

John Melvin University
Policy Manual
2024-2025



JOHN MELVIN
UNIVERSITY

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PUBLIC INFORMATION POLICY

I. Purpose: To provide guidance to all personnel involved in publishing, posting, reviewing, and updating required public information.

II. Policy: The Student Catalog and the College website are essential communication tools for John Melvin University. In compliance with federal regulations, the institution requires that these platforms maintain current, accurate, and consistent information that is easily accessible to students and the public. At a minimum, the following areas must be included:

- Academic Calendar
- Grading Policies
- Refund Policies
- Admission Policies
- Program Requirements
- Information regarding tuition and fees

Academic Calendar: The calendar shall be included for one academic year beginning during the Fall semester and ending after summer sessions in student catalog, with a note that changes are possible. The website calendar shall cover each academic year, with updates made each semester as necessary. The President of the University is responsible for maintaining the accuracy of the academic calendar and its inclusion in the catalog. The CEO is responsible for uploading and assisting with any corrections to the academic calendar on the website.

Grading Policies: These policies will be included in the student catalog, website, and faculty handbook. Updates will be made when grading policies change. The Registrar, President, and CEO are responsible for maintaining the accuracy of the grading policies in all three locations. The CEO is responsible for uploading and assisting with any corrections to grading policies on the website.

Refund Policies: Information about refunds will be included in the student catalog, on the website, and in the student handbook. The Registrar, President, and CEO are responsible for maintaining the accuracy of the refund policies in all three locations. The CEO is responsible for uploading and assisting with any corrections to the refund policies on the Website.

Admissions Policies: These policies will be included in the catalog and on the website. The Registrar is responsible for maintaining the accuracy of the admissions policies in

both locations. The CEO is responsible for uploading and assisting with any corrections to the admissions policies on the website.

Program Requirements: Detailed information about program requirements for each Associate, Bachelor, and Master's Degree program will be specified in the catalog and on the website. This includes the sequence of course requirements for General Education, major, and electives. The Registrar, President, and CEO are responsible for maintaining the accuracy of the program requirements in both locations. The CEO is responsible for uploading and assisting with any corrections to program requirements on the website.

Tuition and Fees: Information about tuition and fees will be included in the Student Catalog and on the college website. The catalog information will be noted as subject to change. The website information will be reviewed and updated annually or as changes are needed. The Registrar, President, and CEO are responsible for these reviews and updates. The CEO is responsible for uploading and assisting with any corrections to information about tuition and fees on the website.

ADVERTISING AND RECRUITMENT MATERIALS

I. Purpose: To ensure that all publications, brochures, and other promotional materials represent the institution accurately to the public, including current and prospective students.

II. Policy: All advertising and recruitment materials consisting of publications, brochures, and other promotional materials should be representative of John Melvin University's practices and policies. All materials should be truthful and honest, displaying the integrity of the institution to all current and prospective students, the public, and other organizations with which it partners. All promotional materials should be reviewed and approved by the administration prior to being used.

FRAUD AND ABUSE POLICY

I. Purpose: To provide comprehensive guidance to the entire John Melvin University community and its representatives regarding the prevention and handling of all forms of fraud and abuse.

II. Policy: John Melvin University's faculty, staff, administration, and students are committed to upholding the highest ethical values and standards, which include the prevention and reporting of any form of fraud or abuse. All members of the John Melvin University community are prohibited from engaging in any form of fraud or abuse as outlined in state and federal laws and regulations. Furthermore, they shall not participate in any practices or procedures designed to deceive students, the University community, stakeholders, or alumni. John Melvin University maintains a zero-tolerance policy for any form of abuse or fraud regarding college property (real and personal, tangible and intangible), resources, or assets.

Specific Guidelines:

All employees should adhere to the following to avoid conduct related to fraud and abuse:

1. Refrain from making false, fraudulent, misleading, or harmful statements, actions, or omissions involving another employee or student at the College.
2. Provide accurate and truthful information in employment applications and any other documentation requested by or submitted to the College.
3. Ensure all responses and documentation for TRACS reporting are honest, complete, and free from misrepresentation.

Faculty members are expected to model and promote honest academic conduct in their teaching, publications, grant applications, and presentations. They should uphold the highest standards of academic integrity and encourage the same in their students.

Students must maintain academic integrity in all aspects of their coursework and interactions. They should avoid any form of academic dishonesty, including plagiarism, cheating, and fabrication or falsification of documents or data.

Senior leadership is responsible for setting a tone of zero tolerance for fraudulent or deceptive practices. They should demonstrate proper compliance with state and federal laws, regulations, and accreditation standards and policies. Additionally, senior leaders must maintain awareness of potential risks inherent in their roles and responsibilities,

including the types of improprieties that might occur, and remain vigilant for any signs of irregularity within the College.

Reporting and Investigation Procedures:

College employees, students, alumni, and other stakeholders have a responsibility to report suspected irregularities or fraudulent activities/transactions to the Office of the President. The Office of the President will notify proper authorities as required by state and federal law or regulations, or by accreditation regulations.

An immediate and thorough investigation will be conducted into all claims of fraudulent activities/transactions. Those reporting suspected fraud must be truthful, cooperative, and share all relevant information during the investigation process.

If fraud is confirmed, the investigative report will include recommendations for preventing such incidents in the future. A corrective action plan will be written and implemented within 30 days of receiving the report by Senior Administration of the University.

Employees or students found to have violated this policy will face disciplinary action, up to and including termination of employment or expulsion from the University.

INTEGRITY POLICY

John Melvin University is committed to integrity being a crucial element when carrying out the mission and in the implementation of its core values. All operations conducted by the institution are conducted with honesty and transparency, which are also reflected in the way the institution represents itself to students, the public, TRACS, and other organizations with which it partners. This representation is done through publications, advertising, recruitment materials, and face-to-face interactions. All members of the university are expected to abide by ethical and professional standards at all times. John Melvin University abides by all federal and state laws and other regulations, as well as policies set forth by the university and its board. John Melvin University's goal is to be a leader in the community by promoting an environment of honesty and integrity for others to follow.

TRACS COOPERATION POLICY

I. Purpose: To delineate John Melvin University's responsibilities in cooperating and communicating with TRACS on all required matters.

II. Policy: John Melvin University is committed to cooperating with TRACS in all matters of required reporting, program approval processes, preparation for peer review visits, timely payment of dues or other fees, management of complaints, and requests for any other kind of information. Such cooperation will be timely, on schedule, and in accordance with accreditation expectations. TRACS will be notified in the event that any alterations are made to John Melvin University's Faith Statement to ensure that alignment with TRACS Faith Statement is not called into question.

III. Communication: The President of John Melvin University will provide information to TRACS in a timely manner through various channels, including telephone, email, online reporting portals, and postal services if applicable. For any contact by TRACS concerning a complaint, the President will conduct a thorough investigation of the alleged problem. They will provide a prompt, honest, and evidence-based response to TRACS. If the problem is found to be valid, the University will take immediate steps to resolve the issue and prevent its recurrence, then communicate these outcomes to TRACS.

DEFINITION OF A CREDIT HOUR

I. Purpose: To ensure college personnel understand the requirements for defining and awarding credit hours.

II. Policy: To define an academic credit hour, the University considers a semester credit hour to be the equivalent of at least fifteen clock hours of classroom activities, thirty clock hours of laboratory activities, or forty-five clock hours of externship, practicum, or clinical activities. A “clock hour” is 50 minutes.

A credit hour is a measurement of the amount of learning that can occur in a course based on time spent on class activities and student preparation. In conformity with commonly accepted practice in higher education, the University has established and determined that for every one (1) hour of academic engagement, the curriculum requires two (2) hours of out-of-class academic engagement.

PROGRAM LENGTH AND COST

I. Purpose: To ensure prospective and current John Melvin University students have detailed information on graduation completion timeframes and the cost of academic programs.

II. Policy: The cost of tuition and fees at John Melvin University are published and appropriate for program length and program costs:

Tuition and Fees

The University has affordable tuition rates and flexible enrollment options. The University's Board of Directors sets the tuition and fees for each academic year. All listed tuition rates are \$USD.

- Merit-based tuition discount
 - awarded to students who illustrate academic, athletic, and artistic achievement, along with a range of other talents and criteria.
 - Merit-based discounts are for tuition only.
- Need-based tuition discounts
 - awarded based on financial need.
- Military/First Responders discounts
 - awarded to active and retired public safety personnel (firefighter, police officer, or paramedic)
 - awarded to Veterans and active-duty military personnel

Tuition

Tuition is calculated & charged by semester based on the # credit hours in which the student is enrolled.

- Undergraduate Programs (Associate's Degree)
 - Cost Per Credit Hour = \$350.00
 - Total Credits for Degree = 60
 - Total Tuition for Degree = \$21,000.00

- Undergraduate Programs (Bachelor's Degree)
 - Cost Per Credit Hour = \$350.00
 - Total Credits for Degree = 120
 - Total Tuition for Degree = \$42,000.00

- Graduate Programs
 - Cost Per Credit Hour = \$550.00
 - Total Credits for Degree = 30
 - Total Tuition for Degree = \$16,500.00

Special Discounted Tuition Rate:

- Military / First Responders = \$250.00 / Credit

Fees

MANDATORY FEES (PER SEMESTER): These fees provide access to activities and services, and are assessed to all students. These fees cannot be waived or discounted. All students are encouraged to take advantage of the benefits these fees provide.

- **New Student Admission Fees (Non-Refundable)**
 - Application Fee: (one-time fee) \$100.00
- **Program Fees (Per Semester Fees)**
 - Student Services – \$25 per course
 - Funds expended for activities whose primary purpose is to contribute to student's emotional and physical well-being and to their intellectual, cultural, and social development outside the context of formal instruction. Examples include Career and Academic Planning, Disability Services, Counseling Center, and the Registrar.
 - Institutional Support – \$50 per course
 - Funds expended for support for the day-to-day operations of the university. Examples include fiscal operations, general administrative services, logistical services, and public relations and development.
 - Instruction & Academic Support – \$50 per course
 - [Instruction] Funds expended for activities that are part of the institution's instructional program. Examples include the academic Colleges.
 - [Academic Support] Funds expended for activities carried out primarily to provide support services that are an integral part of the operations of one of the institution's three primary programs: instruction, research, and public service. Libraries and Education Technologies as an example.
 - Student Activity – \$25 per course
 - Non-academic programs, departments and services that offer a variety of extra-curricular student activities and learning opportunities (Intercollegiate Athletics, Intramurals, Clubs, and Student Organizations).

- **Miscellaneous Fees (As Needed Fees)**

o Graduation Fee:	\$150.00
o Exam Proctor Fee:	\$30.00
o Replacement ID Fee:	\$10.00

Learning Materials

- Students should estimate the approximate costs of textbooks to be \$50 to \$200 per course.

Program Length: John Melvin University offers academic programs ranging from Associate's Degrees to Master's Degrees. The curriculum design for these programs spans 1.5 years for Master's Degrees, 2 years for Associate's Degrees, and 4 years for Bachelor's Degrees. The curriculum for each program is outlined in the student catalog.

ADMISSIONS POLICY

I. Purpose: To ensure the fair and equitable evaluation of all applicants for admissions.

II. Policy: Admissions criteria ensure that students who enroll are capable of successfully completing educational requirements. The following requirements must be met prior to the student's start date:

Admission Procedures

- Students must be 18 years old or have written permission from a parent/legal guardian.
- Interview with an Admissions Representative in person, via telephone, or through video conference
- Completed Application for Admission
- Application forms are available on the University website: www.JohnMelvinUniversity.org
- A \$100.00 non-refundable application fee is required and due at the time of application
- Completed online learning self-evaluation form
- Completed Enrollment Agreement

In addition to the above requirements, students must also submit the following:

Undergrad Programs

Applicants must provide **one** of the following:

- An official HS transcript, showing proof of graduation, from an institution accredited by an agency recognized by the US Department of Education.
- GED Certificate or Transcript
- ACT Transcript
- An official post-secondary transcript from an institution accredited by an agency recognized by the US Department of Education. This transcript must indicate completion of an Associate degree or higher.
- Foreign Credentials must be evaluated for equivalency to a United States HS diploma. A professional evaluator must perform the evaluation and send an original document directly to the campus. The evaluation must be performed by an organization with membership in NACES (National Association of Credential Evaluation Services).

Undergraduate program admissions requirements are:

- High School GPA of at least 2.2;
- Composite ACT Score of at least 18; or
- SAT score of at least 980

NOTE: Any students must have all High School transcripts and any additional identified missing documents turned in to the John Melvin University registrar's office (registrar@johnmelvinuniversity.org) by the Friday of final exam week. If this deadline is not met, the student will be removed from the course without receiving credit, and John Melvin University will follow the identified refund policy set in place.

Admission Exception:

Any student NOT meeting the enrollment requirements for JMU must agree to probation expectations.

Students admitted by “exception” must:

- Complete the first term with a minimum of 12 credit hours earned
- Complete the first term with a GPA of at least 2.2
- Complete a college-level English or Math course with a grade of “C” or higher

Students admitted by “exception” must also attend one hour of study hall sessions in addition to the required study hall schedule set in place and participate in all instructor Zoom sessions unless traveling for their respective sport.

Homeschooled Applicants

Applicants who have been homeschooled will be required to self-certify that they have completed the minimum high school course of study and other legal requirements established by their state. If/when a transcript is needed to verify homeschool completion beyond the self-certification, the transcript must include the student's name, date of birth, courses taken at levels 9-12, the grade earned in each course, and the date of graduation. A signature must also be included from the homeschool administrator to certify the homeschool program's validity, accuracy, and completion. Note that while a homeschool transcript may be used to verify completion when required, for employment purposes, some employers and government agencies may require a GED score in place of a homeschool diploma or transcript.

Homeschooled applicants are also expected to meet all other admissions requirements expected of other applicants based on program choice and level of entry.

Graduate Programs

Applicants must provide one of the following:

- An official post-secondary transcript from an institution accredited by an agency recognized by the US Department of Education. This transcript must indicate the completion of a bachelor's degree or higher.
- Foreign Credentials must be evaluated for equivalency to a United States HS diploma. A professional evaluator must perform the evaluation, and it must be an original document sent directly to the campus. The evaluation must be performed by an organization with membership in NACES (National Association of Credential Evaluation Services).

Graduate program admissions requirements are:

- Bachelor's degree from an institution accredited by an agency recognized by the US Department of Education.

English Proficiency

Any student applying for admission whose native language is not English and have not earned a degree from an appropriately accredited institution where English is the principal language must have a Test of English Foreign Language (TOEFL) score as indicated below.

- A minimum internet-based score of 80 (minimum of 17 for each section)
- A minimum computer-based score of 213
- A minimum paper-based score of 550

Submission of Required Documentation

Required documentation must be submitted to the Admissions office in one of the following ways:

Electronic copies should be sent directly from the institution to:

Registrar@JohnMelvinUniversity.org

Physical copies should be mailed from the institution to:

John Melvin University
Attn: Registrar
123 North Parkerson Ave
Crowley, Louisiana, 705

Rolling Acceptance:

There is no deadline to apply for admission. The University has a rolling admissions policy, and those who apply first tend to be accepted first. It is best to apply as early as possible before the anticipated start date. See applicable academic calendar(s) for start dates.

TRANSFER OF CREDIT

I. Purpose: To understand the process that the university takes to determine if credits from other institutions are acceptable.

II. Policy: Transferability of credit to the University requires submission of transcripts from all previous colleges and/or universities within 90 days of enrollment. All transcripts must be official, sealed, and sent directly to John Melvin University or delivered via email from a third-party verification service.

Electronic copies should be sent directly from the institution to:

Registrar@JohnMelvinUniversity.org

Physical copies should be mailed from the institution to:

John Melvin University
Attn: Registrar
123 N. Parkerson Avenue
Crowley, Louisiana, 70526

Once received, the Registrar's office will evaluate transfer credit eligibility and develop an academic plan to meet graduation requirements.

Credit Transfer Acceptance Standards

When reviewing transcripts to identify the transferability of credits into JM University degree programs, the following conditions must be met:

1. The courses were completed at a college or university accredited by an agency recognized by the U.S. Department of Education.
2. Courses completed at non-U.S.-based schools must be evaluated for equivalency. The evaluation must be performed by an organization with membership in NACES (National Association of Credential Evaluation Services).
3. The courses were completed within the previous 8 years.
4. The general education courses are equivalent in content and number of credit hours to the following:
 - English Composition: 6 credit hours
 - Mathematics: 6 credit hours
 - Social and Behavioral Sciences: 6 credit hours
 - Natural Sciences: 6 credit hours
 - Literature: 3 credit hours
 - History: 3 credit hours
 - Communication: 3 credit hours
 - Fine Arts: 3 credit hours
5. The student achieved a minimum grade of "C" or 2.0 for the courses considered for transfer.

6. To be accepted as a transfer in lieu of JM University courses, a student must submit official transcripts for transfer credit consideration.
 - Without receipt of official transcripts, JM University will not issue Transfer Credit for any proposed courses.
 - Students wishing to transfer credits must deliver an official transcript to the Registrar within the first ninety (90) days from the day they start their program.
 - Students MUST not attend or be scheduled for any class or classes for which they are requesting transfer credit. Once attendance has been posted, transfer credit cannot be applied.

Transfer Credits are not calculated into the student's qualitative or quantitative academic progress.

Transfer Credit from John Melvin University

Transfer Credit from the University to other institutions is solely at the discretion of the receiving institution.

DISTANCE EDUCATION

I. Purpose: To describe how the distance learning system is implemented.

II. Policy: The Distance Education system allows students to work at their own pace. These classes never meet in person, and you are not expected to be available at any specific time or day for classroom instruction from your professor. These courses are taught asynchronously with no pre-assigned meeting times. Students will have access to class materials online using the John Melvin University LMS system (Moodle) and can contact their instructor and (or) teaching assistant(s) at any point during the course.

Students who are enrolled in a 100% online platform and are enrolled in an athletic program are required to live in Louisiana and be within a reasonable commuting distance to attend a minimum of two hours per week for face-to-face study hall.

The University utilizes Moodle as a hub for interactive student learning. Moodle provides course shells with resources, learning activities, assignments, exams, and tests. The Moodle platform is accessible at any time and any place as long as the access device being used is connected to the Internet.

Questions posted in the course classroom and sent via the course messaging system or email will be answered within 48 hours. Personal information and questions related to grading must be managed via private communications to protect students' privacy rights. Discussion board grades and individual assignment grades will be posted within five calendar days after the end of each week, i.e., by the end of the day on Friday the week they are due.

III. Academic Engagement Defined

John Melvin University defines academic engagement as a student having done one or more of the following:

- **Submitted** an assignment during class or via the learning management system (LMS) and/or other means of electronic submission.
- **Completed** an exam or quiz during class or via the LMS and/or other means of electronic submission or a tutorial or computer-based instructional module (Instructor must be able to verify and document completion).
- **Participated** in a documented asynchronous web conference (e.g., live lecture) or exam, quiz, or assignment in the LMS.
- **Posted** an academically relevant activity to an online discussion board in the LMS or another university-approved platform.
- **Attended** a residential/face-to-face class or an academically relevant event (e.g., assigned clinical hours or a class field trip (with a student sign-in sheet).

IV. Learning Environment

John Melvin University provides students with a rich and diverse learning environment. Our unparalleled teaching methods help to launch students into the successful future they have always dreamed of while following God's plan. We encourage staff and students alike to grow, learn, and create more daily.

We believe that an effective education does not just come from memorizing or exercising; actively participating in the learning process entails analyzing information, discussing, and collaborating to comprehend and retain it. All our courses encourage deep mental processing and student engagement with the class material.

DISTANCE EDUCATION VERIFICATION OF STUDENT IDENTIFICATION

I. Purpose: To assure that students enrolled in distance education programs and courses are the same as the ones who participate in, complete, and receive credit for each course.

II. Policy: This policy applies to all credit-bearing courses or programs offered by the University, beginning with the application for admission and continuing through a student's graduation, transfer, or withdrawal. The purpose of this policy is to ensure that the University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education. The HEOA requires that institutions offering distance education or correspondence courses have processes in place to ensure the student registering for a course is the same student who participates in the course or receives course credit.

The Act requires that institutions use one of the following three methods:

- A secure login and password
- Proctored examinations
- New or other technologies and practices that are effective in verifying student identification.

It is against university policy for a user to give someone his or her password or to allow others to use his or her account. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

Students will complete all assignments, quizzes, and exams through Moodle 4.0, which requires a distinct username and password set up by the student. Instructors have the option to set up time-sensitive quizzes and exams which require an access code by the student. This access code will serve as a "signature" and agreement from the student supporting the university's academic integrity policies, as well as the student cheating policies and procedures.

At this time there are no additional student fees associated with student verification. In the event any verification fee is needed, it will be posted on the course registration site to provide an advance alert to students.

DISTANCE EDUCATION STUDENT PRIVACY

I. Purpose: To describe the systems of protecting the privacy of students enrolled in distance education courses

II. Policy: This policy is adapted from The Family Educational Rights and Privacy Act, FERPA, enacted in 1974. It is a federal law that restricts access to student's educational records. The institution will not disclose any information from these records without proper authorization, even in emergencies. Students or applicants may waive their right of access to confidential statements, but such waivers cannot be required as a condition for admission, financial aid, or other services. Release of education records will only occur under the following circumstances:

1. Student's written consent for parental access to educational records
2. Exceptions such as compliance with judicial orders and subpoenas; audit and evaluation of federally-supported education programs; and recordkeeping.

Expectation of Privacy

The University will respect your device's privacy while protecting the integrity of the confidential data that resides within the technology infrastructure. University students using personally owned devices and related software for network and data access will, without exception, use secure data management procedures. Students must keep their passwords confidential which means never disclosing passwords to anyone. To ensure privacy and security and prevent unauthorized access, the following is required:

- The device must be password protected.
- Sharing of passwords, PINs, or other authentication information is prohibited.

FERPA

For additional information and details regarding FERPA laws and regulations, please visit the following website

<chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://www.gpo.gov/fdsys/pkg/USCODE-2010-title20/pdf/USCODE-2010-title20-chap31-subchapIII-part4-sec1232g.pdf>

STUDENT ACHIEVEMENT

I. Purpose: To ensure procedures are designed to promote and assess student success at John Melvin University.

II. Policy: John Melvin University is committed to maintaining high academic standards that support student achievement. The Registrar and Student Support Staff monitors and assesses retention, course and program completion, and graduation rates. This data is reported internally and externally to the Board of Regents. To ensure transparency, student achievement data is published on the university's website.

FACULTY RIGHTS AND RESPONSIBILITIES

I. Purpose: To ensure faculty members are aware of their responsibilities and commitment to their roles within the academic services division.

II. Policy: John Melvin University is committed to fostering an environment that promotes academic freedom, excellence in teaching, and scholarly pursuits. As such, the university recognizes and upholds the following rights and responsibilities for its faculty members:

Academic Freedom

- a. Faculty members have the right to pursue research, teaching, and scholarship in their respective fields of expertise without undue interference.
- b. Faculty members have the right to express their opinions, thoughts, and ideas freely in the classroom, in their research, and in public discourse, within the bounds of professional ethics and university policies.

Teaching and Learning

- a. Faculty members have the responsibility to provide quality instruction, mentoring, and guidance to students, employing pedagogical methods that facilitate learning and academic growth.
- b. Faculty members have the right to design and develop their course content, choose appropriate instructional materials, and assess student performance based on relevant academic criteria.

Professional Development

- a. Faculty members have the right to engage in professional development activities, including attending conferences, workshops, and seminars, to enhance their knowledge and expertise in their respective disciplines.
- b. Faculty members have the responsibility to remain current in their field of study, staying abreast of advancements and incorporating relevant information into their teaching and research.

Shared Governance

- a. Faculty members have the right to participate in shared governance processes, including academic decision-making and policy development, through representation on faculty committees and participation in faculty meetings.
- b. Faculty members have the responsibility to contribute actively to the development and improvement of academic programs, curriculum design, and institutional policies.

Intellectual Property

- a. Faculty members retain the intellectual property rights to their scholarly work, including research publications, textbooks, and other creative endeavors, in accordance with university policies.
- b. Faculty members have the responsibility to respect the intellectual property rights of others and to appropriately credit and cite the works of others in their own scholarly activities.

Evaluation and Promotion

- a. Faculty members have the right to fair and impartial evaluation of their performance, including teaching effectiveness, research productivity, and service contributions, based on established criteria and processes.
- b. Faculty members have the responsibility to provide accurate and comprehensive documentation of their achievements and to actively participate in the evaluation and promotion process.

Professional Conduct

- a. Faculty members have the responsibility to adhere to ethical standards in their professional conduct, demonstrating respect for students, colleagues, staff, and the university community.
- b. Faculty members have the right to be treated with respect and fairness, free from discrimination, harassment, or retaliation based on protected characteristics or engaging in protected activities.

Service and Engagement

- a. Faculty members have the responsibility to contribute to the university community and society at large through service activities, such as serving on committees, participating in community outreach, and sharing their expertise with the public.
- b. Faculty members have the right to be recognized and supported in their service and engagement efforts, as they contribute to the broader mission of the university.

These rights and responsibilities are intended to provide a framework that supports the academic mission of John Melvin University and encourages the professional growth and development of its faculty members. The university is committed to upholding these principles and fostering an environment that nurtures excellence in teaching, research, and service.

FACULTY EVALUATIONS

I. Purpose: To ensure that John Melvin University retains high-quality faculty members through annual review and evaluation processes.

II. Policy: John Melvin University recognizes the importance of conducting regular performance evaluations to support the professional growth and development of its staff and faculty members. This policy aims to establish guidelines for conducting fair and comprehensive annual performance evaluations. The purpose of annual performance evaluations is to:

- a) Provide feedback and recognition for individual accomplishments and contributions.
- b) Identify areas of strength and areas needing improvement.
- c) Set performance goals and objectives for the upcoming year.
- d) Support career development and advancement opportunities.
- e) Ensure alignment with the University's mission, values, and strategic goals.

Evaluation Process

The performance evaluation process will be conducted annually for all staff and faculty members of the University. The evaluation period will cover the previous academic year or fiscal year and will consist of the following steps:

- a) Self-Evaluation: Staff and faculty members will be required to complete a self-evaluation form, reflecting on their performance, accomplishments, challenges faced, and professional development activities.
- b) Supervisor Evaluation: Supervisors will assess the performance of their staff or faculty members based on established performance criteria, job responsibilities, and University expectations.
- c) Feedback Discussion: A face-to-face meeting will be scheduled between the staff or faculty member and their supervisor to discuss the evaluation results, provide feedback, and set goals for the upcoming year.
- d) Performance Documentation: Evaluation results, feedback, and goals will be documented and maintained in the staff or faculty member's personnel file.

Performance Criteria

Performance criteria for staff and faculty members will be determined based on their respective roles, responsibilities, and performance expectations.

The performance criteria may include, but are not limited to, the following areas:

- a) Job Knowledge and Expertise
- b) Quality of Work
- c) Productivity and Efficiency
- d) Initiative and Innovation
- e) Communication Skills
- f) Collaboration and Teamwork
- g) Professionalism and Ethical Conduct
- h) Customer Service and Stakeholder Relations

- i) Leadership and Supervisory Skills (applicable for supervisory positions)
- j) Teaching Effectiveness (applicable for faculty members)
- k) Faculty-student evaluations where applicable
- l) Research and Scholarship (applicable for research-focused faculty members)

Goal Setting

During the performance evaluation discussion, supervisors and staff or faculty members will collaborate to set meaningful and achievable goals for the upcoming year. Goals should be specific, measurable, attainable, relevant, and time-bound (SMART). The goals should align with the University's strategic objectives and the individual's job responsibilities. Progress toward the established goals will be reviewed and monitored periodically throughout the year.

Performance Improvement and Development

If areas requiring improvement are identified during the performance evaluation, supervisors and staff or faculty members will collaborate to develop a performance improvement plan. The performance improvement plan will outline specific actions, resources, and timelines to address the identified areas of improvement. The University will provide appropriate support and resources, such as training, mentoring, or professional development opportunities, to facilitate the staff or faculty member's progress and success.

Confidentiality and Feedback

Performance evaluations and related discussions should be treated as confidential and shared only with individuals directly involved in the evaluation process. Both supervisors and staff or faculty members are encouraged to provide open and constructive feedback.

STUDENT COMPLAINTS

I. Purpose: To identify types of student complaints and establish processes for filing, responding to, and resolving those complaints.

II. Policy: Student complaints are considered grievances that can be classified as Academic (dealing with term Grades or Grade Point Average), Non-Academic, and Discriminative Complaints (dealing with sexual harassment, illegal discrimination, or violation of University Regulations or Policies). Students, staff, and Academic Advisors must act in ways that promote the safety of themselves and others and report any serious crimes and emergencies to the administration as soon as they are known or discovered.

The University is responsible for upholding its students' rights and ensuring that the non-discrimination policy is applied to students who file a grievance against the institution for reasons involving discrimination, harassment, or violation of a policy. Students are not subject to unfair action/treatment for initiating a complaint.

Students must use the following procedure to file a grievance:

1. Students should first attempt to address the issue with the responsible party.
2. If a satisfactory solution cannot be found, the student may submit a grievance form to the Director of Student Services within ten calendar days of the alleged incident. The grievance form is available upon request from the Registrar. It is also available on the web page.
3. The Director of Student Services shall issue a decision within two weeks of the grievance submission.
4. The student may appeal the decision, and the Chief Academic Officer will make a final decision within two weeks of the student's appeal.

STUDENT CODE OF CONDUCT

I. Purpose: To provide essential policies, rules, and regulations to ensure the safety and success of all members of the university community and enhance the overall campus and learning environment.

II. Policy: Students are expected to conduct themselves in accordance with the university's goals as an educational institution. This means that students should treat all members of the university community with courtesy, and their behavior should reflect the basic principles of respect for persons and property. In order to maintain a learning environment that is safe and inviting for every member of the university community, instructors may, with the approval of the University President, exclude from class any student who exhibits unbecoming conduct. Improper conduct includes but is not limited to:

- Non-compliance with rules and regulations.
- Conduct that reflects unfavorably upon the school or its students.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of the institution enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

Should a student in any university program fail to meet his or her obligations with respect to all tuition, fees, and charges when due, or fail to make satisfactory payment arrangements with the President regarding tuition, fees, and charges, or the repayment of loans, the University may bar a student's registration, refuse admittance to classrooms, restrict library privileges, or withhold diploma until such obligations are met.

Continued failure to meet student obligations may result in suspension from the university.

The University encourages professionalism in all its constituents. Each student is expected to be an example of proper conduct during all phases of academic life. The management of the University has the authority to take appropriate action or apply disciplinary measures where blatant violation of the University's Code of Conduct occurs.

University members are responsible for protecting academic excellence and ensuring that scholarly standards of conduct are always maintained. Furthermore, faculty and staff are responsible for coordinating and supervising students' academic work to encourage honest and individual effort and taking appropriate action if instances of academic dishonesty are reported or discovered. Upholding academic honesty is primarily the responsibility of each learner. The University views any violation of academic probity (cheating, plagiarism, and falsification) as a voluntary act for which there is no acceptable excuse.

***** Please see student code of conduct procedures on the school website for details and further information on resulting consequences due to failure to adhere to code of conduct requirements.***

STUDENT'S RIGHTS AND RESPONSIBILITIES

I. Purpose: To ensure the fair treatment of students by university faculty

II. Policy: The University is committed to maintaining fair and reasonable practices in all matters affecting students: the delivery of educational programs, provision of support services, and timely resolution of disciplinary matters, as well as the handling of student grievances.

The University endorses and supports the basic principles of the Codes of Ethics issued by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Student understanding and cooperation are essential to successfully implementing this legal structure. Students are protected against impulsive, subjective, unreasonable, unauthorized, false, malicious, unfair, or inappropriate evaluations or unacceptable behavior from a faculty member.

FINANCIAL ASSISTANCE

I. Purpose: To assist students with financial options currently offered at the university.

II. Policy:

Affording John Melvin University

Some students may believe they are not financially able to attend a college or University; however, the financial aid office at John Melvin University works hard with everyone to make it affordable. From this perspective, the University approaches financing with the expectation that there is a way if a student wants an education.

The University offers many tuition discounts/scholarships. (The maximum tuition discount available is 50%).

JMU offers multiple ways to reduce costs with several needs-based financial aid options. Some of these options include:

- **Tuition Discounts**
 - Merit-based tuition discounts are offered to students based on performance in academics, athletics, or extracurricular endeavors.
- **Work Assistance**
 - Students can earn between \$1,000 and \$2,500 each year working on campus with the Work Assistance Program.

John Melvin University Campus Work-Study

The University offers on-campus employment. However, the number of jobs is limited.

Community Service

Job opportunities in the area are plentiful for students who desire to work. Assistance in job availability is obtained through the Academic & Student Affairs office. A student must be careful to arrange the job to fit the University schedule, i.e., academic preparation is prioritized over work.

Private Loans

Lenders are recommended based on their historical lending to our students or the quality of products and services they provide to students and families.

Federal Programs

As a newly established higher education institution, the University currently does not qualify for Federal Student Aid FAFSA.

RESPONSIBILITIES OF BOARD MEMBERS

I. Purpose: To outline the responsibilities of serving board members.

II. Policy: As a member of the JMU board, you bear the crucial responsibility of employing staff capable of fulfilling your institution's functions. However, you and your fellow board members remain ultimately accountable for their performance. In essence, the buck stops with you.

To be an effective board member, it's imperative that you and your colleagues understand your lines of accountability. Take time to build and maintain relationships based on respect and mutual understanding with those to whom you are accountable. You occupy a position of trust, responsible for delivering a vital service to those who fund your college and rely on it for education and training.

Occasionally, you may encounter conflicting requirements from different stakeholders, making it challenging to strike the right balance. This challenge - ensuring proper equilibrium while considering legal and financial responsibilities - lies at the core of your role as a board member. It requires careful consideration, strategic thinking, and sometimes difficult decision-making.

Your position demands a commitment to transparency, ethical conduct, and the pursuit of excellence in education. By embracing these principles and navigating the complexities of your role with diligence, you contribute significantly to the success and reputation of your institution, ultimately benefiting the students and community you serve.

DUTIES OF BOARD MEMBERS

I. Purpose: To outline the core responsibilities and duties of a serving board member.

II. Policy: As a board member, your primary responsibility is to utilize your expertise, knowledge, and time effectively in collaboration with the chair, fellow board members, and staff. Your collective goal is to ensure that the college fulfills its obligations to the highest standard. It's important to note that the authority to make decisions and hold staff accountable for delivering on these responsibilities rests with the board as a whole, not with any individual member.

Your role involves active participation in board meetings, careful consideration of issues affecting the college, and contributing to strategic decision-making processes. By working cohesively with other board members, you help shape the institution's direction and ensure its long-term success. Remember, while your individual expertise is valuable, the board's strength lies in its collective wisdom and shared commitment to the college's mission.

As the Board of Governors, we are committed to providing exemplary leadership and strategic direction for John Melvin University. Our primary responsibilities include:

- Setting and implementing the organization's strategy and priorities
- Fostering a culture that embodies our values, including a strong commitment to equality and diversity
- Ensuring the delivery of high-quality learning experiences and outcomes
- Meeting performance and financial objectives
- Maintaining accountability and trust with key stakeholders
- Adhering to legal and financial requirements, including the Scottish Public Finance Manual
- Identifying and mitigating risks to our business objectives
- Cultivating a skilled workforce and a positive working environment

Our dedication to these responsibilities ensures that John Melvin University remains a leader in higher education, providing students with exceptional learning opportunities and preparing them for success in their chosen fields.

The board's primary responsibility is to ensure the organization delivers value for its funders, students, and region. While not involved in day-to-day operations, the board

plays a crucial strategic role, focusing on:

- Establishing organizational goals and objectives
- Monitoring progress towards these goals
- Analyzing performance and adjusting strategies when necessary

As a board member, your contribution will vary based on your skills and knowledge, but you must meet the following core requirements:

- Participate in board discussions constructively, articulating your thoughts and actively listening to others
- Scrutinize organizational performance and provide thoughtful challenges to senior staff and fellow board members when needed
- Dedicate the necessary time to your role, attending meetings consistently and arriving well-prepared
- Accept and support collective decisions once the board has reached a consensus
- Invest time in understanding your organization and its operational environment
- Engage in annual board member appraisals overseen by the chair, and pursue ongoing training to enhance your skills and knowledge
- Foster relationships built on trust and mutual respect with other board members and senior staff
- Adhere to confidentiality requirements, subject to Freedom of Information laws
- Uphold and promote the organization's standards of behavior and values

By fulfilling these responsibilities, you contribute to the overall success and effectiveness of the board, ensuring that John Melvin University continues to meet its objectives and serve its stakeholders effectively.

BOARD CONFLICT OF INTEREST

I. Purpose: To set the standard for membership on the Board of Trustees that avoids conflict of interest.

II. Policy: Board members must be trusted to make decisions in the college's best interests, free from personal biases or loyalties. To maintain this trust, it is essential to register any personal interests that could potentially conflict with the college's interests. The board secretary will maintain this Register of Interests.

If you are asked to participate in a board discussion or decision where you have a personal, professional, or close family/friend interest that could affect or be perceived to affect your judgment, you must declare that interest to the meeting and recuse yourself from the room during the discussion and decision-making process.

Maintaining stakeholder trust is crucial. Transparency and integrity in your actions are paramount to upholding the college's reputation and ensuring effective governance.

- Regularly review and update your registered interests
- Proactively identify and disclose potential conflicts
- Err on the side of caution when considering whether to declare an interest
- Seek guidance from the board chair or secretary if unsure about a potential conflict

By diligently following these guidelines, board members contribute to a culture of trust, transparency, and ethical decision-making that benefits the college and its stakeholders.

BOARD MEMBERSHIP

I. Purpose: To provide guidance on board composition and criteria for membership.

II. Policy: Shareholders typically elect board members at the annual meeting. The board or a nominating committee carefully selects candidates based on their qualifications and potential contributions. Investors may also nominate candidates to influence the board's composition or policies, ensuring diverse perspectives are represented.

The John Melvin University (JMU) board is thoughtfully composed, considering a range of skill sets, leadership styles, and diverse experiences, thoughts, and backgrounds. Board members possess a deep understanding of the organization's leadership needs, both current and future. They actively seek out new board leaders who can bring the necessary expertise, passion, and experience to guide JMU through its ongoing development and challenges.

This strategic approach to board composition ensures that JMU benefits from a wealth of knowledge and insights across various disciplines. By maintaining a dynamic and well-rounded board, the university positions itself to adapt to changing educational landscapes, make informed decisions, and drive innovation in higher education.

BOARD SELF EVALUATION

I. Purpose: To clarify the expectation for the Board's self-evaluation assessment.

II. Policy: The John Melvin University board member self-evaluation process is a crucial tool for enhancing organizational effectiveness. This comprehensive assessment helps board members identify areas for improvement, align strategic goals, and optimize overall performance. By engaging in regular self-evaluation, the board can:

- Pinpoint strengths and weaknesses within the governance structure
- Foster open communication and collaboration among members
- Ensure alignment with the university's mission and values
- Adapt to changing educational landscapes and stakeholder needs

Through this proactive approach, John Melvin University's board can continuously refine its practices, leading to more informed decision-making and ultimately contributing to the institution's long-term success and growth. This process is done by filling out the John Melvin University Board Self-Evaluation Questionnaire.