

# MARIAN UNIVERSITY

Indianapolis®

Marian's Adult Programs

## POLICIES AND PROCEDURES

NAME:

STUDENT ID:

### ATTENDANCE POLICY (CLASSROOM BASED COURSES ONLY)

**ATTENDANCE** - MAP attendance and participation are considered essential to facilitate learning.

- Under emergency circumstances, a student may miss one class during a course that meets once a week or two classes during a course that meets two times per week. Additional absences will result in a failing grade for the course. Students should not enroll in a course if they know ahead of time that they will miss one class.
- Students will be counted absent if they arrive after 6:15 p.m. for evening classes or 9 a.m. for Saturday classes.
- Students are required to be in attendance until the class ends and students are dismissed. Those leaving prior to dismissal will be counted absent.

**Individual class policies are included on each instructor's syllabus. Absent students should review the posted course materials on the Canvas LMS since they are responsible for their missed work and any missed lecture material.**

### TUITION

Currently, tuition for the MAP courses is \$375 per credit hour. See the following page for classes that also have a **mandatory electronic book fee or a required lab kit**.

### TUITION PAYMENT POLICY

**DEFERRED TUITION PAYMENT POLICY, LATE FEE, AND DROP FEE** - Tuition for MAP classes is due approximately 28 days after each term/session is completed. Please refer to the MAP calendar for specific dates and deadlines. Please note: Marian University's second degree nursing students will be required to pay their account balances in full prior to registering for online nursing courses.

If tuition is not paid by the given date, students will be charged a **\$100 per class late fee**. Students will be dropped from all future courses and will not be allowed to register for subsequent terms until tuition payments are current. Tuition and fees will be applied as follows:

- There will be no charge for tuition if a course is dropped by Friday (4:30 p.m. ET) of the first week of classes. For students whose first class meets on a Saturday, there will be no tuition charge if a course is dropped by the Monday (6 p.m. ET) immediately following the first class.
- There will be a **50% tuition charge and a grade of "W"** will be recorded if a course is dropped in the second week of the term/session. Regardless of weekday or Saturday enrollment, second week drops must be made by Friday at 4:30 p.m. ET.
- Students will be assessed a **\$50 drop fee per course** for all drops made on or after the date posted on the MAP calendar, through the second week of classes.
- Tuition, e-book, and lab fees (if applicable) will be assessed if a course is repeated.
- Students must communicate directly with a MAP advisor to make schedule changes or to drop a course. Students cannot make schedule changes to the MAP courses via the CAMS Student Portal. An advisor will respond and give confirmation to all voicemails or emails. If confirmation is not received, it is the student's responsibility to follow up with the advisor. Students will be considered enrolled in the course and they will be financially responsible for the tuition and fees if they do not notify the MAP staff within the time period specified above.
- **Note: Failure to participate in an online course or attend a classroom based course does not drop a student from the class and may result in the loss of financial aid.** Non-attending and non-participating students will be charged 100% of the tuition and a grade of "F" will be recorded.

**PAST DUE ACCOUNTS** - Outstanding account balances for students who have ceased enrollment at Marian University will be forwarded to an outside billing service for installment billing. At the time the account is sent for installment billing, the account will be assessed interest at the rate of five percent annually. If regular payment on a student account fails to occur during the monthly billing process, the student account will be forwarded to a collection agency or attorney's office. All collection costs associated with the collection of an outstanding balance which may include collection costs, interest, and attorney fees are the responsibility of the student.

## **TEXTBOOK POLICY**

**ELECTRONIC TEXTBOOKS** – MAP will utilize electronic textbooks for the paralegal, nursing, hybrid and all online courses.

- The electronic textbooks are **required** and students will be assessed a **mandatory electronic book fee**. Students taking BIO 214 are also required to purchase a lab kit. The lab kit and e-book fees may change each term or session. Fees are posted on the MAP website approximately two weeks prior to the start of the course. E-book fees will **not be waived** if the student decides to purchase a physical textbook.
- Electronic textbooks are assigned directly to the student at the start of the course and should not be shared with others. If the e-book is not accessible via the Canvas LMS, students should contact the Help Desk at 317.955.6444.
- Students who drop a course during the first two weeks of a term/session will no longer have access to the electronic textbook and will not be assessed the e-book fee.

**TEXTBOOKS** – MAP tuition for the classroom-based business and general education courses includes the use of textbooks.

- Textbooks and ancillary items are shipped directly to students via UPS, approximately 10 days prior to the start of a term/session. Students are required to review each book and ancillary item for damage upon receipt. All damage must be reported in writing to the academic advisor by Friday (4:30 p.m. ET) of the first week of classes. Students in Saturday classes must report damage by Monday (6 p.m. ET) immediately following the first class.
- If the MAP office is not informed of an address change and course materials are sent to the wrong address, the course materials will not be reshipped. Students must inform the MAP office of any undelivered or lost packages prior to the start of class. Shipment dates are posted on the MAP calendar.
- Textbooks cannot be shipped to a PO Box; however, they may be sent to an employer or an alternative address.
- Students will be assessed a **\$150 fee for each book or ancillary item** that is sent to the wrong address (due to an unreported address change), has damage that is unreported, is damaged during the term/session (contains writing, highlighting, water stains or other damage), is not returned to the MAP office by the deadline, or is returned after the due date. Returned items after the deadline become the property of MAP. Please refer to the MAP calendar for textbook return dates.

## **COURSE LOAD & E-MAIL ACCOUNTS**

**COURSE LOAD** - Due to the accelerated nature of the courses, students may not take more than two MAP classes at one time (including both terms and sessions). Although it is not recommended that students take more than two MAP classes at one time, exceptions will be permitted for second degree seeking students. Students earning a second degree will not be allowed to take more than 18 credit hours in a full semester. This allowance will be pro-rated if students only enroll in select terms or sessions.

**MARIAN UNIVERSITY ACCOUNT INFORMATION** - **All MAP classes will utilize a Learning Management System - Canvas.** Marian University account information (i.e. e-mail, CAMS Student Portal and Canvas LMS) username and passwords will be sent to the e-mail address listed on the application prior to the start of the student's first course. Questions regarding Marian University account information or LMS utilization should be addressed with the Help Desk at 317.955.6444.

## ADDRESS INFORMATION

**Please confirm or update your address information below.  
All information (address/phone/e-mail/etc.) is required.**

### Home Address:

- Your permanent place of residence and where information can be mailed year round.

Address: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_

### Billing Address:

 Same as Home Address

- Where university bills and refund checks are mailed.

Address: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_

### Local Address:

 Same as Home Address

- If living off campus, the address where you reside during the school year.

Address: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ Marian E-mail: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_

### MAP Shipping Address:

 Same as Home Address

- Shipping address for textbooks sent from the MAP office. (Textbooks cannot be shipped to a PO Box.)

Address: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ E-mail: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_

For a complete list of MAP policies, refer to the MAP Student Handbook located in the Schedules and Handbooks section of the MAP website at [www.marian.edu/MAP](http://www.marian.edu/MAP).

I understand that all fees in this document are subject to change. I also understand that it is my responsibility to contact a MAP advisor if I have any questions regarding the policies prior to signing this document. My signature confirms that I understand and agree with the policies set forth by MAP and Marian University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor Initials: \_\_\_\_\_