount of file storage required, some type of digital or electronic format will be considered for storage. This is particularly important for student records that pre-date Scholar as the Registrar's Office only has paper files.

d. Incomplete Application Form

Due to the large volume of applications for admission (mainly online) that are never completed, a letter will be mailed to the student after one year from the date of the application. That letter will inform the prospective student that all of

his/her records will be destroyed by a determined date if we do not hear from him/her by that determined date.

e. Accepted Student - Never Enrolled

Because some accepted students never enroll, a letter will be mailed to the student after one year from the date of acceptance. That letter will inform the accepted student that all of his/her records will be destroyed by a determined date if we do