

# Student Rights and Responsibilities

Students' rights include access to knowledge in a safe and respectful setting. Students have the right to a high quality education and study opportunity.

Students' responsibilities include sincerity, dedication, and respect of the teacher, both in and out of the classroom. Professional standards of behavior apply. Students are responsible for regular, punctual attendance, timely submission of assignments, cooperative behavior, and prompt communication of any concerns.

Respect for self and others is the founding principle governing scholastic regulations. Students may request a copy of their academic records at any time from the Registrar.

## ATTENDANCE POLICY

All sessions must be punctually attended. An attendance record of at least 90% is required in all Schools. If any session is missed, the student must complete a make-up session with the instructor. Additional fees are charged for the make-up. The instructor make-up fee is \$35.00 per hour paid in advance.

## GRADING POLICY

A standard of 3.0 or better for graduate students, and a standard of 2.0 or better for undergraduate students, for all assignments, including the aggregate of weekly quizzes, monthly tests, quarterly exams, and final oral and written examinations constitutes a passing grade. Quarter-end evaluations provide an opportunity to outline specific areas for student skill development and improvement.

A GPA in the top 15% of the class constitutes Honors Achievement status.

Timely submission of all assignments and completion of make-up sessions are required. Demonstrated comprehension of the material and capacity to communicate it are required. All work must be completed before a grade will be awarded for any course.

Participation 20%	Study Guide Outside Assignments 30%	Practicum Outside Assignments 20%	Case Study Quiz 30%
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A graduate student must achieve a cumulative grade point average (GPA) of 3.0 to earn a degree. A cumulative GPA below 3.0 will place a student on academic probation. GPA is determined by dividing the total number of grade points earned by the total number of units completed in letter-graded courses. If a course has been repeated, only the units and grade points earned for the higher passing grade are computed in the GPA. In letter-graded courses, units with grades of NC, W, I, or NR are not computed in the GPA. In CR/NC graded courses, the UW grade is equivalent to NC. In letter-graded courses, the UW grade is equivalent to an F; units with a UW grade are computed in the GPA with 0 grade points.

An Incomplete grade is given at an instructor's discretion to a student who has demonstrated satisfactory attendance and assignments throughout the majority of a class, but cannot finish the remainder of his/her required assignments before the end of the course. An Incomplete must be completed within one year or a grade of F will be assigned.

Remediation. Failure on an examination may be erased by passing a make-up examination provided by the instructor within three weeks with a grade of at least B at the graduate level.

GPA	LETTER GRADE	PERCENTAGE
4.0	A	100 – 95
3.9 – 3.7	A-	94 – 90
3.6 – 3.3	B +	89 – 87
3.2 – 3.0	B	86 – 83
2.9– 2.7	B-	82 – 80
2.6 – 2.3	C+	79 – 77
2.2 – 2.0	C	76 – 73
1.9 – 1.7	C-	72 – 70
1.6 – 1.3	D+	69 - 67
1.2 – 1.0	D	66 – 63
0.9 – 0.7	D-	62 – 60
0.0 / NC	F	< 60
3.0 / P	Satisfactory achievement of a Pass/Fail Course; factored in GPA	80
0.0 / F	Unsatisfactory achievement of Pass/Fail Course; factored in GPA	0
W	Withdrawal from Course; not counted in GPA	
I	Incomplete	
FN	Failure for Non Attendance	
Auditor	No Grade	No Credit

## AWARD OF ACADEMIC CREDIT HOUR

Mount Madonna Institute (MMI) has established and implemented the Policy on Academic Credit Hour, consistent with WASC Guidelines.

The Semester Academic Credit Hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The Mount Madonna Policy recognizes the Semester Credit Hour as follows: One hour of coursework over the period of a fifteen (15) week semester, or the equivalent. Didactic coursework = 15 hours, Lab = 30 hours, Practicum or Externship = 45 hours, each with a minimum of two hours of outside work, as confirmed with course syllabi. At the graduate level, typically, more than three hours of study for every hour in class is expected.

Validation of this Policy Statement is provided through the following practices:

Mount Madonna has implemented this policy and established a process and timeline for review as follows:

1. Adoption of a policy on credit hour for all courses and programs at the institution;
2. Review periodically of the application of its policy on credit hour across the institution to assure that credit hour assignments are accurate and reliable;
3. Variations in the assignment of credit hours are assessed to assure that they conform to commonly accepted practices in higher education.

## **STUDENT PROGRESS, PROBATION AND DISMISSAL POLICY**

A student will be placed on probation after missing three classes, disturbing the class twice or behaving inappropriately twice. Students may be placed on probation for academic insufficiency (a cumulative GPA below 3.0 for graduate students and 2.0 for undergraduate students), misrepresentation, failure to meet attendance standards, breach of Student Conduct Policy, or any other violation of the Institute's guidelines.

## **REGULATIONS AND STUDENT CONDUCT POLICY**

The student is responsible for meeting the Institute's standards including the Student Conduct Policy.

Every student is responsible for classroom cleanliness. The Institute maintains a vegetarian environment. Food is provided, and no food may be brought to the premises.

- No food or drinks are allowed in the classroom.
- No smoking or drugs are allowed on the Institute's premises.
- No cell phones, pagers or computers may be used in the classroom without prior approval.
- No recording of audio or video is allowed except by MMI, unless there is a medical necessity. The Institute does not permit the students to audio or video record the classes or events. The Institute may audio or video record the sessions for individuals interested in purchasing the tapes.
- Students are not permitted to copy or distribute their lecture notes or to sell them in whole or in part to anyone without the Institute's permission.

The Institute welcomes all input for improvement and expects the students' honesty, courtesy, and cooperation at all times, both in and out of the classroom setting. Equality of opportunity in education is provided in admission of students and hiring and promotion of faculty without discrimination or segregation on the grounds of race, color, religion, national origin, gender, age, marital status, disability or sexual orientation. Students and staff have the right to work and attend classes in an atmosphere free from harassment.

The Board of Directors has primary responsibility for ensuring academic freedoms for faculty, students, and the entire Institute community. No faculty member, student, or member of the Institute's larger community shall be censured, penalized, or discriminated against for any behavior within accepted standards of free speech and academic freedom.

## **STUDENT GRIEVANCES**

Student grievances may be submitted directly to the instructor or other Institute staff member directly involved. If not satisfactorily resolved at that level, the grievance may be taken to the head of the college or school. If not satisfactorily resolved, it may be taken to the Institute's Ombudsman. If still not satisfactorily resolved, the grievance may be taken to the Student Grievance Committee, composed of the Dean or Head of School (who will serve as chair of the committee), a student representative selected by vote of the student body for each academic year, and a faculty member appointed by the Chief Academic Officer. The Grievance Committee will:

1. Hear the grievance.
2. Hear the Institute's response, including any charges against the student.
3. Review any actions taken, either by the student or by the Institute or its members.
4. Prepare a recommendation to the Chief Academic Officer.
5. If the circumstances include the CAO and the CAO does not accept the recommendations of the committee, the chair will refer the matter to the Institute's Board of Directors for decision. In all other circumstances, the decision of the CAO shall be the final decision.
6. Students may also address their grievances to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833; (888) 370-7589; Fax (916) 263-1897; [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **STUDENT RECORDS**

The Institute will maintain student records for a period of not less than five years from the last date of attendance at the Institute. Transcripts will be maintained permanently. Records will be immediately available during normal business hours for inspection and copying by anyone authorized to do so.

Official transcripts are provided by Mount Madonna Institute for a \$25 fee. Transcripts must be requested two weeks in advance by sending an email to [info@mountmadonnainstitute.org](mailto:info@mountmadonnainstitute.org) or by calling 408-846-4060.

## **LEAVE OF ABSENCE POLICY**

Mount Madonna Institute understands that sometimes unexpected circumstances arise that may interfere with a student's ability to continue without interruption in the program. Students with a medical or other extenuating circumstances that may require them to be gone for more than seven consecutive days are asked to submit a Leave-of-Absence request to their Department Chair. A Leave-of-Absence will be granted only to students who have a family emergency, medical reason, military service requirement, jury duty, or other serious personal reasons. We reserve the right to determine on a case-by-case basis the time necessary for a Leave-of-Absence. If a student needs to extend his/her Leave-of-Absence, the student is required to submit an additional request to their Department Chair. There is no fee to take a Leave-of-Absence.

The maximum time frame for a Leave-of-Absence or combined Leave-of-Absence is 180 days only within a 12-month period. This Leave-of-Absence time frame cannot be extended. We advise students to talk to their instructor and/or Department Chair if they are having problems attending school or have to leave for more than 180 days. In the event that students have to take a Leave-of-Absence, they must sign a Leave-of-Absence form in advance. If unforeseen circumstances preclude this possibility, the form will be collected at a later date, and the reason for the delay will be documented. Those who are granted a Leave-of-Absence return to the school with the same status as before their leave. If a student does not return from a leave on the date noted a withdrawal refund calculation is based on the student's last day of attendance.

## **DISCOUNT POLICY**

Mount Madonna Institute offers its members and students the following discounts. Full time students are entitled to a 5% discount on products at Ayurveda World. Ayurveda students repeating a program course receive a 70% discount on tuition. Work-study options for Yoga and Community Studies programs may be extended on request.

## **FINANCIAL AID / LOANS**

Mount Madonna Institute does not participate in federal or state financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## **CANCELLATION, WITHDRAWAL, AND REFUND POLICY**

### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 445 Summit Road, Watsonville, CA 95076. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an application fee not to exceed \$250.00 and within 45 days after the notice of cancellation is received.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less an application fee not to exceed \$250.00 and within 45 days after the withdrawal is determined. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the

institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

- The student has failed to maintain a minimum of a 90% cumulative attendance rate.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **STUDENT TUITION RECOVERY FUND**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer,

and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **ACADEMIC FREEDOM**

The Mount Madonna Institute, in order to create an environment and an atmosphere most conducive to excellent teaching, and to provide students with the most appropriate learning conditions, adopts the following policy for Academic Freedom:

Academic Freedom includes the protection of the opportunity for the teacher to teach, and for the teacher and the student to study, without coercion, censorship, or other forms of restrictive interference. Academic freedom encourages the flow of ideas with the recognition that freedom to teach and freedom to learn imply both rights and responsibilities within the framework of the law and the Institute's policies and curricular objectives.

*Instructors as citizens, members of a learned profession, and representatives of the Mount Madonna Institute shall be free from censorship and discipline when*

*speaking or writing. However, the special position of instructors imposes special obligations. Faculty, as representatives of the Institute should be accurate, objective, exercise appropriate restraint, encourage a spirit of initial respect for the opinion of others, and ensure the relevancy of subject matter to their instructional areas.*

## **DIVERSITY POLICY**

Mount Madonna Institute (MMI) takes great pride in its recognition as an institution of higher learning.

The Institute's recognition of diversity is evident in the following:

1. Diversity of students, administration, faculty and staff:

The Institute strives to support diversity with recognition of the rights and abilities of all members of the Institute community, to include religion or philosophical thought, age, ethnicity, sexual orientation and gender. Our institutional mission, values and commitments are best evidenced through the diverse nature of the populations of which we are constituted.

2. Diversity in the teaching, promotion of student cultural awareness, and scholarly efforts:

The Institute values the academic, intellectual, and experiential background of our administration and instructional faculty, and encourages the ways in which they lend this expertise to the benefit of cultural and intellectual awareness to our student population. This is accomplished through expanding the conceptual framework as students research and acquire the projected skills and competencies in the program subjects to which they have committed.

3. Diversity in styles of leadership, mentoring, and strategic development:

The Institute benefits from the variety of cultural and philosophical differences that constitute the wide range of governance, leadership, and management that makes up this higher education environment. The strength and direction provided by leadership at all levels is dependent on the organizational contributions of each member.

## **ANTI-HARASSMENT POLICY**

The Mount Madonna Institute ("Institute", or "MMI") is committed to maintaining a working and learning environment free from all forms of discrimination and harassment.

This policy addresses harassment in all forms, covering those with legally protected status for reasons of race, gender, religion, color, age, national origin, ancestry, or disability, as well as those who are harassed for other reasons, such as sexual orientation.

Offensive or harassing behavior will not be tolerated against any volunteer, employee or resident because of his or her protected status or the protected status of his or her relatives, friends, or associates.

This policy applies to all faculty, instructors, staff, employees, volunteers, students and guests of The Mount Madonna Institute (MMI).

The policy also applies to persons conducting business with or visiting MMI, even though such persons are not directly affiliated with MMI.

Any person (s) who engages in harassment will be subject to disciplinary action up to and including termination of employment (where applicable) and the elimination of access to Institute and the related entity (Hanuman Fellowship) properties.

The Institute Board of Directors and the CEO are responsible for taking proper action to investigate harassment (including keeping proper documentation) in our working environment. Any MMI Board member or manager who has knowledge of such behavior yet takes no action to end it will be subject to disciplinary action up to and including termination and elimination of access to MMI and Hanuman Fellowship properties.

The Institute strictly prohibits its faculty, instructors, staff, employees, volunteers, students, and visitors from any harassing behavior, such as:

- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature.
- Making or threatening reprisals for refusing sexual favors.
- Repeated requests for dates or questions about one's sex life or experiences.
- Unwelcome physical contact such as pinching, kissing, inappropriately touching or impeding normal work movement.
- Slurs, jokes, posters, cartoons, pictures, offensive gestures, derogatory remarks, negative stereotyping, or offensive sounds that are based upon any protected status or directed toward a person because of his or her protected status.

- Acts of physical violence, threats of physical violence, or other physically intimidating behavior directed toward a person because of his or her protected status.
- Continuous discriminatory activities, engaged in because of a person's protected status, that are not explicitly sexual (or racial, ageist, etc.) (e.g., unequal distribution of work, lack of assistance when such assistance is provided to those outside the protected status, hiding work tools or equipment, etc.).

Any such offensive conduct will be considered a prohibited form of harassment when either of the following is true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status.
- Such conduct has, or could have, the effect of creating an intimidating, hostile, or offensive work or living environment, or it unreasonably interferes with a person's work performance.

Any volunteer, resident or employee who believes that he or she has either witnessed or been subjected to harassment has the responsibility to immediately report the harassment to his or her faculty, instructor or manager (who will in turn report it to CEO).

If the MMI faculty, manager or CEO

- is unavailable or
- is the offending party or
- the person in question is uncomfortable in reporting the harassment to the Faculty, manager or CEO
- or feels that the CEO or manager has not handled the matter to his or her satisfaction, then the harassing conduct must be reported to the Institute's Board of Directors.

All reports of harassment shall be investigated. There shall be no exceptions to this rule.

To the extent feasible, the investigation will be conducted in a confidential manner in order to protect all parties involved. The investigating body will notify all persons involved in the investigation that it is confidential and that unauthorized disclosures of information concerning the investigation could result in disciplinary action, up to and including termination of employment and the elimination of access to Hanuman Fellowship properties.

The Institute prohibits any type of retaliatory action for filing a harassment complaint. However, if it is determined after investigation that the complaint was

made up of false charges or that a volunteer, resident or employee has provided false information, disciplinary action will be taken against that person.

## **DISABILITY POLICIES AND PROCEDURES**

The Institute welcomes all input for improvement and expects the students' honesty, courtesy, and cooperation at all times, both in and out of the classroom setting. Equality of opportunity in education is provided in admission of students and hiring and promotion of faculty without discrimination or segregation on the grounds of race, color, religion, national origin, gender, age, marital status, disability or sexual orientation. Students and staff have the right to work and attend classes in an atmosphere free from harassment. Facilities are Handicap Accessible. MMI adheres to the ADA and strives to meet the needs of the diverse student body. It is the responsibility of Student Advising Services and the Office of the President to address such needs. Students should access these services at the initiation of the Admissions process.

## **FACULTY RESPONSIBILITY**

The Mount Madonna Institute confirms the following Statement of Policy on Faculty Responsibility: Mount Madonna Institute recognizes the faculty body as responsible for the Academic Governance role at the Institute. Faculty are held accountable for participation in the development of curricula, academic planning, and the enforcement of academic quality. Board of Directors for the Institute also stipulate and confirm that faculty shall have jurisdiction over matters of educational policy, including requirements for admission of students, for the continuance of students in academic programs, over matters of academic dishonesty and for the award of earned degrees, under such policies and procedures.

The faculty has authority and responsibility to set, supervise, and enforce the standards of academic quality that are both necessary and sufficient to maintain the integrity of a degree awarded under the auspices of the Institute. The faculty and the administration shall have collective responsibility for academic planning and for carrying out the mission of the institution, for maintaining the focus of the institutional purpose, and for the accomplishment of institutional academic standards. This role of responsibility is addressed through Faculty Governance roles in Committee Structures such as the Curriculum Committee, which is responsible for program development, review and assessment; and in an advisory capacity to the Board of Directors standing Academic Affairs Committee.