

**Global Education Ministries Foundation
2021-2022 Academic Programs Catalog**

A four-year liberal arts College founded in 1870 by the Religious Society of Friends (Quakers), and today awarding the RN to BSN completion degree.

This catalog contains regulations in effect as of April 2020, and information for students matriculating in August 2020, January 2021, and May 2021. GEMF reserves the right to change curriculum, personnel, policies, and fees without notice. The provisions of this catalog are informative in character and do not constitute a contract between the student and the College.

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Important Dates:

September 5 – September 7, 2020 Labor Day holiday
November 23 – November 29, 2020 Thanksgiving Week (no classes)
December 24, 2020 – January 4, 2021 Winter break

Important Dates:

January 18, 2021 MLK, Jr. Day
May 8, 2021 Commencement
May 31, 2021 Memorial Day
July 5, 2021 Independence Day Holiday

Tuition

The GEMF RN to BSN Program costs \$562.50 per credit, inclusive of all fees.

NOTE: All students are billed the same, regardless of where they reside.

Transcript Fee \$ 10.00 for e-transcripts

- \$ 12.50 for paper transcript (pickup)
- \$ 12.50 for paper transcript (mailed USPS)
- \$ 15.00 for paper transcript (mailed-USPS International)
- \$ 45.00 for paper transcript (FedEx Overnight Domestic)
- \$ 65.00 for paper transcript (FedEx Overnight International)

VA Benefits

Global Education Ministries Foundation (GEMF) RN to BSN Program is in compliance with the *Veterans Benefits and Transition Act of 2018*. GEMF will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or require the student to borrow additional funds to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the US Department of Veterans Affairs for the student using Chapter 31 or Chapter 33 VA Benefit. The student will only be responsible for the portion of tuition, fees, room and board that the VA Benefit is not paying.

The purpose of the GEMF RN to BSN Program is to educate, inspire, and prepare each student for a life of service and success. To fulfill that purpose, we provide a high quality, personalized, and mission-focused educational environment shaped by distinctly Christian values. By offering academic programs, practical experience, and co-curricular activities in a variety of settings to students from diverse backgrounds, the Foundation leads students to gain an awareness of the world, to acquire knowledge of career and vocation.

As an academic community, GEMF is rooted in historic Christian values which include honesty, humility, gratitude, compassion, and grace. These motivate those who learn and work at the Foundation to make positive contributions to their professions and their communities.

GEMF intends to make significant progress in the next decade toward being a model college that melds the liberal arts and career preparation in order to graduate liberally educated professionals. To move toward this vision, Wilmington will:

- integrate career preparation with the traditions and foundational skills of the liberal arts;
- challenge students to live the historic Quaker testimonies of integrity, service, peace and social justice, stewardship and respect for all persons and to practice them in their communities, and workplaces;
- promote every student's participation in hands-on experiences including internships, community service, and international study programs;
- create a caring campus community that embraces civility, respect, and trust; and
- demonstrate a commitment to this vision by placing the needs of students at the center of all decision-making.

The following core values are fundamental to the success of Wilmington College in realizing its mission and vision. These values are drawn from the College's founding faith, The Religious Society of Friends (Quakers), from important traditions of American higher education, and from universally held beliefs that serve to guide the best in human thought and action.

The Mission, Vision, Core Values and Educational Program Goals statements were approved by the GEMF Board on July 1, 2019.

Global Education Ministries Foundation (GEMF) is seeking initial accreditation by The Higher Learning Commission: (www.hlcommission.org, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-1411, or 312-263-0456).

GEMF is also seeking authorization by the Nebraska Postsecondary Coordinating Commission (NEPCC). This authorization continues through December 31, 2026. A copy of the Certificate of Authorization may be reviewed in the Business Office. Please see the following website to file a student complaint:
<https://www.ohiohighered.org/students/complaints>.

The College is an institutional member of the Council for Independent Nebraska Colleges (CINC), the Council of Independent Colleges, the National Association of Independent Colleges and Universities.

GEMF DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, RELIGION, NATIONAL OR ETHNIC ORIGIN, GENDER, SEXUAL ORIENTATION, OR DISABILITY IN THE ADMINISTRATION OF EDUCATION POLICIES, ADMISSION POLICIES, EMPLOYMENT, OR ANY OTHER COLLEGE PROGRAM OR ACTIVITY.

Inquiries regarding compliance may be directed to:

Director of Human Resources
Pyle Center Box 1187
1870 Quaker Way
GEMF
Wilmington, Ohio 45177
Telephone: (937) 481-2282
or to the

Director of the Office for Civil Rights, Cleveland Office
U.S. Department of Education
600 Superior Avenue East
Bank One Center, Room 750
Cleveland, Ohio 44114-2611
(216) 522-4970

If a student believes discrimination is being practiced, the following procedure should be followed:

1. Contact the officer of the College who is responsible for receiving the complaint, investigating it, and, if need exists, directing it to the appropriate member of the campus community who has responsibility for the specific area in which the infraction is alleged to exist.
 - a. For academic complaints, the Vice President for External Programs
 - b. For student service related concerns, the Vice President for Student Affairs
 - c. For complaints related to employment, the Director of Human Resources
2. Any appeal of action taken as a result of the original complaint should be directed, in writing, to the President of GEMF.
3. Any complaint for which there is no other officially designated route for recourse should be brought to the attention of the particular administrator under whose jurisdiction an infraction is thought to exist. Appeals from a decision of an administrator in any such case should be made to the President of GEMF.

GEMF was founded in 1870 by members of the Religious Society of Friends (Quakers). This affiliation continues today. The members of the Board of Trustees, the college's governing body, are selected by the Wilmington Yearly Meeting of the Religious Society of Friends. In addition, Wilmington Yearly Meeting offices are located on-campus in the Kelly Religious Center, named after Thomas R. Kelly, an alumnus and prominent Quaker writer.

The first College building, College Hall, was built in 1866, as the site of Franklin College, a non-sectarian institution which went out of existence in 1869. The building was sold to the Quakers in 1870, marking the birth of Wilmington College.

Through the years, GEMF has grown from that small beginning to its present status as one of Ohio's respected private, liberal arts colleges. Here learning is combined with practical application, values are as important as facts, and students and faculty regard each other as persons, not names and numbers.

Quaker traditions are important to the Wilmington-campus atmosphere. Their influence is felt in the personal working relationships among members of the College community and in the concern for each individual. Students, faculty, administration, and staff are addressed by names rather than titles. This reflects Quaker values of mutuality and equality.

Decisions at GEMF are not reached by voting. Rather, the group seeks for a plan of action upon which all can unite. This approach to problem solving, based on consensus, reflects a Quaker approach to business and can be seen operating in almost any group meeting on-campus, from the trustees to faculty staff meetings to small informal committees. Many student groups also follow this way of decision-making.

Since the founding of the Religious Society of Friends in 17th century England, Friends have worked to end war and create a world of peace. The Peace Testimony continues to be a central witness of Quakerism. It is made visible at GEMF with the Peace Studies program, the annual Westheimer Peace Symposium, and the Peace Resource Center, which attracts scholars and visitors from around the world. The Center houses extensive materials on World War II atomic bombings. Its Hiroshima-Nagasaki Collection, related to the bombings of those cities, is the largest collection of this kind outside of Japan.

Quakers also have a long standing interest in international education and international relations. The College academic program reflects this international emphasis in the general education program. International students from several countries also reflect the hope that GEMF will help students develop a fuller understanding of world cultures and world issues.

Through their GEMF accounts, all students and faculty have access to the full electronic resources of OhioLink and OPAL, the library consortia to which GEMF belongs. GEMF students have additional access to computers and can print documents during business hours. GEMF students, instructors, and administrators have free parking in gated parking garages and lots.

All services, including admissions, academic advising, evaluation of transfer credits, registration, and financial aid counseling are offered at the Cincinnati Branch at times convenient to the adult learner. At the application stage, students declare a "home campus" where the majority of their classes are taken, but they may take courses at the main campus, if necessary, subject to any special restrictions that may exist for courses or programs at that location. The GEMF Cincinnati Branch offers all courses leading to the Bachelor of Arts degree with majors in Accounting, Business Administration (with concentrations in business analysis, finance, and

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management), Liberal Studies, Strategic Human Resources Management, and Strategic Organizational Leadership. For qualified students who have earned an associate's degree from Cincinnati State in specialized areas, GEMF offers the Bachelor of Arts in Multimedia Studies onsite. In addition, students who have completed an associate's in applied science degree in Early Childhood Education from Cincinnati State Technical and Community College can complete their Bachelor of Arts degree in Education Studies onsite at Cincinnati State. Students interested in taking classes but not wishing to pursue a degree are welcome to take courses as non-degree students.

A student who is interested in applying to GEMF Cincinnati should submit all application materials directly to the GEMF Cincinnati Administrative Office (181 Main Building, 3520 Central Parkway, Cincinnati, OH 45223). GEMF does not discriminate on the basis of age, race, color, religion, national or ethnic origin, gender, sexual orientation, or disability in the administration of educational policies, financial aid, employment or any other college program or activity.

To qualify for admission, a student must be a graduate of an accredited secondary school. Students with satisfactory scores on the General Education Development (GED) test will also be considered for admission.

To apply for admission:

1. Complete the GEMF Cincinnati Application for Admission. There is no application fee.
2. Request that official transcripts from all prior colleges, universities, and post-secondary institutions and programs be forwarded directly to the GEMF Cincinnati office (181 Main Building, 3520 Central Parkway, Cincinnati, OH 45223).
3. If a student has earned fewer than 12 semester hours of college coursework and/or has not earned an Associate's or Bachelor's degree, the applicant must also submit an official transcript from the high school from which the student graduated or a GED transcript.

Students, who have been admitted to GEMF and have earned an Associates of Arts or an Associates of Science from a regionally accredited institution, will have fulfilled general education requirements at GEMF. Students, who have been admitted to GEMF and have completed the Ohio Transfer Module at a regionally accredited institution, will have fulfilled general education requirements at GEMF. OTM Completion must be indicated on a student's official transcript from the institution.

All former students seeking readmission after withdrawal or suspension from a degree-seeking program at GEMF must complete an Application for Readmission to GEMF. GEMF Cincinnati students who have not been enrolled for three consecutive semesters are automatically considered to be withdrawn. Financial aid applicants/recipients who have not enrolled for one semester (excluding summer) are considered withdrawn and must apply for

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readmission for financial aid eligibility to be reinstated. In addition, for those students who have enrolled at another college or university since departure from GEMF, official transcripts of additional academic study must be forwarded to the GEMF Cincinnati office. If a student has been gone from GEMF for more than six years, the student must request and submit all official high school and college transcripts. These include all and any transcripts that the student provided to GEMF when the student first enrolled at the College. Students whose records are on hold with the Office of Student Financial Services will not be considered for readmission until their accounts are current.

Former GEMF students who have not been enrolled for five (5) consecutive calendar years are eligible to apply for "Fresh Start." This policy allows the student to start a new GPA when they re-enroll and return to Academic Good Standing. Students must request this option when they apply to be readmitted. This one-time opportunity provides the student a chance to overcome poor past performance. In exchange, students who return under Fresh Start and fail to remain in Academic Good Standing are dismissed. Students returning under Fresh Start are not eligible for academic probation or suspension.

Quaker colleges have traditionally emphasized the importance of international understanding. For this reason, many classes have an international focus and international students are welcomed and encouraged to apply to the Wilmington College Cincinnati campus.

1. The maximum number of semester hours a student can earn through Experiential Learning credit is 15.
2. All Experiential Learning credit will be posted as ID395 electives and will

fulfill no general education, major, minor, or teacher licensure requirements.

3. Students applying for Experiential Learning credit develop a portfolio which is evaluated by a portfolio assessment committee. The portfolios and recommendations are then reviewed by the Vice President for External Programs for final approval.
4. Students must submit all materials to support a request for Experiential Learning credit according to the following guidelines:
 - a. Students who start at GEMF with fewer than 90 total hours must submit their experiential learning portfolio by the last day of the semester in which they have completed 90 semester hours or by the last day of their third semester at Wilmington, whichever comes later. In practice, a student with no transfer work would most likely

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use the 90-hour mark as a deadline, whereas the student who transfers in 88 hours would use the three-semester deadline.

- b. Students who transfer to Wilmington with 90 hours or more must submit their experiential learning portfolio by the last day of their third semester.
- c. Students may submit only one experiential learning portfolio in their Wilmington career.

Extensions: It is the student's responsibility to complete his/her experiential learning portfolio within the designated time period. If there are extenuating circumstances, students may petition the Academic Standards and Appeals Committee for an extension. Portfolios should be submitted to the office of the campus where the student is enrolled.

5. Experiential Learning credits do not count toward fulfillment of the 32 minimum hour requirement for graduation nor do they count for the residence requirement.
6. No grade is given for Experiential Learning credit hours and the credits are recorded on the transcript under the title "Experiential Learning."
7. Decisions made by the evaluation team are considered final. Students who think they were evaluated unfairly may petition the Vice President for External Programs.
8. A non-refundable submission fee equivalent to one semester hour of tuition is charged when the portfolio is submitted. Upon final assessment and acceptance by the student, there will be an additional fee of 50% of the applicable tuition rate for each credit hour accepted. The submission fee will be applied to this total.

1. Any regularly enrolled student may apply for permission to take a proficiency

examination in a course listed in the Catalog, subject to the following restrictions:

- In all disciplines with the exception of Spanish, a student may not take a proficiency examination in any course that is a prerequisite to one for which the student has already earned credit. A student taking Spanish courses where placement is determined using CAPE's Spanish Placement Test must complete lower level proficiencies prior to beginning a second year of study in Spanish.
 - A student may not audit a class prior to taking a proficiency examination in that course.
 - A student may earn no more than 12 credit hours by proficiency examinations.
2. In courses where the final grade is based on a portfolio, the proficiency examination may be in the form of a portfolio. (Note: A portfolio that has

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been reviewed for Experiential Learning credit may not be reviewed again for Proficiency Examination credit and vice versa.)

3. Proficiency Examination credits will not count toward fulfillment of the 32 minimum hour requirement for graduation nor for the residency requirement. 4.

Students must:

- In all disciplines with the exception of Spanish, complete Proficiency Examinations by the last day of the semester in which they complete 90 hours (through Wilmington and transfer) or by the last day of their third semester at Wilmington, whichever comes later. A student taking Spanish courses must complete lower level proficiencies prior to beginning a second year of study in Spanish.
 - Consult with the professor who will administer the examination. Permission to take a proficiency examination is not automatic, but is subject to the approval of the professor, the student's advisor, the academic area coordinator of the discipline in which the exam will be administered, and the Vice President for External Programs.
 - Obtain and complete the Proficiency Examination application from the Cincinnati offices.
 - Pay the non-refundable fee of \$150 per 4 semester hour exam; \$100 per 1 and 2 semester hour exams.
 - Complete the examination.
5. The professor will evaluate the examination and submit the results to the Vice President for External Programs. Course evaluation for all proficiency exams will be pass/no pass.

Financial arrangements must be complete before the beginning of classes each

semester. Bills must be paid in full each semester (by the due date on the bill), or students may enroll in the monthly payment plan offered.

Students who are eligible to receive tuition reimbursement from their employer at the end of a semester may enroll in the Employer Deferred Payment Plan. This plan allows students to defer payment of their balance due until 40 days after the last day of the semester. If the reimbursement payment is not received by the established due date or does not cover the entire balance due, the student will be charged for the amount of the tuition due plus a \$75 late payment fee. In addition, an interest charge of 1.5 percent of the unpaid balance will be charged on a monthly basis until the balance is paid in full. Students who choose the EDPay option must complete an Employer Deferred Payment Plan form, which can be obtained from the GEMF Cincinnati home office.

Students can pay semester charges in full by the due date stated on their billing statement.

This payment plan is a three-month installment payment agreement between the student and GEMF. The sum total of tuition is divided into three equal installments due on the 15th day of the first three months of the current semester. This is an interest free payment option if payments are made by the due date; however, interest will accrue at 1.5 percent per month on the unpaid balance for late payments. If this is the preferred method of payment, students must complete a GEMF Promissory Note, which can be obtained from the GEMF Cincinnati office.

Students scheduled to receive financial aid must pay the "balance due" listed at the bottom of the bill prior to the beginning of classes. The balance due represents the amount charged minus the estimated amount of financial aid the student is expected to receive. It is important to note that although the estimated financial aid amount will be credited to the account, interest charges of 1.5 percent per month will be charged to the unpaid balance until the account is paid in full. Timely application for financial aid is important, and students are encouraged to complete the necessary paperwork as early as possible.

GEMF Cincinnati Branch students who do not receive financial aid and who drop a class should consult the "Student Financial Responsibility for Dropped Courses" schedule that appears in each semester's Cincinnati Branch course schedule to understand their financial obligation for the course. Financial aid recipients should consult their financial aid advisor and the information in the following paragraphs to determine the effects that dropping a course will have on their award.

Students who withdraw, take a leave of absence, or stop attending all classes at GEMF will receive refunds for tuition according to the following schedule:

From the first day of class up to and including the fifth day of class.....	100% refund
From the sixth day of class up to 10% period of time (calendar days).....	90% refund
After 10% and up to 20% period of time (calendar days).....	80% refund
After 20% and up to 30% period of time (calendar days).....	70% refund
After 30% and up to 40% period of time (calendar days).....	60% refund
After 40% and up to 50% period of time (calendar days).....	50% refund
After 50% and up to 60% period of time (calendar days).....	40% refund
After 60% period of time (calendar days).....	No refund

Students who are aware of learning or other disabilities should immediately contact the Academic Resource Center so that appropriate accommodations can be made. A student with a documented disability and/or functional limitations is still held to the same academic standards as other students.

1. Cumulative Grade Point Average (GPA)

Undergraduate students must maintain a minimum cumulative GPA of 2.0 or higher in order to receive financial aid. Graduate students must maintain a minimum cumulative GPA of 3.0 or higher in order to receive financial aid.

2. Completion Rate (67% Rule)

All students must successfully complete 67% of all cumulative attempted credit hours. The percentage is calculated by dividing the cumulative number of earned hours the student has successfully completed by the cumulative number of hours the student has attempted. Percentages will not be rounded up.

- Course grades of A, A-, B+, B, B-, C+, C, C-, D+, D, and DS will be considered attempted and successfully completed.
- Course grades of F, N, and WF will be considered attempted and unsuccessfully completed.
- Course grades of P (pass) will be considered attempted and successfully completed, but they will not affect the student's grade point average.
- Course grades of I (incomplete) or NR (no grade reported) indicate a student has not yet completed the course, and therefore, it will not be considered as successfully completed. An incomplete grade does not earn credit or influence the grade point average. However, an incomplete

is later changed to a grade noting successful completion, the change will be caught in the next SAP review. If a SAP ineligible student believes the changed grade will bring him/her back in line with the SAP Policy, the student may submit an appeal requesting review of eligibility.

- Course grades of W (dropped after the 100% drop/add period) do not earn credit toward graduation or toward satisfying the minimum credit hours requirement; however, these credits will count toward your total attempted credits and could possibly affect the Maximum Timeframe requirement. Within the drop/add period (usually the first five days of a term), students may drop courses without a grade. These courses disappear from the academic record and will not count as attempted hours.
- Students with transfer, Post-Secondary Educational Opportunity (PSEO), College Credit Plus (CCP), College Level Examination Program (CLEP), military, experiential learning, and/or Advanced Placement (AP) or International Baccalaureate (IB) credits will be initially considered eligible for financial aid funding and then must continue to meet the SAP requirements. Credits will be considered attempted and successfully completed and will be counted in the Maximum Timeframe requirement.
- Remedial courses (MT099, EN098) and English as Second Language (ESL) courses (EN088 & EN089) will be considered as attempted credits but do not count as earned credits toward graduation. There is a limit of 12 semester hours of this type of coursework per student over his/her degree completion program.
- Repeated courses will be considered as additionally attempted credits; however, any successfully completed course (A, A-, B+, B, B-, C+, C, C-, D+, D, DS, P grade) cannot be repeated with assistance from financial aid funds unless the student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. In this case, only one repetition of the course is allowed to be funded with financial aid. Additional repeats of the course must be paid for by the student. Any unsuccessfully completed course (F or N grade) may be repeated until successfully completed. It should be noted that continuous repeats impact SAP status. Continuous repeats may be denied in a SAP Appeal review and may negatively impact the Maximum Timeframe requirement.

- Repeatable courses, such as EN232 Varieties of Literature and MU143 GEMF Chorale, are permitted providing the topic varies or the student does not exceed the maximum times repeatable.
- Audit courses (AU) are not counted as either attempted or completed credits and are not eligible for financial aid funding.

3. Maximum Timeframe (150% Rule)

Undergraduate students must complete their program of study within 150% of the standard timeframe required to earn their degree. The Maximum Timeframe is 150% of the number of credit hours needed to complete degree requirements.

- If SAP review determines a student cannot mathematically finish his/her degree program within the Maximum Timeframe or the student cannot raise his/her cumulative GPA to the 2.00 (3.0 graduate students) minimum requirement or meet the completion rate requirement within one semester, the student will be placed on Financial Aid Suspension.
- Undergraduate students who wish to change their major prior to completion may do so; however, students will be expected to complete all degree requirements before reaching 186 attempted credit hours.
- Undergraduate students who declare a double major and/or minor will be expected to complete all degree requirements before reaching 186 attempted credit hours.
- Students who have previously completed the requirements for a degree and who wish to earn a 2nd degree may do so; however, all attempted credits that fulfill degree requirements, including elective requirements, will be counted. Students working towards a 2nd degree can receive Federal Stafford Loan funds only and are subject to the same borrowing limits. Limits are not increased for a 2nd degree.
- Students who have completed the academic requirements to receive his/her degree will no longer be eligible for financial aid funding for additional classes, regardless of whether or not the student has received the degree.

GEMF has an academic amnesty program called Fresh Start, which gives a former GEMF student a one-time opportunity to earn a bachelor's degree with forgiveness for past academic performance. Re-applicants may contact the business office for more information.

Commencement. Attendance is expected at Commencement of candidates who complete degree requirements at the end of summer semester. Candidates must be in academic good standing to participate in Commencement. Financial Obligations. Students with unpaid obligations to the College will not be able to receive diplomas and transcripts.

All students register for classes during the announced registration period. Students are encouraged to consult with their academic advisor before submitting their registration form. Students may not register for any course after the course has met for one class period.

Prior to the first day of classes in a given semester, registration changes may be made by contacting the GEMF Business Office. As of the first day of classes, students must complete and sign a drop/add form within the specified period that is listed in each semester's schedule for these changes to become effective. The change becomes official only after the Drop/Add Form has been deposited and acted upon in the Office of Academic Records.

1. Courses may not be added after the designated Drop/Add period.
2. A change from graded to Pass/No Pass mode may be made through the final drop date (see relevant course schedule).
3. Pass/No Pass once designated may be reversed through the final drop date (see relevant course schedule).
4. Courses may be dropped after the Drop/Add period through the 8th week of the semester. Courses that meet only for part of the semester may be dropped through two-thirds of the scheduled period.
5. A student may not drop a course after the 8th week of the semester. For courses that meet only for part of the semester, a student may not drop the course after two-thirds of the scheduled period.
6. Courses dropped after the designated Drop/Add period appear on the official transcript with a non-punitive grade of "W."

All students are classified as either "regular" or "special." A regular student is one who has been admitted through GEMF Cincinnati as a candidate for a degree. A special student is one who is not seeking a degree from Wilmington College but taking classes for professional development or for a special interest.

Each member of the GEMF faculty will provide all students enrolled in his/her courses with a written statement on attendance policy for each particular course during the first week of the semester. This statement will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the faculty member defines that term. Individual faculty members may elect to impose penalties on students who have excused absences in excess of one week's worth of class meetings in a course

at least eight weeks in length. Courses will also have carefully defined attendance policies depending on the delivery method of the course (online asynchronous or synchronous). Please check each course syllabus carefully for that course's attendance policy. The Program accepts these categories for excused absences:

1. Activities in which the student serves as an official representative of the College;
2. Personal illness, with documentation, if possible. In relation to students experiencing COVID-19 related symptoms or illness, students should be provided an excused absence and should not be penalized for electing not to attend physical classes in these instances;
3. Family, work, or personal emergencies

GEMF recognizes that reasonable attendance requirements will vary somewhat between disciplines, professors and even an individual's courses. The purpose of this policy is to ensure all concerned are clear about expectations in a given course. Faculty members are expected to accept the College's basic definition of excused absences in their individual policies and monitor attendance, but faculty members may also choose to accept other absences as excused (entirely at the discretion of each faculty member). Students are expected to be responsible for informing faculty members about excused absences (including documentation, if required) and for arranging to make up all work missed because of absences. An excused absence in no way removes this responsibility or obligates the professor to provide a student with special assignments or opportunities.

Good communication between students and faculty members is essential in cases of excused absences. Students are responsible for initiating this communication and in as timely a manner as possible. Students who will have to miss class to represent the College should provide schedules of these absences to the faculty member as soon in the semester as they are known. In all cases, it is the student's responsibility to discuss excused absences with affected faculty members and to provide documentation of the excused nature of the absence, if the faculty member requires it.

Attendance Policy for Online (Asynchronous) Courses

GEMF defines an online course week as one which commences at 6:00 A.M. each Monday and ends at 10:00 P.M. the following Sunday. All students enrolled in Online (asynchronous) courses must log in to the course(s) and complete any assignment(s) or other academic related activities, to be determined by the instructor.

Attendance is required for all class weeks. In the case of online courses,

"absences" shall be defined as "non-participation." Non-participation may be defined as but is not limited to

1. Not following the instructor's participation guidelines as stated in the syllabus;
2. Not submitting required assignments;
3. Not contributing meaningful discussion in required chat rooms, discussion boards, or other online forums;
4. Not participating in scheduled activities; or
5. Failure to communicate with the instructor on academic related matters as required. Failure to attend as defined above constitutes an absence. It should be noted that simply logging into the course does not constitute participation. Students must demonstrate that they are actively participating in the course by submitting required assignments, contributing to discussion forums, etc. as outlined above.

Faculty will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences as the professor defines in the syllabus.

The grading system used at GEMF is the following: "A", "A-" (range of outstanding achievement); "B+", "B", "B-" (range of good achievement); "C+", "C", "C-" (range of average or satisfactory achievement); "D+", "D" (range of below average achievement); "F" (inadequate achievement: achievement does not meet minimum standards); "K" (transfer credit); "P" (credit: average achievement or better); "N" (no credit: below average or inadequate achievement); "W" (no credit: course dropped after the drop/add period). An "I" (incomplete) and an "NR" (grade not reported) are used as temporary grades under certain conditions.

Faculty members will choose whether to use +/- grading for their courses, and the grading policy will be specified on the course syllabus. Faculty members are not obligated to use +/- grades for a course.

An "I" will only be given when work has not been completed for reasons beyond the student's control. The professor must designate the time span during which the student must complete the work, and the professor must designate the permanent grade to be given if the work is not made up. Incompletes from the fall semester must be completed no later than the first Wednesday of February. Incompletes from the spring and summer semesters must be made up no later than the first Wednesday of October. It is the student's responsibility to consult with the professor and complete all work required within the designated time period. If there are extenuating circumstances, students may petition the Academic Standards and Appeals Committee for an extension prior to the

deadline.

For each course dropped after the drop/add period, a non-punitive grade of "W" will appear on both the grade report and the transcript.

If a course is being audited, and the student fulfills attendance requirements, the designation "AU" will appear on the grade report and transcript. No credit will be granted and, in the event the student fails to meet the professor's attendance requirement, no mention of the course will appear on the transcript.

If a student fails a course because of circumstances beyond the student's control, the professor, academic advisor, or Vice President for External Programs may ask the Academic Standards and Appeals Committee to determine whether these grades should be erased from the student's official transcript and excluded from the grade point average.

Numerical equivalents of letter grades are used to calculate the grade point average for a semester (session) and the cumulative grade point average. The numerical equivalents of grades are as follows: "A" = 4.00; "A-" = 3.67; "B+" = 3.33; "B" = 3.00; "B-" = 2.67; "C+" = 2.33; "C" = 2.00; "C-" = 1.67; "D+" = 1.33; "D" = 1.00; "F" = 0.00. Note that grades of "P" and "N" (Pass and No Pass) are not letter grades and do not factor into grade point averages.

The total number of grade points for a course, referred to as quality points, is determined by multiplying the total number of credit hours awarded for the course, the quality hours, by the numerical equivalent of the letter grade received.

The grade point average for a semester is determined by dividing the total number of quality points received in that semester by the number of quality hours awarded. The cumulative grade point average is determined by dividing the total number of quality points received through GEMF by the total number of quality hours awarded.

Grade point averages are used to identify students who will receive public recognition for their academic achievements and to determine academic standing.

Repeated Courses. A course may be repeated in order to raise a grade. If both are GEMF courses, grades will appear on the permanent transcript, but only the higher grade will be used for the grade point average calculation. See Academic Records for a repeat involving a transfer course. A course will only count once for graduation.

Grade Changes. Grade changes cannot be made, except for a certified error on the

part of faculty or staff.

Grade Appeals. Students requesting a change of grade must initiate that request with the instructor of record or by filing a formal grade appeal no later than one semester after receipt of the final grade. Requests for grade changes from fall term must be initiated by the last day of the following spring semester; requests for grade changes from spring and summer terms must be initiated by the last day of the following fall semester. Instructors must respond within one month of the request, including filing a change of grade form with the Chief Academic Officer if appropriate.

Student honors are given in recognition of superior scholarship. At graduation, *cum laude* is conferred upon students who have a grade point average (GPA) of 3.50 to 3.74. *Magna cum laude* is conferred upon graduating students who have a GPA of 3.75 to 3.90. *Summa cum laude* is conferred upon graduating students who have a GPA of 3.91 to 4.00. Note: The calculation of honors is based on GEMF resident credit and any credit transferred to GEMF.

The Dean's List is issued at the close of each semester. In order to be included on the Dean's List, a student must be degree seeking, enrolled full-time, must have no incompletes, must complete at least 12 hours of coursework on a graded basis (excluding Pass/No Pass grades), and must earn a grade point average of 3.50 or better.

The academic progress of students at GEMF is reviewed at the conclusion of each semester in order to determine the academic standing of each student. Good standing is determined by the following criteria:

- a. The student must complete all attempted coursework with passing grades of "D" or better during full-time semesters* enrolled. (However, credits earned during summer session count toward good standing even if the student is taking less than 12 credit hours) AND
- c. The student must have a minimum cumulative GPA of:
 - 1.80 at close of first semester at GEMF
 - 2.00 at close of all subsequent semesters.

Students should consult the Student Handbook for policies regarding academic integrity issues including, but not limited to, guidelines for examinations, plagiarism, classroom behavior, and handling academic misconduct charges. Students with Academic Integrity violations may not be eligible for academic awards and honors (i.e. – academic honors, dean's list, etc.).

Students who do not maintain good academic standing will be placed on academic probation for the following semester. Students meeting the criteria for good academic standing at the conclusion of a probationary semester will return to academic good

standing.

In order to return to academic good standing, students on probation need to earn a term GPA sufficient to raise their cumulative GPA above 2.0. However, students who fall short of reaching a cumulative 2.0 GPA in their probationary semester but achieve a term GPA of 2.0 may appeal for a second semester of probation.

A student who fails to meet the requirements to regain academic good standing at the conclusion of a semester on academic probation is subject to academic suspension.

Students whose semester grade point average falls below 1.00 are subject to immediate academic suspension, with the exception of full time students in their first semester of attendance at GEMF. First year and transfer students earning less than 1.80 GPA in their first semester of full time attendance at GEMF would be placed on probation [see Academic Probation above].

Students subject to academic suspension may make a written appeal to the Academic Standards and Appeals Committee. If the Committee views the appeal favorably, the student will be allowed to remain on academic probation for an additional semester. Students should consult with the Chief Academic Officer about the appeal process.

Academic suspension from GEMF spans one semester, after which an individual may apply for readmission. During the period of suspension from GEMF, the individual is encouraged to reexamine educational and career goals. Readmission is not automatic and depends on an individual's circumstances. If readmitted, an individual will return to GEMF on academic probation.

A student who fails to meet probationary requirements, and has been suspended previously from GEMF, is subject to academic dismissal. Students who have been dismissed are eligible to reapply. Eligibility begins five consecutive calendar years of absence from GEMF.

The Academic Standards and Appeals Committee meets in confidential, closed sessions. It usually meets regularly during the academic year. Students may appeal to the Committee to drop a class after the final drop date, change a grade, extend the final date to submit work for an incomplete grade, or request a semester of academic probation. All appeals must be submitted to the Chief Academic Officer in writing. Students may secure the appropriate form from the GEMF Business Office.

Students should complete the form giving particular attention to the rationale for the appeal while making sure to include pertinent facts. Supporting documents, such as syllabi, tests, papers, and statements from a physician or a professor, may

be attached. Students should seek assistance from an academic advisor if necessary, particularly if the professor does not make the requested materials available.

If in addition to the written appeal the student wishes to appear before the Academic Standards and Appeals Committee, the student must notify the Vice President for External Programs to arrange a time at the next available Committee meeting.

Administrative appeals are reviewed and acted upon by the Chief Academic Officer in consultation with faculty and, depending on the appeal, other administrators. Often, an administrative appeal is a request for variance in the general education requirements or an hour requirement for graduation. The Administrative Appeal Form is available in the GEMF Business Office.

A student who has not officially withdrawn at the end of a semester and who has not registered for three consecutive semesters will be administratively withdrawn by the Business Office on the last drop/add day of the following semester. A student may be administratively withdrawn earlier if the student has indicated that he/she will not return to GEMF.

Administratively withdrawn persons wishing to return to the College must apply for readmission. Students who stop attending classes ("vanish") but do not complete the withdrawal process will be administratively withdrawn by Academic Affairs.

Students with orders to report for military duty must apply for a military leave of absence by completing the form available in this catalog. Military leave of absence differs from leave of absence in that a student's studies may be interrupted for a period of seven (7) years.

Academic suspension from the main campus of GEMF spans a minimum of one complete fall or spring semester after which an individual may apply for readmission. An abbreviated session (less than 16 weeks) does not count as a complete semester for main campus students. For students at the branch campuses, academic suspension spans a minimum of one complete semester (fall, spring or summer) after which an individual may apply for readmission. Readmission is not automatic and depends on the student's circumstances. If readmission is granted, the student will be readmitted on probation.

An Online course is taught asynchronously. You will always meet in a virtual contact space through the Learning Management System. Each class week will have participation and engagement requirements that must be completed during that week as determined by your instructor. GEMF defines an online course week as one which commences at 6:00 A.M. each Monday and ends at 10:00 P.M. the following

Sunday. All weekly course requirements must be completed and submitted electronically in the prescribed manner to the course instructor within the instructors assigned deadlines for assignments and participation that week.

Access to a computer with the following specifications are the minimum technology requirements in order to be able to perform successfully in a hybrid or online learning environment.

Device Types

Laptops, desktops running Microsoft Windows or Apple macOS are recommended as your primary device

Tablets running Windows may be acceptable if it meets requirements below

Google Chromebook devices are not recommended as your primary device

Devices running Android, Apple iOS (iPhone/iPad) or other operating systems are not recommended as your primary device

Operating system

Windows OS: Windows 10

macOS: macOS 10.15, 10.14

Computer and processor

Windows OS: 1.6 GHz or faster, 2-core or greater. 2 GHz or greater recommended for video calls

macOS: Intel processor

Memory

Windows OS: 4 GB RAM or greater

macOS: 4 GB RAM or greater

Hard disk

Windows OS: 10 GB of available disk space or greater

macOS: 10 GB of available disk space or greater

Display

Windows OS: 1280 x 768 screen resolution or greater

macOS: 1280 x 800 screen resolution or greater

Network Connectivity

Wi-Fi capable

Browser

The current version of Microsoft Edge, Safari, or Chrome.

Video calls:

Built in or USB Camera, speakers/headphones and microphone.

If you do not have consistent access to a device with these specifications, please be sure to have that in place by the beginning of the semester. If you have questions regarding these minimum technology requirement specifications please contact the

GEMF Business Office

Considering the possibility of future interruptions to our face-to-face learning together, continuing and new students should also check on the status of internet at home and be prepared to address any deficiencies.

In regard to access to courses, GEMF does not discriminate on the base of sex, race, religion, handicap, nationality, or ethnic origin. 2. It is the policy of the College that 10 students registered for a lower division course and 7 students registered for an upper division course constitute the minimum enrollment. Courses below the minimum enrollment are subject to cancellation by the Vice President for External Programs.

3. It is the policy of the College that credit can be counted toward a degree only once for a course covering a specific body of knowledge. No credit can be given for a second course covering essentially the same body of knowledge, even though there is a difference in title and/or number.

4. It is the policy of the College that certain courses may count toward a major in more than one discipline. Such courses are usually listed at the end of each discipline's course listing section.

In accordance with ADA (Americans with Disabilities Act), GEMF provides access through reasonable accommodations to students with documented physical and psychological disabilities. Students who wish to access Disability Services need to meet with the Director of Disability Services and provide verification of their disability. To register with Disability Services, students submit an Application for Services. In addition, the student must provide the Disability Verification form accompanied by current disability documentation from a licensed professional. For more information, contact the Director of Disability Services at accessibility@wilmington.edu or 937.481.2444.

Students must meet the requirements for graduation as described in a single catalog. This is usually the catalog in effect when they enter GEMF as degree-seeking students. Students will not be required to fulfill changes in graduation requirements made after entering the College, but they may elect to do so if it is to their advantage. Students whose education programs at Wilmington College have been interrupted for more than three years will follow the requirements in effect at the time of their readmission to the College. Students may petition to follow requirements from their original governing catalog. Such petitions will be decided based on faculty and administrative input regarding the appropriateness and feasibility of completing former major and degree requirements.

GEMF's currently approved program(s) is/are listed below.

RN to BSN Completion Degree

College Cincinnati Office or the Office of Academic Records. SDMs are to be developed in consultation with a Self-Designed Major Planning team and must be submitted to the Vice President for External Programs before the completion of 44 semester hours. Transfer students with more than 44 semester hours must complete the SDM proposal process within the first semester of enrollment. A student must have a cumulative GEMF GPA of 2.5 or better before an SDM can be approved.

The general education program at GEMF is designed to give students a broad understanding of the world in which they live. Through successful completion of the general education program, each graduate is expected to acquire competence in the use of standard English and Mathematics, knowledge of the world outside the United States, knowledge of the basic areas of human thought and expression, and institutional mission and values.