

Academic and Student Life Policies

By registering for courses at Antioch Seattle, students acknowledge they are familiar with the regulations and policies of the University and accept them. The full text of the regulations and policies are available in the following:

- Antioch Seattle Student Handbook
- Individual program handbooks – distributed when students first enroll
- Antioch Seattle website (www.antiochseattle.edu)
- Quarterly Schedules of Classes

Some of the most frequently consulted academic and student life policies follow.

Enrollment Status

Student enrollment status refers to the number of credits for which a student is enrolled for any given quarter. A student may be:

Status	Graduate	Undergraduate
Full Time	8-12	12-15
Half Time	4-7	6-11
Part Time	1-3	1-5

This status is the basis for determining eligibility for financial aid (according to federal guidelines) and loan deferment. *Also considered full time for academic and loan deferment purposes are:*

- Graduate students enrolled for at least 4 total credits of psychology internship and case consultation
- Doctoral students enrolled for supervised experience and/or supplemental supervised experience

Course Credits

Antioch University Seattle is on a quarter calendar and courses are offered as quarter credit.

Credits for fixed-credit courses may not be altered.

A student may increase or decrease the number of credits for variable-credit courses only within the first six weeks of the quarter. The number of credits cannot subsequently be reduced by the instructor or student as a means of reflecting incomplete or inadequate quality of coursework. Credits already earned cannot be changed. Credits are not negotiable either at the end of the quarter or at the end of the degree program.

Permission to audit a class may be available during the first week of classes on a space-available basis. Credit is not earned. Be aware that many classes are not available for audit. In all cases, program and instructor approval are required.

Credit Load Limits

Graduate students may take a maximum of 12 credits per quarter. Undergraduate students may take a maximum of 15 credits per quarter, excluding prior learning credits. Students who wish to exceed the maximum quarterly course load must get approval from their faculty adviser and the program chair or director. If approval is granted, up to three additional credits may be taken (that is 15 and 18 respectively). These load limits include courses taken concurrently at other institutions.

Attendance

Students are expected to attend all scheduled classes. Credits may be denied for failure to attend classes.

Academic Progress

Student Satisfactory Academic Progress Policy

Maintaining Satisfactory Progress

Antioch Seattle is committed to assisting students to achieve their degree or other credential sought. Consequently, Antioch expects students to complete courses by the end of the term of registration.

Satisfactory academic progress is determined by the number of credits completed relative to registered credits, as well as timely progression through the degree process.

Minimum Cumulative Percentage of Credits

All students must have completed or actively have in progress a minimum of 75 percent of their total attempted Antioch Seattle credits. Completed or in-progress courses include those with earned credits or approved In Progress (IP) (not expired).

Attempted credits are all those Antioch Seattle credits for which a student has ever registered, less any courses dropped prior to the 10th calendar day of the quarter. No Credit (NC), Late Drop (LD) and permanent Incomplete (IN) credit notations are punitive and count as credits attempted but not earned.

Unfinished Credits

Students are limited to a cumulative total of 8 unfinished credits of study at Antioch Seattle at any given time. Unfinished credits are those recorded as IP or IPX.

Academic Action For Unsatisfactory Progress

First Quarter: Academic Concern

Students who do not meet one or more of the aforementioned academic progress standards are placed on academic concern and must meet with their advisers to develop an appropriate strategy for improvement in the next term. Elements of such a strategy may include:

- Development of a schedule for completing unfinished credits
- Continued enrollment limited to a maximum of 6 credits for graduate students or 9 credits for undergraduate students
- EMF registration status
- Leave of absence if no courses are in progress

Second Quarter: Academic Warning

After a second consecutive quarter of unsatisfactory progress, students are placed on academic warning, and will not be permitted to register again until they have met with their advisers and center director/school dean to determine and document program conditions of continued enrollment.

Students on academic warning must limit their registration to less than full time or to Enrollment Maintenance status until satisfactory academic progress is made. Program conditions may include:

- Schedule for completion of coursework
- Continued enrollment limited to a maximum of six credits
- Leave of absence if no courses are in progress
- EMF registration status
- Withdrawal from the program



Third Quarter: Academic Hold

After three consecutive quarters of unsatisfactory progress, students are placed on academic hold, and must take a mandatory leave of absence or may be withdrawn from the program.

After the mandatory absence, students' eligibility to continue will be reviewed by the Academic Appeals Committee. If approved, they will not be permitted to register until they have met with their advisers and school deans or center/program directors to determine and document program conditions of continued enrollment. A student may appeal an academic hold and request immediate re-enrollment by submitting a written request to the Academic Appeals Committee. *See Appeals Process on page 25.*

Satisfactory Progress And Financial Aid Eligibility

Students must make satisfactory academic progress to be eligible for financial aid. Students who have not previously attended Antioch Seattle are considered to be in good academic standing. For students who attended Antioch Seattle but did not receive financial aid, the University will determine eligibility by reviewing their past Antioch Seattle records.

Minimum Cumulative Percentage of Credits

To maintain their eligibility for financial aid, students must have completed a minimum of 75% of the credits for which they registered. For financial aid eligibility, credits accepted in transfer from other institutions may be counted toward the 75%.

Minimum Cumulative Credits and Maximum Time Frame

Students are not eligible for financial aid for credits in excess of 150% of the number required for their program. The limits are:

- B.A. – 270, including transfer credits
- M.A. Psychology – CCFT or MHC – 108
- M.A. Psychology – CCFT or MHC with Art Therapy – 135
- M.A. Psychology – CCFT or MHC with Drama Therapy – 135
- M.A. Psychology – Integrative Studies – 90
- Psy.D. in Clinical Psychology – 225
- M.S. Management – 99
- M.A. Environment and Community – 99
- M.A. Organizational Psychology – 99
- M.A. Whole Systems Design – 99
- M.A. Strategic Communication – 99
- Certificate programs – Center for Creative Change – 27
- M.A. Education – 72
- M.A. Education with Graduate Teacher Preparation – 111
- Graduate Teacher Preparation without M.A. – 87

In addition, a full-time undergraduate student must complete at least 32 credits per year to remain eligible for financial aid.

Additional Standards for Washington State Financial Aid

Students who receive Washington state financial aid – including state work-study, state EOG and Washington State Need Grants – must complete each quarter the following number of credits:

Status	Grad	Undergrad
Full time	8	12
Three-quarter time	6	9
Half time	4	6

Students are placed on financial aid probation if they complete at least one half, but less than all, of the minimum number of credits for which the aid was calculated and disbursed. Students may receive financial aid for the following quarter, but must earn all credits for which they register to continue to receive financial aid.

Students are not eligible for further financial aid if they earn less than half of the credits for which they have previously received aid awards. Students who complete all credits for which they are enrolled in one quarter may regain eligibility.

Appeals Process

Students placed on academic hold may appeal in writing to the Academic Appeals Committee. Generally, an appeal should be based on a student's unusual circumstances. An appeal request must be supported and signed by both the adviser and program director. Appeals must be submitted to the Registrar's Office no later than the fifth day of the quarter. If an academic appeal to continue is granted, the student nevertheless remains ineligible for federal, state and institutional financial aid until one quarter is completed with all courses finished and/or all unfinished credits completed.

Continuous Enrollment

Students must notify the University if they want to take any quarter off from coursework by requesting a Leave of Absence, if

eligible, or Enrollment Maintenance status.

Leave of Absence

A leave of absence (LOA) is a period of time during which a student has officially notified the school that he or she will not be affiliated with the University, e.g., take classes, seek faculty advice, take part in internships or hold degree committee meetings. To be on leave, a student must register for the leave of absence by the end of the first week of the quarter of absence. Leave of absence registration must be submitted for each consecutive quarter the student intends to be on leave. Leaves of absence can be requested only one quarter at a time.

Note: Taking a leave of absence may cause financial aid loans to go into repayment. Contact the Financial Aid Office for further information.

Students are limited to four consecutive leave of absence quarters. After that, unless the student registers for credit, or enrollment maintenance (EMF) status if eligible, he or she will be withdrawn.

Enrollment Maintenance

There are circumstances in which neither course enrollment nor a leave of absence is appropriate. To maintain continuous enrollment under these circumstances, a student registers for enrollment maintenance status (EMF).

When not enrolled for courses, EMF registration is required:

- if a student is completing or has course work In Progress
- to graduate at the end of a term
- to hold degree committee meetings

A student may not register for enrollment maintenance status to maintain continuous enrollment after exhausting the consecutive leave of absence maximum.

Withdrawal

According to the LOA and other policies, the University can withdraw students, a student can withdraw or a program may initiate withdrawal. In all cases, the Registrar is notified. If a student does not register for courses, a leave of absence or enrollment maintenance status by the end of the first week of the quarter, the student will be withdrawn and any courses in progress will be marked "No Credit." Withdrawn students who wish to resume their degree programs must apply for readmission through the Admissions Office. Readmitted students must comply with University policies and program requirements in effect at the time of readmission and with any specific program/adviser conditions imposed.

In Progress Policy

The University expects a student will complete all coursework by the end of the quarter. In exceptional circumstances, a student may request an exception and negotiate with the instructor for an In Progress (IP). An In Progress may be granted solely at the discretion of the instructor. Classroom courses* may be allowed up to one additional quarter. Other courses may be allowed up to two additional quarters. *A student may not enroll for a Leave of Absence (LOA) with an IP; course enrollment or enrollment maintenance status (EMF) is required.*

If the work is not finished by the deadline the instructor has set, the instructor can extend the IP deadline up to the maximum time permitted for the course. If the work is not complete by the final deadline set by the instructor and an assessment has not been submitted, a No Credit (NC) will be assigned, not subject to change. To earn credit for a course deemed No Credit or permanently incomplete, the student must re-enroll in and repay for the course.

In Progress contracts are not available to non-matriculated/visiting students.

Upon withdrawal from Antioch, outstanding courses in progress are converted to NC (No Credit). An NC is permanent and not subject to change. **Students must complete all course and degree requirements prior to or on the last day of classes of a term to be eligible to graduate that term.**

**Classroom courses include methods courses, lecture, lab and seminar; other courses include inquiry, independent study, field study, internship and thesis.*

Non-matriculated (Visiting) Students

Non-matriculated students are those who enroll in courses for academic credit without intending to pursue a degree. If non-matriculated students subsequently wish to pursue a degree or certificate, they must apply for admission. Credits earned as a non-matriculated student are not automatically applicable to the degree programs if the applicant is accepted. Non-matriculated students may not be granted In Progress contracts.

Grades

Antioch Seattle does not award letter or numeric grades for learning completed either prior to or during enrollment. However, at a student's request, the Registrar will provide a letter that outlines the University's philosophy about evaluation of student learning and report the University's standards for granting credit (B or better for graduate students, C or better for undergraduate students).

No Credit (NC) and permanent Incomplete (IN) credit designations are not subject to change.

Degree Completion

A student must be enrolled for courses or for Enrollment Maintenance status to be

eligible to graduate at the end of a term. Students are allowed six years from their original date of enrollment to complete a degree.

Students must complete all course and degree requirements, including portfolios, prior to or on the last day of classes of a term to be eligible to graduate that term.

Student Records and Transcripts

Narrative evaluations are part of a student's permanent academic record and may be requested by the student to accompany the transcript. The student may request that any, all, or none of the narrative evaluations accompany the transcript; no evaluations will be released unless requested by the student.

Upon written request, the university will provide academic transcripts for any student who has attended Antioch University Seattle. The university maintains the right to withhold release of a transcript if the student has an outstanding financial obligation to the university.

Due Process and Student Grievances

Antioch is committed to the fair and equal treatment of students in all areas. All members of the Antioch community are expected to conduct themselves honestly, responsibly and in a manner that respects the rights of others. To this end, a student code of conduct, including a statement of student rights and responsibilities, is maintained and published in the Student Handbook. The student grievance policy is also outlined in the Student Handbook.

Students who believe they have grievances about their treatment in an academic program have recourse with the Vice President for Academic Affairs and with a review process in which grievances may be heard and ruled on by an impartial faculty panel. A detailed statement of applicable policies and procedures is available in the Office of

the Vice President for Academic Affairs.

Student Appeal Procedure for Non-Academic Issues

Students have the right to appeal when a violation of university policy or procedure is alleged. Note: Sexual harassment claims and academic grievances are covered through their respective procedures. Before an appeal is filed, students should attempt to solve problems informally. That is, they should communicate directly with the person(s) involved. If that is not satisfactory students should then communicate with their Dean or Director.

If an informal resolution cannot be reached, the student may file a formal appeal to the Dean of Students by providing a written statement specifying the nature of the complaint, any evidence related to the complaint, and the remedy sought.

Communication Protocol

E-mail accounts and addresses are assigned for all Antioch Seattle students. Students are required to check their e-mail at least weekly and are responsible for being aware of information posted as official announcements and through their programs.

To comply with student record confidentiality and security requirements, official e-mail communication with Antioch Seattle, including e-mail between students and instructors, should originate from and be conducted within the Antioch Seattle system.

Students are required to report and maintain a current mailing address with the University. Address changes should be reported to the Registrar's Office securely through Antioch Seattle e-mail, by letter or by using the address change form available on the Antioch Seattle website at www.antiochseattle.edu/currentstudents/registrar_forms.html

Antioch Seattle Plagiarism Policy

Plagiarism is defined as the presentation of an idea or work product as one's own, when that idea or product is derived from another source and presented without credit to the original source. "Idea or product" includes not only written work but also artworks, images, performances or ideas expressed orally or via any electronic or other medium.

Antioch expects its graduate and undergraduate students to know and observe appropriate conventions of source citation, so that any use students may make of others' work is duly attributed to the originators of that work. Student work should leave no ambiguity about which ideas, words, images, performances etc. originate with the student and which have been taken from other sources. This expectation applies without regard to whether the source material used is protected by copyright.

In so far as is practical, these expectations apply not only to students' written work, but also to work submitted in other forms, e.g. as oral presentations, performances or via electronic media.

When student work includes unintentional errors in source citation, such that doubt may arise about the source or originality of ideas, words or work products used, Antioch University Seattle faculty members normally call those errors to students' attention, with due warning about the hazards of plagiarism. Normally, in such cases, students are required to correct and resubmit their work following such warning.

If errors persist following warnings of this kind, or if failures of proper source citation are clearly a result of deliberate deceptive intent, faculty members normally deny credit for the course or learning activity in which the suspect work was generated. Where there is evidence of deceptive

intent, faculty members are asked to refer the case to the full faculty of the school, center or program involved, and the full program faculty may recommend to the center or program director or the dean of the school that the student be dismissed or suspended from the program, or that the director or dean of the school issue a written reprimand and/or warning to the student, a copy of which would be filed in the student's record.

Students against whom any of the aforementioned measures are taken have access to the academic grievance procedure.

Except as provided in the aforementioned, no reference to charges or suspicions of plagiarism or academic dishonesty shall be included in the student's course assessment or official academic record.

Disability Support Services Policy

It is the policy of Antioch University, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, and other disability non-discrimination laws, that no student shall, on the basis of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any University program or activity. Antioch University is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of University services, programs, and activities, in the most integrated setting appropriate to the students' needs. Antioch University is committed to providing reasonable accommodation to qualified students with disabilities in order to ensure that all students have an equal opportunity to benefit from and have access to programs and services.

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA)

FERPA allows 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 university receives a request for access.** Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official 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 university official to whom the request was submitted, 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 education records that the student believes are inaccurate or misleading.** Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the registrar, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. The registrar refers the request to the vice president for academic affairs and dean of the faculty, who consults with appropriate faculty and with the head of the academic program in which the record was generated. If the vice president decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Any such hearing will be conducted according to the procedures governing student academic grievances.
- (3) **The right to removal of inappropriate content from faculty narrative assessments of student work.** Inappropriate content of a narrative assessment includes: any malicious statement; any statement irrelevant to the student's academic performance; or any statement that characterizes or reveals the student's ethnicity, family background, physical or mental health diagnosis or history, disability/ability status, religion, sexual orientation or membership in any group protected under the terms of the university's nondiscrimination policy. The student seeking removal of inappropriate content from a faculty member's narrative assessment should write to the registrar, who refers the request to the vice president for academic affairs and dean of the faculty. The vice president, following consultation with the chair or head of the student's academic program and with other faculty as appropriate, may direct the registrar to remove the disputed content from the narrative assessment – though only by deleting the inappropriate word(s), phrase(s), or sentence(s). The vice president may not authorize the introduction of new language into a narrative assessment. If the vice president decides against removal of the disputed language, the university will notify the student of the decision and advise the student of his or her right to a hearing. Any such hearing will be conducted according to the procedures governing student academic grievances.
- (4) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, e.g. disclosure to school officials with legitimate educational interests.** A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or student serving on an official committee, such as 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 to fulfill his or her professional responsibility.
- (5) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university 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 Ave. S.W., Washington, DC 20202-4605.

Directory Information In accord with the Family Educational Rights and Privacy Act of 1974, as amended, Antioch University Seattle ensures students access to their official academic records and prohibits the release of personally identifiable information, other than directory information, from these records without the student's permission except as specified by law. Antioch University Seattle has defined directory information to include a student's name, address, Antioch Seattle e-mail address, telephone number, major course of study and concentration, dates of attendance and degrees or certificates earned. If a student withholds directory information, the University cannot release any information, including verification of attendance or degree(s) earned without the student's explicit written request.