MIDWAY UNIVERSITY

Student Handbook



Midway University Student Handbook

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Academic Catalog

The Academic Catalog is the guiding document for academic information, academic calendars, academic policies, financial policies, and degree programs. The Student Handbook is a companion document of the Academic Catalog and provides a direct link to related information found within the Academic Catalog. Students should reference the Academic Catalog for academic policies. Questions regarding academic policies may be directed to Dr. Carrie Christensen, Assistant Vice President of Research and Training. View the Academic Catalog.

Academic Calendar

The academic calendar is published within the Academic Catalog. Students should reference the calendar for dates and deadlines related to when classes begin and end, campus closures for observed holidays or breaks, course registration deadlines, final exams, and refund dates. View the Academic Calendar.

Student Success

The Office of Student Success provides a full range of academic support and career development resources including: peer tutoring, academic success coaching, writing assistance, resume and cover letter review, mock interviews, networking events, graduate school and career fairs, etc. Student Success facilitates student engagement through one-on-one and group coaching in the areas of academic success, career development and personal wellness, and various workshops, with the goal to empower and encourage students to overcome obstacles and achieve goals they did not believe to be attainable. Tutoring, coaching and workshops are offered in seat and virtually to accommodate all students regardless of their location. The Office of Student Success is located in the the Starks Center (Office Suite 108) and provides free services to all Midway University students and free career coaching to all alumni.

Academic Advising

Academic Advising is an essential resource in helping students define and plan their academic and professional goals. Academic advisors are full- and part-time members of the faculty and staff. Each student is assigned an academic advisor who will assist assigned students with degree planning, course selection and scheduling, and overall academic and personal success. Students are expected to meet with their academic advisor at least once per term or module of which they are enrolled in coursework. Students should consult with their advisor for all add/drop decisions and for withdrawing from courses after the add/drop date ends. Academic advisors are available to help each student understand Midway University's academic policies and processes, as well as the general consequences of individual academic performance. Dropping below full-time status, failure to keep an appropriate GPA, and other student actions may affect students' academic standing, career goals, and financial aid status. While advisors provide guidance to students regarding academic and career goals, each student at Midway University is ultimately responsible for their academic progress.

Textbooks

Midway University makes textbooks available through an outside vendor. Titles of books and other course material are communicated to the vendor, who organizes them according to course on the bookstore website. Students should allow adequate time to secure course materials, as shipping may be required, and students are expected to come prepared to the first class session. The Business Office can process your voucher request with our bookstore partner if you decide to use some of your anticipated financial aid credit for the purchase of books. Students wishing to use surplus aid to purchase books should contact the Business Office or Financial Aid. *View and Order Textbooks* .

Academic Dishonesty

Midway University seeks to promote the highest standards of academic and personal integrity in all members of the campus community. All persons associated with the University's academic community have a responsibility to establish, foster, and maintain academic standards and values. In such an environment, academic dishonesty in any form cannot be tolerated. All members of the University community should report suspected acts of academic dishonesty. *View the Academic Dishonesty Policy.*

Student Grievance and Complaint Procedures

The Midway University Student Complaint Policy and Procedures for academic and non-academic issues can be found in the Academic Catalog. In addition, students should utilize the Midway University Complaint Matrix as a quick reference for reporting complaints for specific areas of concern. *View the Midway University Complaint Matrix* .

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