

Minerva Schools at KGI

Student Handbook

2018-19
(as of June 29, 2018)

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Notice to Students

The Minerva Schools at KGI (hereafter referred to as Minerva) reserves the right to make changes to policies, rules and regulations related to academic, financial, and other related matters affecting students at any time. These changes may involve such matters as tuition and fees, courses, degrees and programs offered, degree and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students. Notification of any significant policy change is made to the student body via The Morning and/or The Week. Revisions are also made in the most current version of the Student Handbook available on the Hub.

Please direct questions about the information in this Student Handbook to studentservices@minerva.kgi.edu.

Introduction

Mission and Values

Our Mission: Nurturing critical wisdom for the sake of the world

We will strengthen our collective future by ensuring that the most exceptional students in the world are able to fulfill their extraordinary potential. These students will become global leaders who will promote international cooperation and initiate meaningful cultural, political, business, and scientific innovations on the world stage. Minerva draws on the best traditions of top-tier residential universities, using advanced technology and leveraging decades of research on the most effective methods for deep and long-lasting learning.

Minerva will promote student success, continuing to provide support long after graduation. The greatest success for Minerva will be seeing and celebrating the accomplishments of our graduates.

Our Guiding Principles

These principles work with one other, adding another dimension to our work and decision making, and when all working together the results are extraordinary.

- Being Unconventional
- Being Thoughtful
- Being Confident
- Being Human
- Being Selective
- Being Authentic
- Being Driven

Our Community Values

- Respect: We foster mutual understanding.
- Empathy: We seek new perspectives and care for others.
- Curiosity: We explore courageously.
- Focus: We prioritize effectively and investigate deeply.
- Initiative: We take action.
- Resilience: We adapt and persevere.
- Collaboration: We champion mutual success.

A Brief History of Minerva

Minerva's founder Ben Nelson first conceived of what eventually became Minerva in 1993 as a plan to reinvent an Ivy League university to better prepare graduates for the twenty-first century.

Today's great American universities were founded on the notion of liberal arts education, the idea that a university education meant that its graduates were well prepared to lead the important institutions in society by knowing how to think deeply, while also being well versed in a variety of subjects, and possessing deep knowledge in an area of their own choosing. Minerva maintains that the best educational institutions have an important role in training future leaders and creating great citizens of the world. The faculty and staff at Minerva believe passionately that universities must embrace more of their original intent by offering a purposeful education for their students and adopting curricular and pedagogical structures and practices that actually help students to learn.

In 2012, Nelson partnered with Benchmark Capital to create a new university experience based on these venerable ideals in a modern, global context. Minerva (named after the Roman goddess of wisdom) was announced publicly in April 2012. In 2013, the Minerva Project formed an alliance with Keck Graduate Institute (KGI) to incubate the Minerva Schools. KGI is an ideal partner for Minerva because both have a general emphasis on scientific, translational approaches to education. Like the other KGI schools, the Minerva Schools are empirically oriented and rely on students' mastering sophisticated analytic tools. Also in keeping with the general KGI mission and approach, the Minerva Schools are highly interdisciplinary and global, emphasizing team building, collaboration, active learning, and deep student engagement.

Minerva Schools launched in fall 2014 with 29 students in its Founding Class. More than one hundred students enrolled in fall 2015 as the Inaugural Class. These two groups of talented and pioneering students joined together to become the graduating class of 2019. In fall 2018, Minerva will enroll its fifth starting class and reach an enrollment of more 600 students, more than fifty faculty members, and dozens of staff members all over the world. The first undergraduate class will be graduated in spring 2019.

A Brief History of KGI

The Claremont University Consortium was formally established in 1925 under the direction of James Blaisdell, then President of Pomona College. In its constitution included a commitment to "found and develop new colleges and educational institutions or programs" as needs were identified and resources were made available. Seventy-two years later, Henry E. Riggs, then President of Harvey Mudd College, identified the need that would lead to the founding of Keck Graduate Institute, the seventh and newest of the Claremont Colleges. The vision was a simple one: the world needs scientists and engineers who can help translate basic scientific discoveries into practical applications that will improve the health of people.

KGI was founded in 1997 with a \$50 million grant from the W.M. Keck Foundation. KGI initially developed the nation's first two-year professional science master's degree, the Master of Business and Science (MBS) degree, which has become a model for more than 300 such programs that have been created since 2000 at colleges and universities across the country. This degree program is designed to educate scientifically oriented individuals for leadership roles in the pharmaceutical, biotechnology, medical device, and diagnostics industries through an applied curriculum that integrates science, engineering, management, and bioethics. The curriculum emphasizes inquiry, project-based learning, and team building. In the ensuing years, KGI has

developed several other programs: a Postdoctoral Professional Master of Bioscience Management, a Master of Science degree in Applied Life Sciences, a Master of BioEngineering, two Master’s degrees in Genetics -- Human Genetics and Genetics Counseling, and Human Genetics and Genomic Data Analytics -- and a joint master’s program with City of Hope in Translational Medicine. In addition, KGI offers two doctoral degrees: a PhD in Applied Life Sciences and a Doctor of Pharmacy. In 2013, the Minerva Schools at KGI were created through an affiliation between KGI and Minerva Project. MSKGI offers the Bachelor’s degree with five undergraduate majors and two master’s degrees.

Accreditation

The Minerva Schools at KGI are part of Keck Graduate Institute (KGI), which is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC or WSCUC), 985 Atlantic Avenue, #100, Alameda, CA 94501, (510) 748-9001.

Specifically, WSCUC has approved the relationship between KGI and Minerva Project, the offering of undergraduate degrees at KGI through the Minerva Schools with majors in Arts and Humanities, Business, Computational Sciences, Natural Sciences, and Social Sciences, and two graduate degrees, a Master of Applied Arts and Sciences (which is integrated with the Minerva undergraduate degrees in Arts and Sciences) and a Master of Decision Analysis.

Academic Calendars

Minerva operates on the semester system, with two 15-week semesters in one academic year. No formal summer session is offered at the undergraduate level. The following are the academic calendars for 2018-19, by location:

San Francisco Calendar

Fall 2018	
Move-In to Residence Halls	August 30-31, 9am start
Foundation Week	September 1-8
First Day of Fall Term	September 10
Fall Break	October 15-16
Course Drop Deadline w/o “W” grade	October 31
Friendsgiving Break	November 21-22
Last Day of Fall Classes	December 13
Cornerstone Final Projects Due	December 21

Winter Break	December 22 - January 10
Spring 2019	
Elevation	January 11-13
First Day of Spring Term	January 14
Course Adjustment Period	January 10-18
Spring Break	February 18-19
Course Drop Deadline	Mar 6
Quinquatria Feast	March 14
Quinquatria Break	March 27-28
Last Day of Spring Classes	April 25
Cornerstone Final Projects Due	April 25
Last day to move out of residence halls	April 29 by 12pm

Seoul / Berlin / London Calendar

Fall 2018	
Regular Move-In to Residence Hall	September 4, 1pm start
Elevation	September 6 - 8
First Day of Fall Term	September 10
Course Adjustment Period	August 31 - September 8
Fall Break	October 15-16
Course Drop Deadline	October 31
Friendsgiving Break	November 21-22
Last Day of Fall Classes	December 13
Last day to Move-out of Residence Hall	December 31 by 12pm

Hyderabad / Buenos Aires Calendar

Spring 2019	
Regular Move-in to Residence Hall	January 1 starting at 9am (subject to change)
Elevation	January 11-13
First Day of Spring Term	January 14
Course Adjustment Period	January 10-18
Spring Break	February 18-19
Course Drop Deadline	Mar 6
Quinquatria Feast	March 14
Quinquatria Break	March 27-28
Last Day of Academic Coursework	April 25
Symposium and Continuum Feast	April 26
Last day to Move-out of Residence Hall	April 28 by 5pm

Manifest (for graduating seniors) Calendar

Manifest 2019	
First Day of Manifest	May 6
Last Day of Manifest	May 28
Commencement Exercises	May 28
Move-out of Residence Hall	May 29

Financial Information

Tuition and Fees, 2018-19

Students are responsible for all costs associated with attending Minerva. Students are encouraged to live in Minerva student housing. Those who are granted permission to live in independent housing in the same city as the Minerva residence are charged an adjusted Residential Services fee to cover the costs of their access to Student Affairs resources and services. Students who are granted permission to attend remotely are not charged Residential or Student Services fees and are not provided with these services, including mental health and other services.

Estimated Annual Costs

Tuition and Fees	
Tuition	\$12,950 (First- and Second-year students) \$10,950 (Third- and Fourth-year students)
Residential Housing and Services - includes costs related to residential life including rent, taxes, liability insurance, enhanced internet connectivity, furniture, and personnel costs in residence halls.	Full residential costs can be found here .
Student Services - includes cost of experiential learning programs, city immersion activities orientation, and mental health services.	\$2,000
Subtotal	\$24,950 First-Year and Second-Year Students in Minerva Housing \$22,950 Third-year Students in Minerva Housing \$24,950 Fourth-Year Students in Minerva Housing
Other Expenses*	
Estimated Food, Local Transportation, Books and Supplies**	\$5,000
Health Insurance***	PGH Global Insurance- Students in San Francisco Students 24-years-old and under: \$906.48/academic year \$453.24/semester \$562/semester including Manifest (M2019 only) Students 25-years-old and over: \$1291.52/academic year \$645.76/semester \$800/semester including Manifest (M2019 only) Geo Blue Insurance- Students in non-US Minerva Cities \$573.20/year \$286.60/semester

Total Estimated Costs, excluding insurance and travel expenses to and from locations	\$ 29,950 First-Year Students in San Francisco \$ 29,950 Second-Year Students in Seoul and Hyderabad \$ 27,950 Third-Year Students in Berlin and Buenos Aires \$ 29,950 Fourth-Year Students in London and San Francisco
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* These costs are variable by student and are paid directly by students to others, not to KGI, e.g., travel to and from global cities.

**Many learning materials will be provided free of cost.

*** Students are required to carry and pay for their own health insurance. These prices are for policies that Minerva has arranged at cost. Students are otherwise required to be covered under the law in the jurisdiction where they are attending and/or who have comparable coverage may request waivers, which are granted ONLY if the coverage is comparable to that provided by Minerva's designated policies. Insurance is also available for students in summer. Costs for summer are approximately \$450 (4 months of summer) in San Francisco and \$60 (monthly) in other locations. Summer insurance costs will be confirmed in May 2019.

Housing Affordability Plan

Minerva has implemented a Housing Affordability Plan that will average out the cost of housing in the Minerva cities over four years. This plan has been implemented starting with the Class of M2021 and will be followed for all future classes.

Housing costs in San Francisco and London, our premium cities, are considerably higher than in our other cities. The housing costs in Seoul, Hyderabad, Berlin, and Taipei are no more than \$5000 per semester. Under the housing plan, students pay \$10,000 in residential fees each year, covering rent, furniture, technology and set-up costs, emergency services, residence hall staffing and programming etc. This \$10,000 (\$5,000 each semester) is the average cost per year for the four years. Paying more for less expensive cities, such as Hyderabad, will offset the high price of cities such as London and San Francisco.

Students who petition and are approved to study in San Francisco or London Housing (in the Minerva residence hall) instead of in their scheduled rotation city will also be charged a Premium City Independent Housing Upgrade of \$750 per semester in order to offset the higher cost of those cities. This upgrade fee is not covered by financial aid.

Students opting to live in independent housing OR to study remotely after their first year will be charged an additional \$750 Housing Affordability Plan Fee. This additional \$750 will be used to offset the cost of subsidizing our premium cities.

Housing Security Deposit

In addition to expenses described above, all students are required to submit a one-time security deposit of \$1,000 to cover any damages to the residence hall caused by students and excess cleaning costs. The deposit may also be applied to unpaid invoices at the end of each year. The security deposit charge will appear on a student's first Fall term bill.

After move out at the end of each semester, or academic year for first-year students, Minerva staff members assess any individual damages and excess cleaning costs and inform the student of these charges to their security deposit and any other charges to the deposit. The student must replenish the deposit in order to start each semester with a \$1,000 security deposit balance. Each year, the security deposit is retained and rolled over to the next academic year until a student graduates or withdraws from school, in which case the balance is returned.

Manifest Costs

Manifest is the final term for fourth-year graduating students, held during the month of May when students present their Capstone projects, and is followed by commencement exercises. Participation in Manifest is required. (See [The Minerva Capstone and Manifest](#) or more information.) Manifest is held in San Francisco.

If a student does not meet full degree requirements by the end of Manifest term, the students may need to study part time in the following semester or year.

Starting with the Class of 2020, the following costs will be charged. These charges will be split evenly between the fall and spring term bills.

Tuition	\$1,750
San Francisco Housing (required)	\$1,250
Fees (Commencement Exercises and Student Experience)	\$950

Students will also be required to carry health insurance to cover Manifest. Health insurance for one month is expected to be \$71.76 for the month of May 2019.

Part-time Study

Students who take eight or fewer units within a semester will be charged as follows:

- \$500 per unit
- \$1000 for a two-unit course
- \$2000 for a four unit course

Students taking more than eight units per semester will be charged the full time rate.

Exceeding 120 Credit Hours

Students who exceed 120 attempted credit hours will be charged the part-time rate for all credit hours above 120 credit hours. This includes all courses with non-passing grades, or "W" and "AW"

drops. Credit hours of research/internship credit, transfer credit, or prior learning assessment credit will not be considered “attempted” units, and will not be counted toward the 120 maximum credit hours.

Students who take more than 120 attempted semester credits are not eligible for financial aid towards tuition for the excess credits even if they are taking a full-time load.

Housing for students is only guaranteed for a total of eight semesters while at Minerva and only in the student’s assigned city.. Students who need to take courses beyond 120 credit hours are not eligible for housing, and will most likely need to take courses from home setting (country), as visa eligibility will not be available for extended study.

The Global Rotation/Changes to Housing Commitments

As Minerva must sign legal agreements committing us to pay for housing well in advance of the time when you will be in each city, we require that you make a commitment to housing by March 30 for the next academic year. This means that if you commit to Minerva housing at a location, you will pay for that housing whether or not you move into and live in that housing. Upon making your choice and signing this document, you are committing to pay for the designated housing and all tuition and fees for the next academic year. Housing and fees are nonrefundable.

We urge you to participate in the full global rotation. Living, studying and immersing yourself in each of the cities in the global rotation is an invaluable part of the Minerva learning experience. Please understand that if you opt out of residential services at a location and later change your mind, it is unlikely that there will be space for you and you will not be guaranteed a spot.

If you are an F-1 student and do not live in one of the Minerva cities currently on rotation, your F-1 student status will be affected. You will no longer be classified under federal regulations as a residential student and therefore will not be entitled by federal law to have an active I-20 during this period. This status also affects your eligibility to participate in Curricular Practical Training (CPT) in the U.S. over the summer. In addition, students who opt out of a Minerva city will not qualify for work-study during that time frame as part of their financial aid package.

Advanced students who request to live in a Minerva city other than their scheduled city before the March 30 housing commitment deadline may be offered a bed in the Minerva housing depending on availability, as housing is limited. If more students request housing than is available, we will generate a lottery for the rooms for students who have completed all steps in a timely manner. Students who live in Minerva housing will pay the full cost of housing for that city. Any overage on the cost of the requested city over the scheduled rotation city is not eligible for financial aid assistance. If the residential fees for the requested Minerva city are less than the scheduled Minerva city, financial aid packages will be adjusted based on the new cost of attendance.

Students who commit to housing and then choose to move to another Minerva City instead will be responsible for paying for their housing costs in both the scheduled rotation city under the signed residential agreement, and for the housing and residential fees in their new chosen city. Students living in Minerva housing will be responsible for paying the full residential cost. Students living in

independent housing will pay an adjusted housing and residential services fee to cover the non-rent services provided. If arriving mid-semester, the independent residential services fee will be prorated to reflect the duration of the stay. If your decision to move to another city is forced (i.e. your visa for a Minerva City is denied through no fault of your own), we allow you to opt out of your housing in that city and provide you housing, if available, in another Minerva City.

Please note that students in a Minerva city who opt out of Minerva housing and choose to find their own in-city accommodations are charged full student services fees and a reduced residential services fee for that location, covering all services provided except for rent. Students who live in their own housing in one of the Minerva cities are provided the same services that they would be provided if they lived in Minerva housing, including such things as support by local staff, use of community spaces in residence hall, and participation in residential and student affairs activities and required trainings. The student services fees cover Student Experience and Mental Health Services.

Students who opt out of a city will not be charged for student services or residential fees and may not benefit from any Student Experience or Mental Health services at Minerva. However, students who opt out may choose to visit a city and benefit from student experience events for no longer than three weeks without being subject to additional charges. Students who exceed this three-week period will be charged the independent housing fee for that city.

Payment Dates

Students are billed twice a year on the following dates:

	Billing Date	Due Date
Fall Term	June 1	June 30
Spring Term	November 1	November 30

Students are responsible for paying their bills by these dates. If someone else is paying the student's bill, the student must ensure that timely payments are made. In order for a student to register each term, tuition and fees must be paid in full. Any unpaid balance results in a hold placed on diplomas, transcripts and registration until the balance is paid in full.

Due no later than June 30:

- First-semester Tuition (minus \$500 admission deposit for first-year students)
- First-semester Residential Services fee
- First-semester Student Services fee
- First-semester health insurance premiums
- First-semester non-qualified scholarship tax withholdings, if applicable*
- Refundable housing security deposit of \$1,000 (first-year students only)

Due no later than November 30:

- Second-semester Tuition
- Second-semester Residential Services fee
- Second-semester Student Services fee

- Second-semester health insurance premiums
- Second-semester non-qualified scholarship tax withholdings, if applicable*

* More information regarding non-qualified scholarship tax withholdings can be found [here](#).

Payment Instructions

Minerva offers four payment options:

1. Online transfer from a domestic (US) account
2. Online transfer from an international (non-US) account
3. Direct wire transfer
4. US check

Payment instructions are also sent with each invoice.

While online transfers are often completed within 24 hours, direct wire transfers and check delivery can take up to ten days. Please ensure you start your payment early to avoid late payment fees.

Payment by Online Transfer from a Domestic (US) Account

Online payments from domestic accounts are processed by Tuition Management Systems (TMS.) To start a payment with TMS, enter your invoice through a direct link, or through Prepare if paying a term bill. Scroll to the “Amount Due Today” box and select “US Bank” from the “Transfer Type” drop-down menu. Click “Pay Now” to be directed to the TMS payment website. Follow the prompts to complete your payment.

You will be given the option to make your payment by “eCheck” (bank transfer) or Credit Card. The fees associated with the credit card transfer reflect the type of card used and are not set by Minerva. All fees are retained by TMS.

Once your payment has been completed, the status of your term bill should change from “Currently Due” to “Paid,” and the payment should appear in the ‘Payments/Credits’ section of the invoice as pending. This pending status will be removed once TMS has received the funds from your bank account.

In some cases, TMS takes several days to withdraw the funds from your bank account. If you are concerned about your payment, please contact TMS.

Payment by Online Transfer from an International (Non-US) Account

Online payments from non-US bank accounts are processed by Flywire. To start a payment with Flywire, enter your invoice through a direct link, or through Prepare if paying a term bill. Scroll to the “Amount Due Today” box and select “Non-US Bank” from the “Transfer Type” drop-down menu. Click “Pay Now” to be directed to the Flywire payment website. Follow the prompts to complete your payment. You will then be prompted to select the country of payment origin and sign into your Flywire account.

Funds can be transferred electronically to Flywire, or deposited into a Flywire account through a

transaction made at your bank.

Once your payment has been completed, the status of your term bill should change from “Currently Due” to “Paid,” and the payment should appear in the “Payments/Credits” section of the invoice as pending. This pending status will be removed once Flywire has received the funds from your bank account.

Payment by Direct Wire

If you would like to send your payment to Minerva by direct wire, please contact bursar@minerva.kgi.edu for full account details and instructions. Please remember that direct wire can take up to ten days to process.

Payment by Check

Checks addressed to Minerva Schools at KGI can be address to Minerva Schools at KGI, Office of the Bursar and mailed to 1145 Market Street, Ninth Floor, San Francisco CA USA 94103. Please ensure all checks have the student’s name or ID number included so payment can be correctly applied to the invoice. If a payment is for multiple invoices, please specify which bills are being settled (e.g., Spring Term Bill or Fall Damages Charge).

Late Penalty Charges

If full payment is not received by the due date, a late payment penalty of 1.5% of the amount past due will be assessed. Expected financial aid (that is, aid that has been accepted but not disbursed) will reduce the total amount due prior to late fees being applied.

If the payment is more than 30 days past due, a financial hold will be placed on the student account. Such holds may result in any/all of the following: (1) block further visa processing; (2) bar the student from attending classes and turning in assignments; (3) withhold diplomas, scholastic certificates or transcripts; (4) bar the student from Minerva housing; (5) suspend all services and privileges; (6) suspend the student; (7) assign the student debt to a collection agency (students who have been assigned to an outside collection agency may be required to pay in advance for all future registrations and services); and (8) report the student to a credit bureau.

Unless special circumstances have been approved in writing by the Office of the Bursar, once a payment is more than 60 days past due or a balance owed for an upcoming term is not paid prior to the start of that term, one of the following actions will be taken:

- Incoming first-year students will be withdrawn from Minerva and must reapply for admission in the following academic year.
- Continuing students will be blocked from course enrollment for the upcoming term.

Installment Payment Plan

Students may arrange to pay tuition and fees on an installment plan. The total amount due is payable in three installments. A service fee of 4% of the total amount of tuition and fees charged to the student for the year is added to the first installment. Please see the following table for term bill installment plan due dates:

Installment	Fall Term Bill	Spring Term Bill
1	June 30	November 30
2	August 30	January 30
3	October 30	March 30

To set up an installment plan, enter the invoice through Prepare and click the “Minerva Installment Plan” link.

Withdrawal and Refund Schedule

If a student withdraws from Minerva Schools at KGI, tuition is refunded on the following schedule. Please note that Residential and Student Services fees are non-refundable. Students’ security deposit is refundable after deductions for the costs of repair for any damages and excess cleaning are charged, and all open invoices are paid. The date of withdrawal is defined as the date that Minerva receives a statement of withdrawal in writing from the student. Reductions of student loans are returned directly to the lenders of the funds.

Date of Withdrawal	Refund Percentage
Prior to the first day of class	Full refund
Up through 60% of calendar days in semester	Pro rata refund
Beyond 60% of calendar days in semester	No refund

Leave of Absence Payments

Students taking leave of absence who have signed the Enrollment and Housing Commitment for the 2018-19 school year are responsible for paying the residential fees and student services fees for the academic year. Any late fees owed must also be paid. If a deferral (for first-year students) or a leave of absence (for an advanced student) is approved prior to the first day of classes, tuition will not be charged. Please see the Withdrawal and Refund Schedule above for further information regarding tuition refunds after this time. Student security deposits will be held until the student graduates or formally and permanently withdraws.

Financial Aid

Minerva follows a need-blind admissions policy. This means that students are admitted without regard to their need for financial aid and that applying for financial aid does not affect admissions decisions. Through a combination of scholarships, work study, and low-interest loans, Minerva develops individualized financial assistance packages based on each student’s demonstrated need. Unlike most top universities, Minerva offers financial aid regardless of country of origin —

everyone with demonstrated financial need is eligible. Generally, in issuing financial aid packages, Minerva provides low-interest student loans and term-time employment opportunities with Minerva through our Work-Study Program. To cover any remaining gap in the estimated cost of attendance, need-based scholarships are granted.

Students who are granted work-study as part of their financial aid package are matched to a position that meets their knowledge, skills, and interests. Students are paid on an hourly basis and may work up to 10 hours a week during the term when classes are in session, up to 20 hours/week during the Fall, Friendsgiving, Spring and Quinquatria breaks, and up to 40 hours a week during the Winter Break. The number of hours worked for the year must not exceed 300 hours. As the total amount earned for a work-study position is based on the actual number of hours a student works each pay period, the full amount of projected work-study earnings is not guaranteed. Hours not worked during the term cannot be worked in the summer break.

Financial aid may be revoked for students in cases where students engage in plagiarism, cheating, or fabrication of information.

Financial Aid Application Process for Current Students

Step 1: Complete the Minerva Financial Aid Questionnaire in the Financial Aid Center

Step 2: Upload supporting documents to the Financial Aid Center

Scan and upload the following documents:

- Tax Returns
 - Your parents' two most recent tax returns (including non-custodial parents)
 - Your two most recent tax returns (if applicable)
- Bank Statements
 - A copy of your parents' four most recent bank statements (including non-custodial parents) for all bank accounts in their names (checking, savings, investments, etc.).
- Any other documents verifying the information provided in the Financial Aid Questionnaire

Current students must observe the financial aid due date as shown on the financial aid page of our [website](#), which is usually in late February. Late applications will be accepted until April 1, 2019 incurring a late application fee and may not be eligible for Minerva Scholarships. Applications after this deadline will not be accepted.

All students must reapply for financial aid each year so that Minerva has the most up-to-date financial profile for students and their families. If there are no major changes to a family's financial situation from year to year, students can expect to receive a similar level of aid throughout their time at Minerva.

The Financial Aid Office reserves the right to void any award if it is determined that the student or parent provided incomplete, incorrect, false, or misleading information on the financial aid application or in supporting documentation. Further if it is determined that the student misrepresented the number of hours worked in a work-study position, the student's award will be voided, the student will lose financial aid privileges, and the student may be subject to disciplinary action under the Student Code of Conduct.

Financial Aid and Part-Time Study

Students who are not studying full time will have their financial aid packages adjusted as packages are calculated based on the price of full-time tuition. Students taking fewer than eight credits a semester will not be eligible for financial aid. Students who take more than 120 attempted semester credits are not eligible for financial aid for the excess credits even if they are taking a full-time load.

Financial Aid and Housing Allocations

Financial aid is based on the anticipated cost of attendance. Students who deviate from their scheduled rotation, elect to live in independent housing, or elect to study remotely may have their financial aid packages adjusted as the cost of attendance has changed. More information on financial aid adjustments can be found [here](#).

External Scholarships Awarded to Students

If a student has funding from an external entity, the amount to be paid by the external entity is deducted from the student's loan amount. If external scholarship funds surpass this amount, 50% of the remainder reduces the expected family contribution and 50% reduces the scholarship amount that was initially offered to the student by Minerva.

Financial Aid Audit

Minerva conducts random audits of the majority of families receiving financial aid. If new information is revealed during the verification process, updates to a student's financial aid package may be made at Minerva's discretion in order to reflect more accurately the family's proven financial situation. Students are required to notify Minerva in a timely manner when their financial situation changes, whether it improves or declines.

Non-Qualified Scholarship Tax Withholdings

Students receiving a Minerva Scholarship as part of their financial aid package may be subject to non-qualified scholarship tax withholdings. The Internal Revenue Service (IRS) have rules regarding how scholarships are taxed in the United States, as they consider scholarships to be income. According to the IRS, a scholarship can be broken into two parts- Qualified Scholarships and Non-Qualified Scholarships.

Qualified scholarship payments are defined by the IRS as funds from the total scholarship used to pay for student tuition and related fees necessary for a student to be in the school, i.e., qualified expenses. These qualified scholarships are not taxed by the government.

Non-qualified scholarship payments are defined by the IRS as funds from the total scholarship used to pay for housing/boarding, personal/travel/research fees, and other optional fees, i.e., non-qualified expenses.

Unlike qualified scholarships, non-qualified scholarships are taxed yearly at a rate of 14% and must be reported to the IRS by Minerva.

Students who have a non-qualified scholarship will see this tax bill on their fall term bill in June and spring term bill in November.

Non-Qualified Scholarship Withholdings for U.S. Residents

Minerva is not required to report non-qualified scholarships for U.S. citizens and green card holders to the IRS. These non-qualified scholarships are reported as taxable income. It is the student's responsibility to be aware of this tax liability and make payments to the IRS accordingly.

Non-Qualified Scholarship Withholdings for Non-residents

Minerva is required to report non-qualified scholarships for U.S. non-residents to the IRS and collects these tax withholdings in advance. Mineva will transfer these withholding amounts to the IRS and provide students with a 1042-S form showing the amounts collected. This 1042-S form will be submitted to the IRS by the student when filing an annual tax return, so that the IRS can confirm that the taxes have been paid.

1042-S forms are provided to students at the end of January. More information can be found [here](#).

Student Services

Student ID Cards

The Minerva Student ID card is your official Minerva Schools at KGI identification card. Students are issued an ID card during their Foundation Year in San Francisco.

Should you lose or damage your card, a replacement card can be obtained for a \$15 USD fee, billed directly to your student account by the Bursar. Replacement ID cards may be requested through the Manager of Student Services and the submission of this form (see the [Hub](#)).

If an ID card is stolen and a police report is filed with a police agency (police reports from other countries are accepted as long as they are in English), the fee will be waived. A copy of the report must be sent via email to the Manager of Student Services prior to the issuance of a replacement card.

Safety/Emergency Response

Minerva is committed to providing a safe and healthy learning and living environment for students, faculty, and staff. Minerva is also required to meet health and safety standards as specified by federal, state, local, and country-specific laws (depending on where a residence hall is located).

The following statements, adopted by the KGI Board of Trustees, constitute Minerva's overall safety policy:

- Minerva students, faculty, and employees have the right to expect a safe place in which to study and work.
- Minerva's faculty and staff, and in particular all supervisors, carry the basic responsibility to make the safety of other human beings their concern. This responsibility is shared by everyone who has a part in the affairs of the Minerva Schools at KGI.

The emergency procedures followed by Minerva are described in detail in the Minerva Emergency Management Plans for each Minerva location, made available to all students, faculty, and staff via the student information website, [the Hub](#).

Among the services and resources to help students in cases of emergency are phone numbers to report emergencies to the Minerva staff, including live-in professionals, trained students who serve as Residential Assistants in each residence hall, training exercises and drills for students, and an automatic messaging system to advise students of major emergencies in the area where they are living.

As part of Minerva's security program, we partner with WorldAware International, Inc. to provide customized travel briefs and real-time alerts for all students, both in San Francisco and in all of our global rotation cities. All students are enrolled in WorldAware and must create a username and password to activate their account. Students are required to download the free Worldcue® Mobile app on their Android or iPhone in order to access Minerva's 24x7 Global Assistance Hotline, safety, and crisis tools. WorldAware also emails travel alerts and briefs which include real time intelligence alerts notifying students of any events that may impact their location, as well as situational awareness should anything take place in one of our locations.

Student Health

Health Insurance and Medical Care

As noted above, all residential students are required to have health insurance (offered through Minerva at cost) as a condition of enrollment at Minerva. Minerva seeks to provide the most affordable and complete coverage available to students. Policies change annually as students travel. Complete information is provided on the *Prepare* page where students are required to complete a series of enrollment forms. In rare cases where students are covered by an equivalent policy in the country where they are studying, they may request to opt out of the required insurance. American students studying in the U.S. are required to have their own coverage under federal law and therefore do not participate in the required health insurance coverage during the first year of studies in the United States.

Students are informed about how to access local medical care, for both routine matters and emergency services, during the orientation period at the beginning of each term. Staff members assist students in accessing these services and in supporting students who need medical care. Staff and Residential Assistants (RAs) are also trained to handle simple medical emergencies.

Mental Health Services

For every 300 students, Minerva provides one full-time mental health professional to attend to any student's psychological needs. Mental health professionals are available in each city where students live and study. This ratio is double the national average, according to the Association for University and College Counseling Center Directors. Mental health services are confidential and include: a) individual, group and relationship counseling; b) crisis counseling; c) assistance with referral to local mental health, or other relevant health care providers; and d) consultation. Because of the highly diverse nature of Minerva students and the frequent moves after the first year, we provide extra resources to help students adjust to cultures that are new to them and to encourage healthy socialization with other students and the local community. Students' class attendance and engagement in the Minerva community are closely monitored and the assigned staff members are notified of any concerns regarding a student's mental or physical well-being. To initiate services with a Minerva counselor, or to inquire about services, please consult the Mental Health Services page on [the Hub](#).

For the 2018-19 academic year, Minerva students living in San Francisco who have PGH Global Insurance have access to [BetterHelp](#), a confidential virtual counseling service that gives students access to licensed counselors, who are available via ongoing text communications, live chat, phone, video, or groupinars. There is no consultation fee for this service and every communication with a BetterHelp counselor is covered 100% by PGH during your policy period. Initiating this service does not require seeing a Minerva counselor first, nor does it require contacting PGH for approval or seeing a Primary Care/General Practitioner. Because this is a third-party service that follows strict U.S. privacy and confidentiality laws, Minerva will not be informed if a student accesses this service. BetterHelp is not a crisis line, and should not be used for an emergency situation. For more information, go to <https://www.betterhelp.com/united/>.

For students living outside of San Francisco who have Geo-Blue Insurance, Mental Health Services can provide information on low or no-cost mental health resources available to you in the local area and assist with using Geo-Blue with local mental health providers, including psychiatrists.

For all students, information about services that provide after-hours online support as well as local English speaking crisis hotline, textline, or warmline resources can be found on [the Hub](#).

Pre-departure Guides

Pre-departure information is provided to students a few months before they move to each new city. The guides have practical information to help students prepare for their journey to, and arrival at, the

city, including information on travel arrangements, weather, packing, housing, and important local resources. All pre-departure guide information about each city is found on the [Hub](#).

International Student Services

All Minerva students who travel to San Francisco and the other cities where they will live and study will be “international” students at some point in their studies. Minerva researches and provides comprehensive information about how to obtain visas, and facilitates the processes for students to obtain their visas and other permissions to enter and stay in each country and city. It is students’ responsibility to obtain their visa, including all associated costs, provide necessary information to Minerva, and plan for visa processing.

F-1 Student Visas

All students who are not U.S. citizens or permanent residents of the United States need to obtain an F-1 visa to attend Minerva in the United States. They will maintain this visa throughout their four years of study at Minerva, even while in global rotation cities. Admitted students can find detailed instructions for obtaining a visa on the *Prepare* page where they complete the full registration process prior to starting each year or semester. Throughout their tenure at Minerva, students on F-1 visas are responsible to maintain valid student status by complying with the following regulations:

- Hold a valid passport and a SEVIS I-20 that is valid for Minerva Schools at KGI
- Maintain a full-time course of study each term and speak with a Designated School Official before dropping a class
- Make satisfactory academic progress towards their degree
- Limit “on-campus” Minerva employment to no more than 20 hours per week during academic term time and receive proper authorization for off-campus employment (including volunteer work)
- Follow procedures if they transfer to a school other than the one originally authorized
- Ensure that their I-20 has been endorsed by a Designated School Official for international travel prior to leaving the United States
- Refrain from international travel during academic term time when class is in session

General Information:

- Students must keep every I-20 copy received during their course of study
- Students may remain in the US if their F-1 visa has expired; however, in order to enter the US, their F-1 visa must be valid
- Visas are not transferable to a new passport. If you renew your passport, you must travel with both passports to enter the US on your F-1 visa. If you lose your passport, you will need to renew your visa prior to re-entering the US.

Courseload Requirements and Exceptions

Students must be enrolled in a minimum of three four-credit courses (or 12 credits) each semester in order to be considered full-time for the purposes of the F-1 student visa. Failure to remain

enrolled in at least 12 credits results in loss of F-1 status (i.e., the student is considered to be out of status).

Under certain circumstances students may be approved for a Reduced Course Load (RCL) by the Designated School Official (DSO). Those circumstances include but are not limited to: academic difficulties, medical condition, if fewer courses are needed to complete the course of study. . Please contact a DSO for additional information. Permission should be granted by the Designated School Official (DSO) prior to any change to a student's course schedule.

Request a Reduced Course Load by completing this [request form](#)

Failure to comply with the guidelines or process for requesting a RCL may result in a student falling out of status and in termination of the student's SEVIS record. Please consult with a Designated School Official about all visa matters.

Compliance with Reporting Requirements Through SEVIS

Students and exchange visitors in F, M, or J status must report any change in their U.S. address or personal information to the Designated School Official within 10 days of the change. Minerva students can report these changes by completing the [Report Change of Address form](#).

Consequences of Continued Academic Probation or Dismissal

To comply with visa regulations, F-1 visa students must be making continual satisfactory academic progress towards their degrees. Failure to make satisfactory academic progress as reflected in probationary status may result in the loss of F-1 status. See the policies in this handbook on academic probation, suspension and dismissal for more information.

If a student is academically suspended or dismissed from Minerva, the student's SEVIS record will be terminated no later than 21 days after the decision by the Academic Standards Committee.

Employment during F-1 Status

An F-1 student may work "on-campus" for up to 20 hours per week, or full-time when school is not in session or during the annual vacation. However, Minerva limits the weekly work time for work-study students to 10 hours per week. On-campus employment must be performed on the school's premises or at an off-campus location that is educationally affiliated with the school. The educational affiliation must be associated with the school's established curriculum and the employment must be an integral part of the student's educational program.

F-1 students must not engage in any unauthorized employment, paid or unpaid. Any unauthorized employment is a serious violation of the student's F-1 visa status, and leads to immediate termination of the student's SEVIS record. Students must consult with the school's Designated School Official before agreeing to or engaging in any employment, paid or unpaid.

Students who have not maintained F-1 student status for one full academic year (eight months) do not qualify for off-campus work authorization. First-year students and students returning from leaves of absence or whose visa status was recently reinstated are strictly prohibited from working off-campus in any capacity. This includes both paid and unpaid work.

Paid off-campus work includes but is not limited to: working in a store or restaurant, an internship, receiving a stipend for a position or project, receiving goods in exchange for services, freelancing, selling homemade crafts on Etsy or other websites, selling goods regularly on eBay, selling photography or other art, getting paid for posting videos or blogs, etc.

Unpaid work includes but is not limited to: offering to work “for free” at a company to gain experience, unpaid internships, receiving goods instead of money in exchange for services, etc.

F-1 students can volunteer their time at a humanitarian organization (for example, a soup kitchen) or for government programs working on civic projects.

In the event of an emergent circumstance, students can apply to US Citizenship & Immigration Services (USCIS) for off-campus employment authorization that would permit them to work off-campus for up to one year. USCIS approves or denies such requests on a case-by-case basis.

Emergent circumstances include:

- Loss of financial aid or on-campus employment (if the student is not at fault)
- Large increases in tuition or living costs
- Substantial decrease in the relative value of currency that the student depends upon to pay expenses
- Unexpected changes in the financial conditions of a student's sources of financial support
- Unexpectedly large medical bills not covered by insurance
- Other substantial, unexpected expenses

Contact a DSO at Minerva for further information about applying for off-campus employment authorization.

Social Security Number (SSN)

Students who participate in on-campus work like work-study or other types of authorized employment (see below) are required to obtain a Social Security Number (SSN) at the Social Security Administration (SSA) office in order to be paid. Students must have work authorization prior to applying for a SSN and should try to apply within 10 days after arriving in the United States.

To apply, students must take the following hard-copy documents to the Social Security Administration (SSA) office:

- Passport (with F-1 visa inside)
- I-20
- Copy of I-94
- Signed internship Offer Letter - provided by Minerva or employer
- SSA Request Letter from Minerva - provided by Minerva
 - Only for Work Study students: Summer interns or students with external internships need only bring their updated I-20 with CPT authorization.

- Social Security Application form (complete and print this form before going to the SSA office) - <https://www.ssa.gov/forms/ss-5.pdf>

A visit to the SSA may take up to two hours as applications are processed on a first-come, first-served basis. SSN cards are mailed to recipients in about two weeks. Students will be given a letter from the SSA office at the time of their visit that confirms that their application is approved and being processed. This letter allows students to begin working before the physical SSN card arrives by mail. Students may begin their work-study position (or any other type of authorized work) only once they have received this letter from the SSA office.

Any problems obtaining a SSN should be reported immediately to student services at studentservices@minerva.kgi.edu.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is temporary authorization for practical training that is alternative work/study, internship, cooperative education, or any other type of required internship or practicum and that is offered by sponsoring employers through cooperative agreements with the institution and that is an integral part of an established curriculum. CPT authorization is necessary for both paid and unpaid training opportunities.

Only students who have maintained F-1 student status for one full academic year or longer qualify for CPT. Students may be authorized for part-time CPT during the academic term or full-time employment during the summer months. Once a student has completed an aggregate of 12 months of full-time CPT, they no longer qualify for OPT (Optional Practical Training). Students may participate in unlimited part-time CPT during the course of their studies.

A request for authorization for CPT must be made to the Designated School Official by completing this [Request for CPT Authorization Form](#). Students should apply a least two weeks in advance of their internship start date to ensure that authorization is granted before they start work. Students must have satisfactory academic progress in order to be eligible for CPT. Applying for CPT authorization does not guarantee that it will be approved.

Students may begin an internship only after receiving a Form I-20 with the DSO endorsement authorizing CPT. Any changes in employment, internship dates or work capacity should be reported to the DSO prior to the change taking place.

Optional Practical Training (OPT)

After completion of all course requirements for the degree and continued enrollment, students may apply for temporary employment for Optional Practical Training directly related to their major area of study for 12 months. If, however, they do not complete their studies in a timely manner, or if they have not complied with the above regulations, they may be out of valid student status. In such cases, students must request reinstatement from the U.S. Bureau of Citizenship and Immigration Service. Reinstatement may or may not be granted.

Presence In Country

Minerva's program is SEVP-certified because of the required residential component of the program. First-year students in San Francisco must refrain from international travel, and students in global rotation cities must refrain from traveling outside the assigned city and to the United States when classes are in session.

Students in San Francisco must obtain permission from the Designated School Official prior to any international travel. The Designated School Official will not permit students to travel while classes are in session except for emergencies or special planned events. Students in global rotation cities must inform the Designated School Official prior to any travel to the United States to ensure they have all required documentation.

Students who take a leave of absence from Minerva, or who do not study in one of their rotation cities for a semester (choosing to study at home, for example) or longer will not maintain F-1 student status. Their SEVIS record will be terminated until they return to study on location with their cohort. Students returning to their cohort after a leave of absence must also first return to the United States no more than 30 days before the beginning of the next academic term in order to fully reactive their SEVIS record.

Failure to Maintain Student Status

Students who fall out of status and whose SEVIS record has been terminated no longer have an active I-20 or student status. In some circumstances, the student may be able to petition USCIS and request their SEVIS record be reinstated by completing an application, paying a fee and mailing them to USCIS. Students who petition for reinstatement may remain in the U.S. while their application is pending and may continue to take classes. If the USCIS adjudicates their request, their record will become active again. If the USCIS denies the request, the student must depart the United States.

Students who fall out of status and do not or cannot petition for reinstatement must leave the country within 10 days of their record being terminated.

Once out of the U.S., the student may continue classes remotely, but will no longer be able to enter the U.S. on their F-1 visa or take advantage of other benefits of maintaining F-1 student status, such as CPT work authorization.

Students whose petition to take a leave of absence has been approved by the ASC will no longer maintain student status or have an active SEVIS record. Students who are not enrolled for five months or less may have their SEVIS record reactivated and will not have to pay a new I-901 fee. If students are gone for more than five months, their previous record cannot be reinstated and they will have to pay a new I-901 fee for new I-20 issuance. Students may not reactivate their

SEVIS record mid-semester; records can only be reactivated up to 30 days before the beginning of the next academic term.

Students whose F-1 visa has expired will have to reapply for a new visa using the new I-20. If students' visa has not expired, they only need to obtain the new I-20 and may travel on their F-1 visa. Advising following the termination of a SEVIS record is provided on a case-by-case basis by the Designated School Official.

Grace Period After Graduation

When students have completed a full course of study and/or 12 months of post-completion Optional Practical Training (OPT), they have a 60-day grace period before they must leave the United States.

Students may periodically receive updated I-20s after being authorized for CPT authorization or endorsed by the DSO for international travel. Students should keep a copy of every I-20 that they are issued over time, which they will have to submit to USCIS when applying for post-completion OPT.

Please remember that compliance with these laws is required by United States Citizenship and Immigration Services (USCIS), part of the Department of Homeland Security in the U.S., and Minerva Schools at KGI cannot grant exceptions to immigration rules or regulations.

Accommodations for Students with Disabilities

This policy governing provision of services for students with disabilities has been adopted for students at Minerva from KGI policy.

Provision of Services

Minerva policies in this regard are consistent with those of KGI in general, and hence the following is quoted directly from the KGI Student Handbook: KGI has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, accommodations and auxiliary aids and services will be provided to the extent necessary to comply with state and federal laws. For each student, these accommodations and auxiliary aids and services will specifically address those functional limitations of the disability that adversely affect equal educational opportunity. KGI will maintain specific criteria and procedures to implement this policy.

Resources

The Office of Student Affairs is responsible for determining, coordinating and providing appropriate accommodations and auxiliary aids and services for qualified students with disabilities.

Definition of Terms

- *Disabled*: Having a physical or mental impairment that substantially limits one or more of a person's major life activities.
- *Qualified Disabled Student*: A disabled person who meets the academic and technical standards requisite to admission and participation in the educational program or activity.
- *Accommodations*: Modifications to the course, program or educational requirements as are necessary and appropriate so that such requirements do not discriminate or have the effect of discriminating on the basis of disability. Academic requirements that are essential to a course or to the program of instruction being pursued by the student or which relate directly to licensing requirements will not be regarded as discriminatory within the meaning of this section. Potential modifications that may be considered include (but are not limited to) changes in the length of time permitted for completion of the degree, substitutions of specific courses required for the completion of degree requirements, extended time on a paper, and other appropriate accommodations that do not fundamentally alter the essential nature of a course or academic program.
- *Auxiliary Aids and Services*: Include but are not limited to note-takers, readers, Braille or large print materials, and mobility training for students with visual impairments; sign language interpreters, real time captioning, and note-takers for students who are deaf or hearing impaired; and typists and scribes for students with manual impairments. (Please note that this is not an exhaustive list.) Devices or services of a personal nature such as personal attendants, individually prescribed devices, or readers for personal use or study are not provided.

Eligibility

Students are eligible for consideration for accommodations and/or auxiliary aids and services if they have a documented disability. Students are expected to apply for special accommodations and provide required documentation through the enrollment process. The Disability Resource Specialist reviews documentation, communicates directly with the student, and determines that functional limitations of the disability require such accommodation, auxiliary aids and/or services.

Student Responsibility

Each student bears the responsibility of initiating a disability-related request for accommodations, auxiliary aids and/or services with the Office of Student Affairs prior to the time such an accommodation, auxiliary aid and/or service is needed.

Documentation

Students requesting accommodations must provide appropriate documentation to support the request. This documentation from an appropriately qualified professional should reflect the student's present level of disability and how the disability affects the student's needs in an academic environment. The Disability Resource Specialist has discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature and extent of the disability and the accommodation, auxiliary aid and/or services requested. The request for an accommodation will be evaluated promptly once the documentation has been received.

Confidentiality

Minerva treats all information about disabilities and medical conditions as confidential, and will not share it except in cases mandated by law or as necessary for university processes. These processes include identifying and providing appropriate accommodations, addressing threats, and investigating claims or charges.

Students can request accommodations for disabilities at any time during the year. Students are also given the opportunity to request accommodations in *Prepare* once per year before the beginning of the fall semester. Guidelines, the request form and other necessary forms are on [the Hub](#), year round in the Student Center under Student Services.

Student Privacy Rights and Responsibilities

In compliance with the federal Family Educational Rights and Privacy Act (FERPA), California Public Information Act, students at Minerva Schools at KGI have the following four rights in regard to maintained education records:

1. Students have the right to inspect and review education records. Education records are defined as records in any format that directly identify the student and are maintained by the various offices of Minerva Schools at KGI. Some records may be administered by additional privacy laws and regulations that supersede FERPA, and, therefore, may not be available under this policy. Requests for the inspection and review of education records must be submitted directly to the custodian of the record, following policy and procedure of the office in whose custody the record is maintained.
2. Students have the right to seek to amend education records. In compliance with KGI's policy, individual offices have established procedures for challenging the content of education records. Students may also submit a written request for review of a particular education record to the appropriate office. Under FERPA, grades are exempted from this provision. Students with concerns about individual grades should contact an Academic Dean.
3. Students have the right to have some control over the disclosure of information from education records. Students may request that Minerva restrict the release of directory information by submitting a written request to the Manager of Student Services (studentservices@minerva.kgi.edu). Such restrictions remain in effect until canceled in

writing by the student. Students may declare themselves to be tax dependents of their parents and authorize Minerva to release non-directory information to parents. Such authorizations remain in effect until canceled in writing by the student. Parents/legal guardians are permitted to all non-directory information of their student without a release if the student is under the age of 18.

4. Students have the right to file a complaint with the Federal Policy Compliance Office, a division of the U.S. Department of Education, for any alleged violation of their rights under FERPA. Complaints must be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920.

In compliance with FERPA and GDPR, Minerva Schools at KGI has designated the following items of information as directory information: name and student user name; local and permanent address; local, cellular, and permanent phone numbers; email address; date and place of citizenship; major field of study; dates of attendance; enrollment status; degrees and awards received; most recent previous institution attended; photographs; participation in officially recognized activities. Directory information is defined as information that would not generally be considered harmful or an invasion of privacy if released. Unless restricted by the written request of a student, Minerva may release directory information without the prior consent of a student. Directory information required for course or classroom participation in courses may not be withheld from faculty and students connected with the particular course.

As permitted by FERPA, Minerva allows access to student directory and non-directory information by education officials when a legitimate educational interest exists for specific education records. A legitimate educational interest exists when an education official demonstrates a need to know specific information to accomplish instructional, advisory, administrative, research, supervisory, or other administrative responsibilities assigned by Minerva. Education officials may include employees, faculty, staff, designated representatives of Minerva, and contracted agents and agencies of Minerva. Minerva may outsource some operations requiring the disclosure of information from education records. Providers of such services include the National Student Clearinghouse. Education officials, including contracted providers, who receive education records, must comply with all FERPA regulations regarding re-disclosure and the privacy of such education records.

Under FERPA, and in compliance with other federal and local regulations, privacy rights in the postsecondary environment are reassigned from parents to students. Nevertheless, FERPA permits institutions to disclose information from education records to parents and to other third party entities in specific situations and under certain conditions. Among these situations are the following: to schools where the student seeks, intends, or has enrolled; in connection with financial aid; to certain government authorities, including U.S. military recruiters; to certain entities conducting studies or audits on behalf of Minerva, by federal, state, or local education authorities, or by professional and other educational organizations; in compliance with court orders and subpoenas where health and safety are at risk or in the event of student status changes; when violations to federal, state, or local regulations have occurred and violations to institutional policy have been determined in regard to crimes of violence or non-forcible sex acts and, for students under the age of 21, the use or possession of alcohol or other controlled substances; and per additional contingencies set forth in FERPA.

For further information from the United States Department of Education: <http://www.ed.gov/>

You can find detailed FERPA information at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

You can find information from the Family Policy Compliance Office (FPCO) at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>.

In addition, Minerva Schools complies with the General Data Protection Regulation (GDPR), which is applicable to persons in the EU. For more information, see The Hub.

Professional Development Agency

The Minerva Schools at KGI Professional Development Agency helps students define professional goals and accelerate their careers by developing and nurturing the characteristics and skills needed to thrive professionally, today and in the complex, global future.

Through workshops and one-on-one coaching, students gain a deeper understanding of their motivations, interests and strengths; determine how they can make meaningful contributions across sectors; and learn how to articulate their value to potential employers. The Professional Development Agency also provides access to a global network of opportunities by establishing partnerships with organizations and industry leaders, taking into account students' interests, strengths and long-term goals and constraints.

The Professional Development Agency works towards these goals in the following ways:

- Providing students coaching and advising, through one-on-one and group workshop formats, to define professional goals and learning plans, and help them determine how they can make meaningful contributions across sectors.
- Assisting students in articulating their value to potential employers (through interviews and other interactions).
- Supporting project-based and entrepreneurial efforts (e.g., by helping students understand and/or identify required resources).
- Working with students to determine which organizations and opportunities will best accelerate their professional trajectories.
- Building a global network of organizations in all industries to identify and create internship and full-time job opportunities.

In order to enable students to be successful professionally, the Professional Development Agency has established a series of policies and procedures, which connect to the following student behaviors and :

- **Academic Probation**
ProfDev services may be limited when a student is put on Academic Probation. In these instances, ProfDev will consult with relevant members of the academic team to determine the appropriate course of action that will best support academic success.
- **Academic Warning**
Academic Warning may affect students access to opportunities during the academic year.

Again, ProfDev will consult with relevant members of the academic team to determine the appropriate course of action.

- **Violation of Academic Standards**

For the semester that a student has been found guilty of a violation by the Academic Standards Committee, ProfDev services are limited to coaching; students will not be recommended for internships that result from partnerships with Minerva. Depending on the violation, the ASC and ProfDev have the ability to extend the withholding of services beyond one semester.

- **Student Conduct Violations**

For at least the semester that a student is found guilty of a violation by the Student Conduct Committee, ProfDev services may be suspended, subject to the recommendation of the Student Conduct Committee.

- **Work-Study Performance**

Students whose behavior or performance in work-study roles does not meet Minerva's expectations may not be recommended for internships that result from partnerships with Minerva, but will retain access to coaching services.

- **Input from Minerva Faculty/Staff**

Faculty and staff are in regular communication with ProfDev; information they provide may affect students' access to ProfDev services (i.e., coaching and/or application privileges).

- **Leave of Absence**

Students who elect to go on a Leave of Absence may be recommended for internships that result from partnerships with Minerva for the summer between the current academic year and the upcoming leave period. Partnerships with organizations are established to contribute to students' learning journeys, and for this reason, continuing students receive priority for opportunities where Minerva has influence in the hiring process.

Students will sign an agreement that they acknowledge these policies in order to gain access to relevant support and opportunities. Finalized policies will be posted to the Hub by the beginning of Fall Semester.

Students are responsible for ensuring that they have secured the proper work authorization for internship opportunities, whether those opportunities fall during the school year or during the summer. In some cases, employers may support the visa process by providing relevant documentation prior to a student's appointment with the appropriate Consulate or Embassy; however, the student is ultimately responsible for learning about and following the process based on requirements for their country of citizenship and the country in which they have an offer to work. Neither ProfDev nor Minerva Student Services can provide support for work- and internship-related visas outside the US. Non-American students pursuing work opportunities in the United States must work with Minerva's Designated School Official (DSO) to complete the CPT or OPT processes.

A full description of resources and opportunities available through the Professional Development Agency may be found [here](#) on the Hub.

Student Experience

The Student Experience Team (SXP) designs experiential learning programs for students to facilitate their personal and professional development and prepare them for post-graduate success. Experiential learning programs integrate with academic curriculum to help students develop 1) cultural and interpersonal dexterity (to effectively navigate complex, culturally diverse environments), 2) project-management and communication skills to meaningfully contribute to or lead global teams, and 3) an informed world-view and a level of domain mastery demonstrated through a portfolio of experiences and projects.

Minerva prepares students to take advantage of this experiential learning “city as a campus” by unlocking **people**, **projects**, and their **purpose** in the city. The goal is for students to graduate having: 1) learned to apply concepts mastered in the academic classroom to real-world projects, 2) developed a strong sense of character as a global citizen, and 3) established a lifelong connection to the Minerva community. Below are the core components of SXP’s approach. A full description of the resources and programs offered by the Student Experience Team may be found [here](#) on the Hub.

Data-driven Design

Over the summer, students fill out a survey detailing their interests and passions. The survey results are used, in combination with data from the Active Learning Forum and Professional Development Agency, to inform the design of learning experiences that allow students to expand their worldview and pursue opportunities related to their interests.

Applied Learning

During the school year, SXP encourages students to connect their passions, interests, and city opportunities with their academic work. To this end, SXP provides students a menu of opportunities and programs:

Co-Curriculars

Co-curriculars are half- or full-day sessions, held on Fridays, that are designed around a specific bundle of Habits of Mind and Foundational Concepts learned in class (HCs), character values and/or professional skills. Students are presented with an activity, often linked to real-world projects or professional deliverables, made to gain insight into certain professions or apply specific HCs. SXP facilitates these sessions, often in partnership with local practitioners and leaders who share their expertise. Sessions end with a reflection exercise for students to connect HCs, lessons learned, and career interests.

Civic Projects (video example [here](#) from Buenos Aires)

Civic Projects are longer-term projects, on which students work with local partners and which challenge students with questions faced by an organization or industry. They are sometimes

incorporated into graded assignments and final academic projects. Civic Projects help students immerse deeply with the cities, build their portfolios, gain experience working with their passions, and apply what they have learned in classes to issues in the city. During the 2016-2017 school year, more than 50% of students in both San Francisco and Buenos Aires chose to work on Civic Projects.

What I've Learned (WILs)

Through these one-hour discussions with industry practitioners and leaders, students learn about the speaker's career and life journey and broaden their understanding of career paths, industry fields, and "day-to-day" skill-sets needed for success.

Expert-Led Workshops and Trainings (Co-Curriculars and Civic Partners)

Co-curriculars are half- or full-day sessions, held on Fridays, that are designed around a specific bundle of Habits of Mind and Foundational Concepts learned in class (HCs), character values and/or professional skills. Students are presented with an activity, often linked to real-world projects or professional deliverables, made to gain insight into certain professions or apply specific HCs. SXP facilitates these sessions, often in partnership with local practitioners and leaders who share their expertise. Sessions end with a reflection exercise for students to connect HCs, lessons learned, and career interests.

Real-World Challenges and Projects (video example [here](#) from Buenos Aires)

Civic Projects are longer-term projects, on which students work with local partners and which challenge students with questions faced by an organization or industry. They are sometimes incorporated into graded assignments and final academic projects. Civic Projects strive to help students immerse deeply with the cities, build their portfolios, gain experience working with their passions, and apply what they have learned in classes to issues in the city. During the 2017-2018 school year, more than 55% of students in both San Francisco and Hyderabad chose to work on Civic Projects.

Knowledge Sharing and Professional Conversations (What I've Learned)

Through these one-hour discussions with industry practitioners and leaders, students learn about a specific component or aspect of a speaker's career and life journey and broaden their understanding of career paths, industry fields, and "day-to-day" skill-sets needed for success.

Cultural & Interpersonal Dexterity in a Global Community

Finally, students are taught what it means to participate in and contribute to a global community. While most college programs do not teach this explicitly, Minerva students actively engage in activities (such as Signature Experiences, Supper Clubs, and traditions) that encourage them to build a close, supportive community, and develop Minerva's seven character outcomes – Curiosity, Empathy, Resilience, Focus, Collaboration, Initiative and Respect. These programs are intentionally designed to deepen the understanding of particular

character outcomes through interactive experiences in the city, as well as facilitated discussion and reflection.

Student Directed Success

Students learn the tools to realize “city as a campus” over four-years. Student are given leadership trainings and additional resources, while Minerva provides institutional knowledge and access to the city network.

Academic Policies and Procedures

Four-Year Curricular Structure

The Minerva curriculum is designed to help our students become leaders, innovators, broad thinkers, and global citizens. To achieve this goal, the curriculum has a distinctive structure.

First Year: Foundation

During their first year at Minerva, students learn the “habits of mind” and “foundational concepts” (HCs) that foster critical thinking, creative thinking, effective communication, and effective interaction. All students take four, year-long Cornerstone seminars: Formal Analyses (which focuses on thinking critically), Empirical Analyses (which focuses on thinking creatively), Multimodal Communication (which focuses on communicating effectively) and Complex Systems (which focuses on interacting effectively). This material is also used (and assessed) during the subsequent three years while students major in specific subjects.

Second Year: Direction

The second year of study is devoted to the core courses that form the basis of a student’s major(s). Students take core courses within their intended college major and, if desired, a second major or minor(s) during spring semester. Core and concentration courses not in a student’s major serve as electives and fulfill breadth requirements.

Third Year: Focus

Students continue to specialize their course of study during the third year by choosing one or more concentrations within each major, taking the two Capstone seminar courses, during which they will begin developing their Capstone project.

Fourth Year: Synthesis

During their final year, students complete their majors either by taking two tutorial courses for each non-business major or a practicum for business majors, and completing any additional degree requirements. The tutorials are collaborative, student-driven explorations of specific topics within the student’s chosen field. The practicum requires a paper written during the summer

between the third and fourth years, ideally associated with a summer internship or job. Students also complete their Capstone project, which is presented to the Minerva community during the final Manifest term.

Academic Advising

During the first year year, students are advised collectively through the Director of Enrollment and Advising, and other SF-based student support teams. Students participate in co-curriculars, group advising sessions, and information sessions as they transition into Minerva and choose a major. Between Year 1 and Year 2, students are assigned a faculty member based on their intended major, and will then meet regularly for one-on-one sessions, typically a minimum of twice per semester.

When students begin work on their Capstone projects at the end of their Year 3, a Capstone advisor will help students stay on track with their Capstone project. In addition to the Capstone advisor (who is a Minerva faculty member), students are encouraged to have an outside mentor to provide expert advice for their Capstone project. Mentors are typically experts in the relevant field, and not members of the Minerva faculty.

MSKGI Course Offerings

The comprehensive, up-to-date catalog of all undergraduate- and graduate-level courses offered at Minerva can be found in the Course Catalog at <https://course-resources.minerva.kgi.edu/course-catalog/mke/course-catalog.pdf>

Majors, Minors, and Concentrations

Degree Planning

Degree Planning tools are available at registrar.minerva.kgi.edu/degree-planner and should be used to ensure you are on-track to graduate.

Majors

Minerva students major in one or two concentrations of study. For more precise major requirements, please see the Course Catalog or Degree Planner tool.

Concentrations

A concentration represents the student's area of focus within a major. Typically a student will take the three courses within a row or a column of the concentration course matrix for the college of study, available on the Minerva website at minerva.kgi.edu/academics. A student may also design a special concentration within a major by choosing three courses that are coherent around a theme. To pursue a special concentration, the student must file a petition with the college dean, explaining the theme and how the courses fit together. It is up to the dean to approve or

disapprove the proposal. The Special Concentration Request Forms for each college are available on the registrar site, registrar.minerva.kgi.edu.

Students are advised to pay close attention to the elective breadth requirement discussed below when considering the number of concentration courses to take. Minerva tuition covers a maximum of 120 undergraduate credit units. There will be an additional per-course fee for any units beyond 120 credits that a student is required to complete for a degree (e.g., for a double major with a triple concentration, or if the student previously failed a course).

Minors

Students may elect to take a minor in a discipline outside of their major that would also complete the breadth requirement of electives when taken outside the major college. A more complete list of available minors and minor requirements are in the Course Catalog:

<https://course-resources.minerva.kgi.edu/course-catalog/mke/course-catalog.pdf>

Intended and Declared Major(s) and Minor(s)

Students are required to officially submit an intended major(s) by the end of Spring Year 1, at which time a faculty academic advisor familiar with their chosen field of study will be assigned. Students work with their advisor to determine their concentration(s), second major (if applicable) or minor (if desired), which students must submit by the end of Spring Year 2. Students may request a change of major, minor or concentration by submitting the Major, Minor, and Concentration Request Form available on the registrar site, registrar.minerva.kgi.edu.

Major, Concentration, and Minor Submission Deadlines

Submit Intended primary major(s)	End of Spring Year 1
Submit Intended primary (concentration)	End of Spring Year 2
Add new majors/minors/concentrations	End of Spring Year 3
Drop second major/concentration or Minor	End of Spring Year 4

Electives and Breadth Requirement

Students must earn 120 units to be awarded an undergraduate degree. All courses not specified as cornerstones and not specified as part of the primary major (cores, concentrations, tutorials and practicum) or graduation requirements (capstones and manifest) are considered electives.

- Breadth - At least 20 elective credits must be taken outside a student's primary major. As an example, if the primary major is CS, then at least 20 credits must be taken from core or concentration courses outside of CS.

Senior Tutorials (Non-Business Majors)

The Tutorials are collaborative, student-driven explorations of specific topics that grow out of the students' major(s) and concentration(s). In concert with a small number of other classmates with

shared interests (typically 3-6), students work with an assigned professor to select the Tutorial subject matter, specific readings and design the course. Typically students pursue two tutorials per major, however if the material covered is appropriate, it is possible for double majors to count one tutorial for both majors and do three tutorials instead of four.

Summer Internship Practicum for Business Major

Business Majors

The Business College Practicum is part of Minerva's focus on "practical knowledge," which entails using material learned in class to address real-world issues. It is a four-unit course required for all business majors. Students will reflect on how HC's and business LO's were applied over the course of their third and fourth years.

Business practicums will be organized by a faculty supervisor and your work will be overseen by an internship supervisor (employed by the organization where you are conducting the research or working as an intern). You must create a written agreement with your internship supervisor, wherein the internship supervisor agrees to provide at least 240 hours of substantive work relevant to the curriculum that allows you to apply HCs and LOs. You must regularly verify to the faculty organizer that you are meeting your responsibilities and your internship supervisor must provide an evaluation of your work and verify your number of hours at the end of the summer.

It is the student's responsibility to ensure regular communication between the internship supervisor and the faculty supervisor, including three check-ins throughout the summer.

Non-Business Majors

The summer research/internship option is also available to non-business majors, but is considered general elective credit not toward major requirements. More information is in the Alternative Course Credit section of this handbook.

The Minerva Capstone and Manifest

The Minerva Capstone is a major project that requires students to create a work of professional quality that is a novel contribution to their field. The Capstone should build on what students have learned during their previous years, applying HC's from all the Cornerstones in creative new ways while also integrating their current studies. We distinguish two distinct components of the Capstone: the seminar courses in the third year and the project itself, finished in students' fourth year. In addition, following the Capstone being delivered near the end of their last semester, students present their work and receive critical feedback on it during Manifest, which is held in May, just prior to graduation. Further details regarding the Capstone Project and Manifest are available in the [Capstone Handbook](#).

The Academic Standards Committee

The Academic Standards Committee (ASC) adjudicates academic honor code violations and violations of academic policies; considers applications for leave of absence and return from leaves, petitions for reinstatement when a student has been dismissed from Minerva for academic reasons and academically dropped from courses; and petitions for exceptions to the academic policies, procedures, and deadlines defined in this handbooks and course syllabi. The committee consists of three members: a college dean, and two members of the faculty, one of which serves as the Chair. The Director of Enrollment Management and Advising attends the ASC meetings, but does not vote. A student's academic advisor serves as a liaison to the committee upon request of the student or when deemed necessary by the ASC.

The ASC operates under the assumption that the academic rules and regulations should be followed in almost all circumstances. Petitions for relief must be clearly articulated and well supported with appropriate documentation. When considering exceptions, the ASC attempts to apply consistent standards while still responding to individual circumstances.

Course Credit

A standard course of four units (referred to simply as “a course”) generally consists of two 90-minute formal seminars per week and one substantial Location-Based Assignment. Additionally, Minerva expects a minimum of eight to ten hours of coursework outside of class per course per week.

There are some instances when a course might require fewer formal class meetings than the average course, but require proportionally more than eight to ten hours of out-of-class work. Such courses include those that involve unusually extensive, mandatory independent work (programming, reading, research, laboratory or field work, and writing). The official KGI credit hour policy is available [here](#).

Full-Time Student Course Load Requirement

Full-time enrollment is defined as a minimum of 12 semester units.

The typical course load per semester:

- 16 units per semester for first-year students.
- 12 units Fall semester for second-year students.
- 12-16 units Spring semester for second-year students.
- 14-18 units per semester for third-year students.
- 12-16 units per semester for fourth-year students.

Any student who drops below full-time enrollment of 12 semester units during a semester must petition the ASC for a course load adjustment no later than one week after falling below full-time enrollment. The Course Load Adjustment Petition Form is available on the registrar site, registrar.minerva.kgi.edu.

Falling below full-time enrollment can result in the loss of student status for F-1 student visa holders, even if the ASC approves a student's course load adjustment. F-1 student visa holders should review the Course Load Requirements and Exceptions section of the student handbook,

under International Student Services, for more information about being authorized for a reduced course load.

Cornerstones Pass Requirement

Students must pass all four of their cornerstone courses (8 semesters in total) in order to remain a student at Minerva and continue on to their second year. If students receive a score below 2.5, voluntarily withdraw, or are administratively dropped from one or two semesters after they have completed 80% of the semester or more, students will be able to complete a supplemental assignment during the summer following Year 1. The fee for this supplemental assignment is \$200, and will include a project similar to a Cornerstone Final Project that could help raise HC scores above the passing threshold. If students pass, they will be able to continue on to their second year. If they do not pass, they will be dismissed. Students who fail more than two semesters of the eight semesters of Cornerstone courses will be dismissed from Minerva. Students who voluntarily withdraw, or are administratively dropped from one or two semesters without having completed 80% of the semester will need to repeat those courses in the subsequent year and will not be able to take second year courses.

Adjusted Course Loads

After the first year, a student may petition the ASC to adjust the student's course load above or below the full-time unit requirements. The petition should explain the circumstances that require a course load adjustment and present a detailed plan of study for each semester until graduation, endorsed by the student's academic advisor. Course load adjustment petitions to go above full-time enrollment must be submitted at least 30 days prior to the start of the semester in which the adjusted course load will commence. The Course Load Adjustment Petition Form is available on the registrar site, registrar.minerva.kgi.edu. International students should see the International Student Services section of the handbook for more information about how course load adjustments affect their visa status.

Leave of Absence Policy

For a variety of reasons, students may need to interrupt their formal course of study at the Minerva Schools at KGI for a period of time. To do so, the student must petition the Academic Standards Committee (ASC) for a leave of absence (LOA). When it is relevant to the reasons for the leave of absence, the petition should include verifiable documentation to support the request.

The ASC will determine whether or not to grant the LOA and the conditions under which the student may return to school, taking into account the following:

- The student must be currently enrolled in academic courses and in good standing, unless there are serious extenuating circumstances.
- After the eleventh week of the semester, a student may apply for a leave of absence for the current semester only for medical reasons or due to unforeseen military deployment.

The standard maximum leave of absence is two academic semesters; however, students may petition to extend a leave of absence up to a maximum of four academic semesters. It is the

student's responsibility to keep Minerva informed of any [change of address](#) or circumstances while on a leave of absence.

A student returning from an approved leave of absence must submit a petition for reinstatement to the ASC, including a personal statement that addresses the student's readiness to return and the student's plan to successfully rejoin the Minerva community and resume coursework, with documentation when appropriate. The reinstatement petition should be submitted no later than February 15 for returning the next fall semester and October 15 for returning the next spring semester, unless otherwise stated in an official communication to the student. The petition may be followed by a structured interview of the student with members of the ASC and Student Affairs staff.

When a student returns from a leave of absence, the student will re-enter the program at the point following the last full academic semester completed and will be subject to the curriculum, policies, and procedures in place at the time of reinstatement from the leave of absence.

Financial information relating to a student granted a leave of absence is available in the Financial Information section of this handbook.

Students who do not return at the end of their leave will be considered to have voluntarily withdrawn from Minerva, and must submit a petition to the ASC for readmission to the program, unless an extension is filed prior to the deadline.

The Leave of Absence Petition Form and the Academic Reinstatement Petition Form are available on the registrar site, registrar.minerva.kgi.edu.

Course Registration Policies and Procedures

During their first year, all students are enrolled in the required Cornerstone courses. Class schedules are released to students during Foundation Week. In spring semester of first year and all subsequent years, students work with their academic advisors to select courses for the next academic year based on the student's major, concentration and other interests. Registration policies and procedures for upper-division classes are described below. These policies do not apply to the required first-year Cornerstone courses.

Pre-registration

At the beginning of spring semester, students meet with their academic advisor to begin discussing plans for the following year. Students are required to declare their course interests by submitting a pre-registration form by the end of January. Minerva uses the pre-registration from students to help formulate the course schedule for the following year. Students who fail to pre-register for courses will have lowest priority during course registration. During the pre-registration window, the Course Interest Pre-Registration Form is posted on the registrar site, registrar.minerva.kgi.edu. Registration priorities may be given to students officially declared in the major.

Course Registration Process

All students are required to complete registration through Minerva's online registration system by the date designated in the academic calendar. The Course Registration System can be accessed on the registrar site, registrar.minerva.kgi.edu.

Course Adjustment Period (Upper Division)

During the course adjustment period at the beginning of each semester, upper-division students may make adjustments to their course schedules. Students may drop courses they no longer wish to take, and add courses for which they have satisfied the prerequisites if the desired courses have open seats and do not conflict with their other class times. Students are not allowed to add courses after the end of the course adjustment period.

Switching Between Course Sections

During the course adjustment period, students may switch between sections of a course at any time if there is room in the desired section.

After the course adjustment period, students may not switch to a section of a course with a different instructor, unless they have a documented reason for the adjustment and there is room in the desired section. Please contact registrar@minerva.kgi.edu to learn more about the application procedure.

Dropping a Course After the Adjustment Period

Upper-division courses may be dropped from a student's record any time before the published drop deadline on the academic calendar, provided that the student remains registered for the minimum course load. The drop deadline is listed on the academic calendar. The Course Drop Request Form is posted on the registrar site, registrar.minerva.kgi.edu. After the drop deadline, an approved course drop will be given a "W" grade notation on the student record.

If students withdraw from Minerva after the first day of classes in a given semester, but before the drop deadline, all Minerva courses will be issued a "W" grade.

Alternative Course Credits

At the discretion of the Dean of Faculty, Minerva will grant up to eight total semester units of credit for alternative course credits. No more than a total of eight semester units can be satisfied by a combination of transfer credit, summer research experience or prior experiential learning.

Transfer Credits

Transfer credit is credit for academic courses taken at other colleges or universities. These courses are not eligible to fulfill major core or concentration course requirements, and will be considered electives by Minerva. If the course is within the student's major, it may substitute for a senior tutorial if approved by the Dean. A "Pass" grade will appear for all transfer credits and will not factor into a student's Minerva GPA. Transfer credits may only be granted for undergraduate and graduate credit, as determined by US accrediting or similarly recognized bodies. Minerva will accept CLEP/ACE/DANTES credits as transfer credits for US military veterans.

To be eligible for transfer credit, a course must meet the following conditions:

- it was taken for a grade at a regionally accredited or equivalent institution,
- it met Minerva's standards of level and rigor, and
- it was completed with a grade of C or better.

Students applying for transfer credit must complete a Transfer Credit Application Form, including uploading the course syllabus and an official college transcript showing the completed course, credits, and course grade. The Transfer Credit Application Form is available on the registrar site, registrar.minerva.kgi.edu. No more than a total of eight units of elective credit can be satisfied by a combination of transfer credit, summer research experience or prior experiential learning.

If a student withdraws or is dismissed from Minerva and seeks admission and transfer of credit to another college or university, that institution determines the extent to which credit is granted for work completed at Minerva.

Credit for Prior Experiential Learning

Minerva is focused on "practical knowledge," which entails using material learned in class to address real-world problems. Some students have had considerable real-world experience before they arrived at Minerva. Such experience, along with a paper, can fulfill a requirement for four units of elective course credit in the relevant college (where the experience would most naturally apply) if the below conditions are met.

The process for this option is as follows:

1. Any time after the conclusion of the student's first year at Minerva, the student writes a 500-750 word proposal, which:
 - summarizes the experience of the previous activity
 - provides evidence that the student actually had the experience (e.g., a letter from the supervisor)
 - indicates which HCs apply, how they inform what was learned from the experience and how the experience illuminates them
 - defines four to six additional learning objectives/outcomes derived from the experience
 - indicates the student's plan for additional substantive research to frame the relevance of the experience to the HCs and the HCs to the experience
 - provides the names of two faculty readers who have expertise that would allow them to grade the paper and
 - specifies a deadline submission of the paper.

Students must submit their proposal by completing the Credit for Prior Experiential Learning Application, available on the registrar site, registrar.minerva.kgi.edu.

2. The dean of the relevant college (where the experience would most naturally apply) reviews the proposal, and determines whether the experience and the paper would be substantial enough to warrant four units of semester credit. The dean also verifies that the proposed faculty readers are appropriately qualified.
3. If approved, the student approaches one of the proposed faculty readers; if the faculty member agrees, the student meets with the faculty reader to outline a substantive paper (4,000-5,000 words, double spaced, and using Arial 11-point font), which describes the experience and how it illuminates specific HCs and learning outcomes, and how these

illuminate the experience. The student should add substantive research as appropriate to explain the connection between the HCs and experience. The student completes the paper independently and submits it to this faculty reader; if the paper is submitted after the deadline, the reader can reject it.

4. If the student submits the paper, the faculty reader evaluates it, giving it a pass/fail grade. Papers with passing grades are sent to the dean of the relevant college for final approval.
5. If the student's paper is graded "pass" by the reader and the dean, the student earns four units of elective credit in the reviewing dean's college; if it does not pass, the student is given one chance to rewrite and resubmit by a deadline determined by the reader and the dean.

Credit for Summer Research/Internship Experience

Minerva is focused on "practical knowledge," which entails using material learned in class to address real-world problems or issues. Some of our students have had or plan to undertake summer internships or research projects while students at Minerva. Such experiences (along with a short paper documenting that experience and how HCs and LOs were applied) can fulfill a requirement for one four-unit elective course or substitute for a senior tutorial in the student's major. No more than a total of two four-credit unit courses can be satisfied by a combination of transfer credit, internship experience, summer research experience or prior experiential learning.

To qualify for credit students must conduct their summer internship or research project under the supervision of a qualified supervisor (typically a faculty member at another institution for research projects or someone employed by the organization where the student is interning), and have a Minerva faculty member as the evaluator. The internship or research project can fall within the supervisor's larger project goals, but the student must contribute intellectually to the design and execution of the project and is responsible for writing the final paper describing the project (see below).

The process for earning credit for a summer internship or research experience is as follows:

1. The internship/research experience must occur during the summer between semesters as a Minerva student (after the student's first, second or third year). Students will apply using a Google form, listing the company or academic institution, their supervisor and that person's resume/curriculum vitae. The student must also indicate whether they want these credits to substitute for an elective or a senior tutorial and provide a brief description of the project (4-5 sentences) such that the Dean of the relevant college can determine if appropriate and identify a Minerva faculty grader. [Students may suggest Minerva faculty graders on the form.]
2. Students must create a contract with their supervisor (a template will be provided), wherein the supervisor agrees to provide at least 240 hours of substantive learning experiences (including, but not limited to, research, data analysis, marketing, product design, or content development) that will allow the student to apply the HCs and other learning outcomes as relevant. The faculty grader coordinates the supervisor's evaluation of the student at the end of the research project. Students and supervisors are expected to

contact the Minerva faculty grader during the course of the project if any issues arise that might impair the student's completion of the project.

3. After completion of the project, to receive credit, students must:
 - Submit the completed supervisor's written and signed evaluation certifying the number of hours that the student worked and the work completed and evaluating the student's performance.
 - Submit a paper in which the student describes how relevant HCs and LOs were integrated into their internship experience. The paper must be 1000 to 1500 words.
4. After the student submits the paper (by the predetermined deadline), the Minerva faculty grader evaluates it on overall quality (pass/no pass grade) and application of the HCs and LOs. Passing papers are sent to the Dean of the relevant college for final approval. If the student's paper is graded "pass" by the grader and the Dean, he or she earns credit for one four-unit elective or if deemed appropriate by the Dean, the credit units can substitute for a major senior tutorial; if the paper does not earn a pass, the student is given one chance to rewrite and resubmit.

Business majors may participate in summer internships for credit in their first two summers as Minerva students, but these experiences do not substitute for the Business Practicum. Information about the Business Practicum, which is required for Business majors, can be found in the section on Summer Internship for Business Practicum under the description of MSKGI majors and courses.

Class Attendance and Standards of Conduct

Class attendance is a fundamental part of the Minerva model. It is where students learn and are assessed. Because our approach to active learning is the foundation of our entire model, class attendance is required. Students are required to prepare appropriately for each class session and actively participate in them. Students should read all assigned materials, watch assigned videos, and complete all assigned pre-class work, including solving pre-assigned problems and answering study guide questions. Because all of our classes are seminars, all students must be prepared to be fully engaged participants—to shirk on preparation not only short-changes the individual student, it also undermines the experience for the other students. Instructors have the right to mark students absent if they are not prepared to participate in class.

All of Minerva's courses are taught on the Active Learning Forum, and students are required to be logged on to the ALF and ready to participate in class by the class's stated start time. Details on policies with respect to tardiness and technology and network issues are in each course syllabus.

Students are also required to adhere to assignment guidelines and deadlines, and to contact the appropriate faculty promptly should they need to request an extension. Additional information and consequences for failing to meet requirements are described in each course syllabus. Specific maximum number of absences and assignment extensions for each course are shown in the course syllabus. The syllabus also indicates any assignment for which it is not permissible to get

assignment extensions (such as final projects and other assignments due in weeks 14-15). If students do not submit required assignments by the end of the semester, they may be assigned a failing “F” grade. Students are subject to being administratively dropped from a course for violation of attendance or extension requirements, with a “AW” grade notation. If it appears that health or other issues may cause a student to exceed the maximum permitted absences, a voluntary course withdrawal from one or more courses/a lighter course load or a leave of absence is recommended.

Students are responsible for their attendance and therefore for tracking their absences. They should monitor their absences on their ALF dashboard and, if they think their absences are incorrect, they should contact their instructor and helpdesk@minerva.kgi.edu. If instructors have not excused the absence within one week after submission of makeup work, email AcademicAffairs@minerva.kgi.edu.

A certain number of absences with appropriate documentation are permitted for each class to cover unexpected circumstances. However, excessive absences overall (whether documented or undocumented) may result in being dropped from a course or a W grade in the course and/or recommendation for the student to consider a Leave of Absence. The maximum number of undocumented absences and total absences can be found on each course syllabus.

Assessment of Student Work and Grading Policies

Faculty members are responsible for assessing the performance of each student during class and on assignments in terms of the course learning outcomes, using customized rubrics based on the following standards of performance:

- 1 (Lacks knowledge): Does not recall or use the skill or concept when prompted, or does so mostly or entirely inaccurately.
- 2 (Superficial knowledge): Recalls or uses the skill or concept only somewhat accurately, by partially quoting, paraphrasing, summarizing, outlining, or applying it, or applies the skill or concept in ways that fail to address the relevant problems or goals.
- 3 (Knowledge): Accurately recalls, uses, paraphrases, summarizes, outlines or reproduces standard or straightforward examples of the skill or concept, and does so in a way that addresses the relevant problems or goals.
- 4 (Deep knowledge): Demonstrates a deeper grasp of the skill or concept by explaining it, using it to produce a sophisticated, non-standard example, differentiating component parts, applying critical distinctions, or analyzing relationships between component parts.
- 5 (Profound knowledge): Uses the skill or concept in a creative and effective way, relying on a novel perspective (i.e., not one that was in course materials or is easily located in the relevant literature).

Course grades are based on the student’s completion of course requirements and an aggregation of learning outcome scores from class session and on assignments. Please refer to the course syllabi for grading details.

Cornerstone Grading

Cornerstone course grades are based on completion of course requirements and performance on the Cornerstone learning outcomes (Minerva's HCs). At the end of each semester during Foundation Year, students receive a Pass/No Pass grade for each Cornerstone based on their course performance. Please refer to the Cornerstone syllabi for more details.

Conditions requiring a student to retake a Cornerstone course:

- A first-year students must retake any semesters of Cornerstone courses from which the student was administratively dropped.
- A first-year student who finishes but does not earn a Pass grade in a Cornerstone after completing both fall and spring semesters must complete remedial assignments in the summer between Year 1 and Year 2 to reach a passing score, or else the student is subject for withdrawal from Minerva.

The HC scores accrued by students who do not earn a Pass or who are withdrawn from a Cornerstone class remain on the student's record.

Throughout their four years at Minerva, students continue to be evaluated on the HCs in their upper-division courses. At the time of graduation, a student earns a final letter grade for each of the Cornerstone courses based on the student's performance in the Cornerstone courses and the student's use of the HCs in their advanced courses, with later uses weighing more heavily. This grade replaces the Pass grade on the student's transcript. Details on the calculation of Cornerstone grades are available on the Cornerstone syllabi.

Letter Grades and Grade Point Equivalents

Grades at Minerva reflect how well a student has mastered the course learning outcomes. The following table defines the performance level and GPA points associated with each grade:

Grade	Performance	Grade Point Equivalent
A+	Excellent	4.0
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Sufficient	2.3
C	Sufficient	2.0
C -	Sufficient	1.7

D	Deficient	1.0
F	Failing	0.0
Pass	Satisfactory Completion	NA
No Pass	Unsatisfactory Completion	NA

A student must earn a letter grade of at least D or Pass to be granted course credit. A student must earn at least a C to use a course as a prerequisite.

If all required assignments/projects are not submitted, students may be subject to an “F” grade.

Grade Point Average Calculation

Grade point averages (GPAs) are determined by multiplying the number of grade points for each course letter grade by the number of course units, taking the sum of the resulting product, and dividing by the total number of course units attempted by the student. Minerva calculates GPAs for each semester, and a cumulative GPA. Semester GPAs include all courses taken that semester. The cumulative grade point average listed on a student’s transcript includes all courses taken at Minerva except for the first-year Cornerstone courses, which are graded as Pass/No Pass until the senior year when a letter grade is awarded. Final Cornerstone grades are factored into the student’s GPA at the time of graduation.

A course in which a student receives an F grade does not count towards the requirement for the degree, but does count in computing the grade point average. If a student repeats a failed course and earns a passing grade, the second passing grade replaces the initial failing grade in the GPA calculation.

Incomplete Grades

When a student become seriously ill or experiences an emergency that disrupts the student’s ability to complete one or more courses, the student may petition the Academic Standards Committee for an incomplete grade. A student must be in good standing in the course to qualify for an Incomplete (i.e., no policy violations and a passing grade based on work done at the time of the petition).

Along with a petition, students are required to submit documentation verifying the circumstances that prevent them from completing their coursework by the end of the semester, a list of the missing work, and a revised schedule for submitting the listed work. The petition and supporting documentation must be submitted before the last day of the term. The Incomplete Petition Form is available on the registrar site, registrar.minerva.kgi.edu.

If the request is granted, the student is required to submit all outstanding work by the deadline determined in the revised course schedule, unless they have been granted an extension by ASC. Failure to do so may result in W for the course. Typically, Incompletes must be resolved no later than the tenth day of instruction in the following semester.

Other Grades and Transcript Notations

Minerva Schools use the following transcript notations:

- I = Incomplete
- W = Voluntary drop from a course after the course drop deadline has passed
- IP = In Process, denotes a course that is still being taken or is in the process of being graded
- AW = Administratively dropped
- NR = Not Recorded, indicates that a grade is missing because the instructor has not submitted it yet, or the grade is pending ASC deliberation.

Graduation Requirements

In order to graduate, students must pass the Cornerstone courses, the requirements for the major and concentration, the Capstone seminar and project courses, and Manifest, and have at least 120 semester credits earned and a 2.00 grade point average. Students who have completed the Capstone and Manifest requirements but need up to 8 more semester credits to complete their required total credits, major and/or concentration are allowed to participate in commencement exercises and to complete their coursework in the following semester, or year if needed. Students will be required to sign a course plan agreement before graduation, which would include the timeline for completing remaining degree requirements.

Honors

Latin Honors	GPA
Summa Cum Laude	> 3.75
Magna Cum Laude	3.66 - 3.75
Cum Laude	3.5 - 3.65

Latin honors are awarded based on the above GPA requirements at the time the degree is awarded. To be eligible for Latin honors, students cannot have an “F” or “AW” grade on their record, or have been on academic probation or suspension while at Minerva.

Academic Records

A student’s academic record includes assessment of all Minerva Schools coursework for which credit can be granted and in which the student enrolled, unless the student withdraws from the class before the drop deadline. Students may view and download unofficial transcripts on the Registrar website, registrar.minerva.kgi.edu.

Students may choose to release their academic records to a third party by submitting an FERPA Education Records Release Authorization Form, and may subsequently revoke access by submitting the Revoke FERPA Education Records Release Authorization Form. Both forms are available on the registrar site, registrar.minerva.kgi.edu.

Official transcript requests must be made directly through the National Student Clearinghouse. There is an administrative fee of \$4.25 per transcript, paid to the National Student Clearinghouse.

Disputed Grades Policy

If a student believes there is compelling evidence that the student's final course grade was assigned or posted in error, the student should make an appointment with the instructor to discuss the issue. If the instructor decides that the grade should stand as initially assigned, and the student still believes the grade was not assigned or posted properly, the student may petition the dean of the college offering the class, or in the case of Capstone or Manifest courses, the Chief Academic Officer. The petition should include a detailed explanation as to why the grade should be changed, along with any pertinent documentation. It may not be used to petition for relief from penalties imposed on the student by the ASC as a result of Honor Code violations. Disputed grade petitions must be submitted no later than the three weeks following the release of grades. Disputed Grade Petition Forms for each college are available on the registrar site, registrar.minerva.kgi.edu.

The dean may discuss the issue with the student or faculty member, and will decide whether the grade should be changed. This decision is final.

Early Warning Notifications

Early warning notifications are sent on a course-by-course basis to students identified as needing additional effort or being in danger of not passing. Early warning notifications are typically sent around Week 7 each semester.

These notices are intended to help the students. Students receiving an early warning notice for a course are required to meet with their professor and academic advisor to develop a plan with specific, defined benchmarks for improving the student's course performance.

Academic Standing

At the end of each semester, the Office of the Chief Academic Officer reviews student academic records to determine each student's academic standing. Academic standing classifications and potential consequences are described below.

Good Standing

A student is considered to be in good standing if the student:

- Is earning a predicted grade of C or above in all Cornerstone courses
- Earns at least a 2.00 GPA each semester after Foundation Year
- Meets minimum academic progress standards in Capstone Courses
- Is within permitted absence parameters per course and
- Is within assignment deadline parameters per course.

Academic Warning

Academic warning may be imposed when as a first violation:

- Permitted absence parameters are exceeded
- Permitted assignment extensions are exceeded
- Make-up work and deadlines are not met or
- Minor infractions of course policy are determined to have been made.

Academic warning is non-punitive and will not be reported externally on the active record if the student remains in good academic standing the remainder of their time at Minerva. It does not appear on the student's permanent record. This status is an official status to indicate particular behaviors must be modified to avoid further sanction for addition violations.

Academic Probation

Academic probation may be imposed when:

- at the end of the fall semester of the student's first year, the student earns a No Pass (NP) grade in at least one Cornerstone course;
- at the end of the spring semester of the student's first year, the student earns a No Pass (NP) grade in one or two Cornerstone course (student will remain on probation over the summer until their Cornerstone course grade is improved to passing (see Cornerstone Pass Requirement section or they are dismissed);
- a first-year student is administratively dropped from one or two Cornerstone courses during a semester;
- Average HC scores drop below 2.5 in second through fourth year;
- an upper-division student earns a semester GPA or a cumulative GPA below 2.00; or
- a student in their third or fourth year fails to meet minimum progress standards on the student's Capstone project, including passing the Capstone courses, within the specified time frame;
- Honor code or disciplinary violations; or
- Failing to move to good academic standing after Academic Warning

Students placed on academic probation are required to meet with their academic advisor to devise a detailed set of expectations and a plan for substantial improvement of the student's academic performance over the next semester. Students can be moved from Academic Probation to Good Standing, but the status record remains a permanent part of the student record. The number of semesters a student can be on academic probation is determined by the ASC on a case-by-case basis.

Academic Dismissal

Dismissal may be issued when:

- a student is administratively dropped from or earns a No Pass in three or more Cornerstone courses at the end of the student's first year;
- a student is on academic probation for three or more reasons in a given semester (e.g., falls below passing in two Cornerstone courses and has a semester GPA below 2.00);
- an upper-division student on probation does not return to good standing within one semester;
- Failure to move from Academic Probation to good standing;

- Egregious academic honor code violations

Students who have been academically dismissed and would like to return to Minerva will be required to apply to the ASC for reinstatement. The application will only be considered when there is strong and compelling evidence of a change in the student's readiness to perform academic work at the required level, including a well-considered academic plan and a robust support system. The Academic Reinstatement Petition Form is available on the registrar site, registrar.minerva.kgi.edu. The reinstatement request should be submitted no later than February 15 for returning the next fall term and October 15 for returning the next spring term, unless otherwise stated in an official communication to the student.

Academic Freedom

Minerva has adopted the Academic Freedom Statement of the American Association of University Professors (AAUP, 1940), which reads as follows:

1. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Academic Honor Code

The Minerva Honor Code rests on four pillars: honesty, integrity, mutual respect, and personal responsibility. Minerva students are expected to conduct themselves with the highest levels of these qualities both inside and outside the classroom. Each student serves as an ambassador to the community for Minerva. When one student exhibits inappropriate behavior outside the university, it reflects badly on every student and the institution as a whole (the public tends not to differentiate between individuals in these situations, and attributes bad behavior to the entire student body).

Minerva students are citizens of an academic community whose members are expected to challenge themselves and one another to achieve greatness with honesty, integrity, mutual respect, and personal responsibility. Each individual who joins the Minerva community accepts

this commitment in an effort to sustain and enhance personal, professional and institutional reputations.

Principles inherent in this Honor Code include:

- Students shall treat all members of the community with respect and without malicious intent to ensure that all students share equal opportunities.
- Students shall conduct themselves in a manner that upholds the principles for honesty and integrity in order to promote an environment of trust.

To assist students in understanding their responsibilities under the Honor Code, the following is a list of conduct pertaining to academic matters that violate the Honor Code. Prohibited conduct includes, but is not limited to the following:

Plagiarism

- Knowingly appropriating another's words, ideas, data or code and representing them as one's own
- Use of another's words, ideas, data or code without acknowledging the source
- Paraphrasing the words and ideas of another without clear acknowledgment of the source
- Modifying the code of another without clear acknowledgment of the source
- Falsification or fabrication of a bibliography

Cheating

- Unauthorized collaboration on assignments
- Use of unauthorized resources during class and on coursework
- Use of previously submitted coursework for alternate purposes without prior approval
- Falsification of data for a class session or assignment

Obstruction of Honor Code

- Making false statements to an Honor Code investigator

Falsification of Information

- Knowingly making false statements or submitting misleading information related to academic matters to Minerva faculty or staff
- Fabrication of data on assignments
- Submission of falsified documents, such as transcripts, applications, petitions, etc.

It is not a defense to charges of violating this Honor Code for students to claim that they have not received, read or understood this Code, or are otherwise ignorant of its provisions. A student is held to have notice of this Honor Code by enrolling at Minerva. Students must fully cooperate with investigations into potential violations of the Honor Code.

Charge of Honor Code Violation

Initial Charge and Informal Process

A faculty member, staff member, or student who wishes to make a charge of a violation of the Honor Code against a Minerva student must report violations to the Academic Standards Committee. It is the responsibility of students, staff, or faculty who suspect such a violation to

make a charge in writing, using the Academic Dishonesty Charge Form. This form is available on the registrar site, registrar.minerva.kgi.edu.

Upon receipt of an Academic Dishonesty Charge, the Academic Standards Committee or a designee will conduct a meeting with the accused student. Prior to the meeting, the ASC notifies the accused student in writing that a Charge of Academic Dishonesty has been submitted for a specific class, informs them of their rights under the Honor Code. The initial meeting will be recorded with the prior approval of the student, to provide an accurate record of the discussion. During the meeting the student will be shown the charge and evidence in support of the charge. The student may request that their advisor or another witness also participate in the initial meeting. If requested by the student, the ASC member will need to schedule the meeting such that the advisor or other witness can attend.

If the accused student admits responsibility for academic dishonesty during the course of the initial meeting/preliminary investigation and this is a first violation, the student will be asked to sign a form documenting admission of guilt. The ASC will determine the appropriate sanction and the student will be informed of next steps.

If the accused student does not admit responsibility for academic dishonesty, the matter will proceed to a hearing. The student has the right to present witnesses and exculpatory information. After hearing all witnesses and considering all evidence presented, the ASC will decide whether a violation of the Honor Code has occurred and determine the appropriate sanction. Students may appeal the ASC decision to the Chief Academic Officer.

The ASC will inform the faculty member responsible for the course or associated academic activity of the outcome of the investigation.

The student's rights include the following:

- The right to notice of the nature of the honor code violation and the activity and course or courses in which it is alleged to have taken place;
- The right to be presumed innocent until proven guilty;
- The right to solicit advice from others;
- The right to have the matter be handled in a confidential manner;
- The right to have the student's academic advisor present at the initial meeting and any subsequent hearing if it occurs;
- The right to a prompt hearing, which can be waived if the student admits responsibility for the violation in the initial investigative meeting;
- The right to a reasonable amount of time to prepare for the hearing, no less than five days after the initial investigative meeting is completed;
- The right to present witnesses and exculpatory information at the hearing.

Sanctions

If the ASC determines the student committed no wrongdoing or there was insufficient evidence to proceed, no sanctions shall be imposed. If the student admits responsibility or the ASC determines that the student has violated one or more of the provisions of this Academic Honor Code after the hearing, the ASC will impose sanctions. Sanctions may include but are not limited

to Academic Warning or Academic Probation, a reduced or failing grade for an assignment, a reduced or failing grade for a course, dismissal, revocation of financial aid eligibility and/or withdrawal of an awarded degree/certificate.

- Academic Warning is a temporary sanction that is not externally reported.
- Academic Probation is externally reported when requested by the 3rd party, but not reported on the official transcript or diploma.
- Academic Dismissal is externally reported and is reported on the official transcript (no diploma is typically awarded)

Multiple violations of the Honor Code may result in the imposition of more severe sanctions such as Academic Dismissal, or an awarded degree could be withdrawn upon recommendation of the KGI President.

Class Session Recording Retention and Access Policy

In order to allow for assessment of students' contributions to classroom discussions, each Minerva class session is video recorded. These recordings are available to students enrolled in the class section so that they can view the personalized feedback/assessments written by the professor and review the class discussion. These recordings are not to be shared or distributed by students without the explicit written permission of the course faculty member and college dean overseeing the course.

The video recording of discussion in a particular section of a course will be made available to the students enrolled in that section shortly after the discussion concludes, and will remain accessible to the students until the first day of the following academic year. Access to a recording from previous academic years can be requested for the purpose of appealing a grade or selecting video clips to include in a personal academic portfolio. Requests will be reviewed by the dean of the associated college. The Video Access Request Form is available on the registrar site, registrar.minerva.kgi.edu.

Student Conduct Policies and Procedures

Principles of Community and Residential Life

The Minerva Schools at KGI are first and foremost an institution of learning and teaching, committed to serving the needs of society. The community reflects and is a part of a world comprising all races, creeds and social circumstances. Minerva confronts and rejects all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, gender identity, religious or political beliefs, status within or outside Minerva, or any of the other differences among people that have been excuses for misunderstanding, dissension or hatred. Minerva recognizes and cherishes the richness contributed by diversity.

Keck Graduate Institute has adopted the following statement to demonstrate its commitment to diversity:

KGI is committed to enriching society with breakthrough approaches to education and translational research. Diversity of backgrounds, cultures, disciplines, identities and thought within our community serves as a catalyst for collaboration and excellence in all of our pursuits. KGI's welcoming, diverse environment provides the opportunity for our students to think creatively and critically, communicate and interact effectively, and act ethically and respectfully. The active and open-minded engagement of every member of our community is vital to achieving the goals of the institution.

Minerva recognizes that everyone has an obligation to the community of which they have chosen to be a part. All of us must give as much as we receive, and must be active and enthusiastic participants in the educational process. Minerva will strive to build a true community of spirit and purpose based on mutual respect and caring.

Residential Life

Students are randomly assigned to a room within a residence hall by the Student Affairs staff during the summer months prior to their initial enrollment. In subsequent years, students may request to live with particular students and these preferences are met as fully as possible. The structure of Minerva housing varies greatly depending on the specific location and may be dormitory, hotel or apartment style. (Please note that single rooms are not available in all locations). There are communal facilities for cooking either in a large shared kitchen in the residential building or in smaller kitchens in residential units. Students have a variety of outside dining options, including local restaurants, markets, food trucks, and delivery services.

Serving as the common ground for the social and intellectual community at Minerva, the residence halls are staffed with professional live-in staff members (Residence Life Coordinators) and trained Residential Assistants (RAs), students who work under the supervision of the Student Affairs and Operations staff. Each cohort has RAs that focus on efforts surrounding either city residential operations or wellness. Residence staff members are trained in basic first aid and emergency response procedures. While the city ground team staff across Student Affairs and Operations (SAO), Mental Health, SXP, and ProfDev also coordinate a variety of programming and initiatives, covering areas that include health and safety topics, social gatherings, community service activities, and professional development opportunities.

Minerva students are expected to use the residential experience as an opportunity to develop personal relationships with other Minerva students from around the world. This uniquely cosmopolitan living arrangement is an ideal setting for mature students to practice self-governance with a variety of social norms and develop personal accountability. They may construct their own democratically determined norms around issues such as food purchasing and cooking, shared transportation, and noise levels in common rooms. Student Affairs staff has authority to apply any conduct-related policy. The city-specific **Residential Agreements**, signed by every student living in Minerva housing, outline specific policies about residential life and conduct in more depth. Students are expected to complete roommate agreements in each of the cities, along with signed Unit Condition Reports upon move-in and check-out.

Minerva hopes and expects these social norms to be implemented and upheld by students with the support of their RAs. When necessary, the Student Affairs staff intervenes, especially if the safety or well being of any student is being compromised. The rules set forth in the Residential Agreement and other policies that support students' safety and wellbeing are the responsibility of each student. All Minerva students are subject to disciplinary proceedings if found to be in violation of the Residential Agreement, building-specific House Rules or property management guidelines, along with other student conduct policies.

Basic Rules of Conduct and Policies

Minerva Student Affairs and Operations staff members review key rules of conduct with students in the materials and topics included with orientation – Foundation Week in the first year and Elevation each semester thereafter. The rules of conduct at Minerva are defined according to local laws as well as by our own standards, as described below. Some global rotation cities will have city-specific policies, and when personal safety is at risk, may also include a waiver for engaging in at your own risk activities.

Local Laws

All students are subject to the local laws of the city, state, and country where they are living. These laws determine students' right to work, travel, and behave in ways that may be different from the students' home countries. Although Minerva helps to orient students to local laws and norms, it is the responsibility of each student to be informed about local laws. For example, if a student is in violation of a local law, such as drug possession or underage drinking, Minerva is unable to intervene between the student and the local authorities. This is particularly important because Minerva students live in privately owned residence halls and other facilities in each city, and as such, local authorities can be summoned in the event of any disturbance or appearance of illegal conduct.

Minerva Code of Conduct

The Minerva Student Code of Conduct rests on four pillars: honesty, integrity, mutual respect, and personal responsibility. Minerva students are expected to conduct themselves with the highest levels of these qualities both inside and outside the classroom. Minerva students are citizens of an academic community whose members are expected to challenge themselves and one another to achieve greatness with honesty, integrity, mutual respect, and personal responsibility. Each individual who joins the Minerva community accepts this commitment in an effort to sustain and enhance personal, professional and institutional character and reputation.

Principles inherent in this Honor Code include:

- Students shall treat all members of the community with respect and without malicious intent to ensure that all students share equal opportunities.
- Students shall conduct themselves in a manner that upholds their honesty and integrity and promotes an environment of trust.

Any member of the Minerva Schools at KGI community may report conduct by a student or students that may be a violation of the Principles of Community, Honor Code, and/or other policies covered by this Student Handbook.

Violations of the Code of Conduct that are not academically related may lead to disciplinary action. (Minerva's disciplinary procedures are described below.) The following list of specific violations is not all-inclusive and other conduct that violates the Principles of Community may be considered as a basis for discipline:

- Discrimination and unlawful harassment are prohibited by state, federal and local laws in the United States, and in the Minerva Residential Agreement and by the policies adopted by KGI and Minerva Schools at KGI. Discrimination of all types will be subject to discipline. Retaliation against a person who reports, complains about, or participates in the investigation of harassment is likewise prohibited. Harassment is defined as persistent, repetitive, pervasive, or severe conduct (physical, verbal or visual) that creates an intimidating, offensive or hostile working or academic environment, or that substantially interferes with work or academic performance based on a person's protected status. For conduct to be deemed intimidating, offensive or hostile, both the person complaining of harassment and a reasonable person standard must be met. Generally, statements and/or conduct legitimately and reasonably related to Minerva's mission of education do not constitute harassment (e.g., a debate about protections afforded to protected categories). This category of conduct also includes violations of the policy on Prohibited Sexual Conduct, which is posted on the Hub [here](#).
- Conduct violations related to residential life include, but are not limited to: changing rooms or roommates without permission, violating the policy on guests, having prohibited items in the residence hall, damaging the residence hall or property in a residence hall, making loud or disruptive noise during quiet hours, possessing a weapon, creating a health or safety risk, allowing a non-resident to enter the building of a closed-access residence, violating regulations about alcohol and drugs, and hazing and bullying.
- Any form of dishonesty not covered by the academic honor code, such as misrepresentation on a resume or in another communication related to work-study, internships and employment; purposely furnishing false information to any member of the faculty or staff; concealing or misrepresenting information in a conduct or honor code matter; or theft of any kind.
- Intentional destruction, theft of, or damage to Minerva property or the property of Minerva faculty, staff or students.

Alcohol and Smoking

ALCOHOL POLICY

Minerva Schools at KGI is committed to upholding local, state and federal law; requiring proper management of events and activities where alcoholic beverages will be served; and minimizing the misuse of alcoholic beverages.

Students in Minerva housing must abide by their local Residential Agreement, property management rules, and Minerva Code of Conduct.

APPLICABILITY OF THIS POLICY

This policy applies to all registered Minerva students seeking to serve or consume alcohol. Persons under the legal drinking age of their residential city are prohibited from possessing or consuming any alcoholic beverage on Minerva-operated premises or at a school-sponsored event (whether or not on Minerva-operated premises). No member of the Minerva community may serve or furnish any alcoholic beverages to persons under the legal drinking age of their residential city, particularly if those persons cannot establish that they are of legal drinking age according to local laws.

SMOKING POLICY

Minerva Schools at KGI is committed to providing a safe, healthy and productive work environment for all students, faculty, staff and visitors. Consistent with this commitment, in line with KGI policy, and in compliance with federal regulations, Minerva remains smoke and drug free. Smoking and/or the use of all illegal drugs, including cannabis (marijuana) is prohibited in all indoor and outdoor facilities on Minerva leased property with no exception, including within vehicles parked on those properties. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit, and to all Minerva leased facilities and vehicles.

- Smoking is prohibited in any facility leased by Minerva, regardless of location.
- Smoking is prohibited within 25 feet of an area that surrounds Minerva leased facilities, including entrances, exits, mechanical system air intake structures, public and common areas for such facilities.

DEFINITIONS

Smoking is defined as inhaling, exhaling, burning, carrying or possessing any lighted cigarette, cigar, pipe, electronic cigarette which creates a vapor, hookah or other lit product and including the use of any substance, including but not limited to tobacco, cloves or marijuana. Illegal drugs include all forms of cannabis, including in amounts and forms otherwise permitted by California law in non-campus locations.

ACCOUNTABILITY

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of all members of the KGI community. All students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Refusal by students, faculty, or staff to comply with this policy may result in appropriate disciplinary action. Visitors who refuse to comply will be asked to leave should they persist.

Social Media Policies

The use of social media is governed by the Student Code of Conduct and federal and state laws. Students are responsible for their own use of social media outlets, which may or may not be monitored or regulated. It is up to each user of a social media outlet and participant in a virtual discussion to regulate content that is added or shared with the community.

Within these general guidelines, students are prohibited as follows:

- Students may not post any content that is discriminatory, including any posts that are vulgar, false, obscene, harassing, or disparaging to the race, religion, age, sex, sexual orientation, gender identity, or disability of any individual with whom a student comes into contact as a result of being a member of the Minerva community.
- Students may not disclose any financial, proprietary, or other confidential information of Minerva.
- Students may not present themselves as official representatives of, or spokespersons for, Minerva unless asked to do so by a Minerva staff or faculty member.
- Students may not utilize Minerva's trademarks or logos without permission of the Marketing staff at Minerva.
- Students may not represent themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the prohibitions included in this policy.

If found in violation of these policies, students will be subject to disciplinary actions including warning, probation, or suspension pending withdrawal from Minerva. Violations of federal and state laws may also result in criminal or civil actions.

Guidelines on Anonymous Postings on Social Media

One of Minerva's guiding principles is Being Authentic, explained as follows:

We communicate openly and candidly, addressing people directly and conveying heartfelt emotion. We welcome honest dialogue, even about sensitive or controversial topics. We impart accurate information with genuine sincerity, building trust and establishing mutual respect. We avoid anything artificial, false, or contrived; hyperbole breeds suspicion and erodes credibility.

In keeping with this principle, we do not support or value anonymous platforms as appropriate means of communication in the Minerva community. Anonymous posts are likely to spread confusion, misperceptions, and uncertainty, without holding anyone accountable for being authentic. They undermine our collective intentions to promote honest dialogue in a context of respect for one another. Furthermore, we believe that an anonymous post is likely to provide the author with a false sense of privacy, while breeding an environment in which others are motivated to uncover the author's identity.

We recognize the need for confidentiality and privacy regarding sensitive and/or personal information that should not be shared broadly. The RAs have some training in peer counseling, and they are directed to protect students' privacy within the limits of their responsibility to report life-threatening and/or illegal circumstances. In addition, Student Affairs staff members will respect student privacy within legal limits and will support individual students as they negotiate how and when to share personal information with others. Moreover, all Minerva students have unlimited access to confidential counseling services from our professional Mental Health staff. We encourage

all students to reach out to specific resources (as described on the [Hub](#) and elsewhere) as relevant, rather than post an anonymous message as a way of expressing their need for support.

It is important to understand that when students reach out to appropriate resources, we can support them; we can also verify, investigate, and adjudicate any issues, as necessary. When we learn of a possible issue by way of an anonymous post, we are not able to support students directly, thereby reducing our overall ability to keep students healthy and safe.

We recognize that students might write anonymous posts as a way of sharing harmless, fun, or lighthearted thoughts or feelings. Although such posts do not carry inherent risks, they are not consistent with the principle of being authentic in our communications with others. We encourage students to consider how such messages might be better expressed openly, with a sense of accountability to one another.

Anonymous posts might also be seen as a means of venting, or expressing dissatisfaction about some aspect of life at Minerva. If directed at other students, an anonymous post could cause hurt feelings or anger, without a means of responding personally. If directed at staff or faculty, we are unable to provide direct feedback. However, we actively seek student feedback in a number of ways: via UserVoice and Town Halls, through the State of Minerva surveys, by way of RA meetings, feedback groups, through Associated Students of Minerva, and in direct personal communications. For additional avenues for student feedback, please consult your local Student Affairs staff in each city.

As Minerva seeks to create and foster a real life community, cohesion among members of the community is paramount. We do not endorse and strongly discourage the creation and/or facilitation of anonymous platforms and we will not monitor the content of such. We urge all members of the Minerva community to have a zero tolerance policy for anonymous communication, especially the kind that can cause discord or panic. Those specifically seeking to cause such harm to the Minerva community will be subjected to the same student conduct rules at Minerva as facilitators or originators of uncivil discourse in general.

Computing Policies

Minerva seeks to provide education in an environment where the free exchange of ideas is encouraged and protected. Minerva makes available computing and network facilities (CNF) resources for use by students. These services are provided for educational purposes and to carry out the legitimate business of Minerva Schools at KGI. Responsible, considerate, and ethical behavior expected by Minerva extends to use of computing and network facilities resources.

These CNF resources may include but are not limited to:

- Video and ethernet cables and adapters
- Active Learning Forum
- Data networking equipment systems, including remote and wireless access
- Computer software
- Electronically stored institutional data and messages
- Google Apps for EDU
- All other similar resources owned, controlled, and/or operated by Minerva
- Services to maintain these resources

Ownership ☐

Minerva retains absolute ownership rights of the CNF resources.

Privacy and Security ☐

Students' personal documents, files and electronic mail stored on a Minerva-networked computer or server are normally accessible only by the student. However, any file or document placed on a Minerva-owned computer or network is subject to access, and thus, should not be regarded as private or confidential. All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, do not view the contents of user files or email. However, authorized Minerva personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of computing or networking resources.

Many educational and business activities at Minerva require network access to resources on the Internet. To ensure adequate bandwidth to these sites for primary educational and business purposes, Minerva IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types.

From time to time, these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, Minerva staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue.

Passwords

Individuals who are entrusted with or inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. Passwords may be used for the purpose of security, but the use of the password does not affect Minerva's ownership of electronic information.

Access to Resources

Access to CNF resources is a privilege. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

- Students are expected to understand and comply with all applicable federal, state, and local laws.
- Students must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people. Students must not attempt to "sniff" or eavesdrop on data on the network that are not intended for them.
- Students are authorized to use only computer resources and information to which they have legitimately been granted access. Sharing passwords with others is expressly

forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If students encounter or observe a gap in system or network security, they should report it immediately to Minerva IT staff.

- Minerva's policy on harassment applies equally to electronic displays and communications as to more traditional (e.g., oral and written) means of display and communication.
- Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents.
- Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., "spam") are prohibited.
- Spoofing, and attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information are prohibited.
- Students must not degrade computing or network performance in any way that could prevent others from meeting their educational or business goals. This includes preventing others from using shared resources by running unattended processes, by playing games or by "locking" systems without permission.
- Students must conform to laws and policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources must secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
- Students must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that violate federal, state or local laws or Minerva policies or guidelines. This includes, but is not limited to, policies regarding intellectual property and sexual or other forms of harassment.
- Students must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. Students must take reasonable steps to prevent their systems from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.
- The use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of Minerva.
- The disclosure of individually identifiable non-directory information is protected by the Family Educational Rights and Privacy Act (FERPA).
- Willful or unauthorized misuse or disclosure of information owned by Minerva or KGI will also constitute just cause for disciplinary action, including dismissal from school, regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action.
- Minerva may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate authority to take action, which may result in discipline up to and including dismissal from Minerva.

Computer Loan Policy

Depending on availability, loaner computers will be made available to students who need a temporary replacement for their own computer because of immediate loss or damage. A loaner computer may need to be shared, and may only be used by a student for no more than two weeks at a time, and no more than twice a semester. If a loaner computer is not returned to a Minerva staff member within the two-week time limit, the student will be automatically charged the full replacement cost of that computer, billed directly to the student's account. The loaner computer must be returned to Minerva staff in the same location from which it was borrowed, and must be returned before the end of the semester. The local Student Affairs staff is responsible for storing the loaner computers, maintaining records of students who borrow them, and enforcing this policy.

Global Rotation Cities

Enrollment and Housing

Following Foundation Year in San Francisco, students are required each spring to complete an Enrollment and Housing Agreement as part of the Prepare process for the subsequent academic year. While we expect all students to follow their assigned city rotation with their cohort and encourage students to remain in the residential community, we also realize that there are at times unforeseen and unavoidable circumstances throughout a student's undergraduate career that may prevent their being able to stay with their class. The Enrollment and Housing Agreement permits students to make selections regarding their presence in each global city rotation and also serves as a binding commitment for the non-refundable financial responsibility of securing placement in Minerva housing.

Immunizations and Vaccinations

Specific countries may require additional immunizations and vaccinations (beyond what Minerva requires in the first year in San Francisco) in order to secure visas and entry into the host country. Students are responsible for the cost of obtaining these travel requirements, and additional information for each city can be found on the Hub in the pre-departure information.

Visas and Residency

Host countries require citizens of different nationalities to meet a specific, yet often diverse, set of requirements in order to secure visas for entry and to establish residency once present in-country. Students participating in Minerva global rotations are required to meet to all visa securement and alien registration processes in a timely fashion, and must meet deadlines and fulfill any and all requirements of Minerva partner institutions that sponsor student visas.

Students Visiting Global Rotation Cities When They Have Opted-Out

Students who have opted-out of a global rotation city and are in good standing may visit the global rotation city and fully participate in Minerva activities for a maximum of three weeks during a semester. Not having paid relevant fees in a city, visiting students are not eligible for many of Minerva's in-country resources, and therefore may not stay in the global rotation city and participate in Minerva events and activities beyond three weeks. These students are not to violate

the guest policy of any Minerva residence halls, and must comport themselves in accordance with all policies and procedures under general student conduct, and as established by this Handbook and the Minerva team in that location.

Disciplinary Procedures

The process described below is administrative in nature and is separate and distinct from the criminal and civil legal systems and the Minerva policy on academic dishonesty. Procedures for violations of the Prohibited Sexual Conduct policy are included in the policy found on the [Hub](#).

Resolution through the disciplinary process does not preclude someone from pursuing legal action now or in the future. If the conduct in question is alleged to be a violation of both Minerva policy and law, Minerva will normally proceed with its usual conduct process, regardless of action or inaction by outside authorities. Violations of the conduct code, policies, and residential agreements may also be resolved informally through staff in each residential hall and city. If student conduct places the community at immediate risk, Minerva may take whatever steps are necessary to protect the community and institute formal proceedings as soon as reasonably possible after the event.

The process of adjudicating alleged violations of the conduct code or other regulations cited in this section is the responsibility of the Global Director of Student Affairs or his or her designee. When violations are referred to the Director, the Director conducts the initial investigation and determines if disciplinary proceedings should be commenced. The Director may delegate all or part of the investigation to a city-based Director of Student Affairs if the alleged violation takes place in one of Minerva's global locations, or to another designated staff person as circumstances require. The investigation commences within a reasonable time, usually within 30 days of notification. The Director informs the student of the commencement of proceedings in writing, stating the rules, laws, regulations or policies violated, and gives the student the opportunity to prepare a written statement for submission in the proceeding. The student is given a reasonable amount of time to submit such a statement, usually 10 days.

The Director or designee appoints three persons, one or two each from the Minerva faculty and staff, to serve as a Student Conduct Committee within 10 days of completion of the investigation. Each committee member should have no prior meaningful involvement with the student(s) as an advisor, mentor, or supervisor, and no involvement with any incident that gave rise to the proceeding.

The Director or designee provides the Student Conduct Committee with the investigation report, the student's statement, if any, and recommendations for sanctions, if any. The Committee convenes within 10 days of appointment. It may investigate further or ask the Director to investigate further, as appropriate, to ensure that all relevant information is considered.

The Committee shall consider:

- **Information**
 - Is there any additional information needed to make a decision?
 - Is there anything in the record that is incomplete or unclear?
- **Responsibility**
 - Has the student admitted to the conduct?

- If not, is there substantial evidence that the student engaged in the alleged conduct?
- Is the conduct a violation of the law, residential agreement, student code of conduct, and/or other Minerva policy?
- **Fair and Appropriate Sanction**
 - Considering the conduct in question and the record of the student, is the sanction recommended fair and appropriate?
 - Has the student been given notice and a chance to address their participation in the conduct?
 - Is the sanction proportional to the gravity of the conduct?
 - How does the student's previous record affect the kind of sanction that should be imposed?
 - Has the student been a good member of the Minerva community?
 - Based on past and this conduct, is the student likely to be a good member of the community in the future?
 - Does the student pose any risk to the community?
- **Aggravating and Mitigating Circumstances**
 - Are there aggravating or mitigating circumstances that affect the sanction?
 - Did the student openly admit the misconduct?
 - Did the student take responsibility for the misconduct?
 - Did the student express remorse about the conduct?
 - Did the student indicate that they learned anything from this incident?

The Committee deliberates and makes a recommendation to the Director within 10 days, unless further investigation is required, in which case the Committee must reconvene within 10 days of completion of additional investigation and make a recommendation at that time.

The Director informs the student of the outcome of the proceeding by email, including the sanction and rights of appeal.

The student may appeal the decision to Chief Student Affairs Officer (CSAO). The appeal must be in writing directly to the within 10 days of the date on which the student receives the Committee's decision. The CSAO reviews the written record and may interview the Director and/or the Student Conduct Committee. The CSAO interviews the student by phone or videoconference. The CSAO acts promptly on the appeal, usually within 21 days. The CSAO informs the student of the decision by email and sends a copy of this communication to the Director of Student Affairs. If the appeal is granted, the Director will carry out the next steps accordingly. If the appeal is denied, the Director will inform the student by email of the right of appeal to the President.

If the appeal to the Dean is denied, the student may appeal to the president of KGI within 10 days of being informed of the denial of the appeal. To grant the student's request for appeal, the appeal must be based on at least one of the following grounds: 1) a substantial mistake of fact; 2) a fundamental misinterpretation of the policies, rules, or regulation involved; or 3) a substantial procedural error. The student must include the basis for the appeal and provide clear information on the basis for appeal. The President reviews the written record and may interview the Director, Student Conduct Committee and/or the student as deemed necessary to make a decision. The

president acts promptly in the appeal, usually within 21 days. The President informs the student by email and sends a copy of this communication to the Director. If the appeal is granted, the Director carries out next steps as set forth by the President. If the appeal is denied, the Director implements the original decision.

Sanctions

Any one or more of the following sanctions may be imposed on a student who is found responsible for a violation:

1. Restitution: Reimbursement by the student to Minerva, the complainant(s), and/or a member of the Minerva community to cover the cost of damage to property or other loss.
2. Fine: A monetary penalty assessed as appropriate to the violation. (Also see fines and fees at below.)
3. Service Hours: A defined number of work hours the student must complete, either in the residence hall or in another appropriate location.
4. Educational Program/Project: Programs and activities designed to help the student become more aware of conduct policies and understand the inappropriateness of the student's behavior, including, but not limited to, participation in an educational program.
5. Referral for Counseling: A referral for an assessment with an appropriately trained therapist and a mandate to follow any recommendations resulting from the assessment.
6. Loss of Privilege(s): Denial of specific privilege(s) for a defined period of time. Privileges include, but are not limited to participation in co-curricular and extracurricular activities and events such as social events, student organizations and activities, and student government; loss of services including Professional Development Agency support and access to internships; loss of financial aid; and loss of the privilege of living in a residence hall.
7. Restricted Access: Conditions which specifically dictate and limit the student's presence in Minerva-controlled locations and/or participation in Minerva-sponsored activities. The restrictions may include, but are not limited to, presence in certain buildings or locations or a no-contact order in relation to particular individual(s).
8. Removal of Offending Cause: Requirement to remove pets, stereos, or other identified property.
9. Warning: Conduct warning is issued when a student has violated a policy and is being warned that further violations will escalate the matter to a formal proceeding.
10. Relocation/Loss of Housing: Requirement that the student relocate to another residence hall or non-Minerva location by a specified date.
11. Conduct Probation: Formal, written notice that the student's behavior is in violation of the Principles of Community and/or other policy and an expectation that the student exhibit good behavior for a defined period of time. Any violation during the probationary period may result in suspension or expulsion from Minerva.
12. Suspension: Separation from Minerva for a defined period of time. During the suspension period the student is not permitted in any Minerva-controlled building and is not permitted to participate in any Minerva-sponsored or affiliated program or activity. The terms of the suspension may include the designation of special conditions affecting eligibility for readmission or special conditions to be in effect upon readmission.
13. Expulsion: Permanent separation from Minerva. A student who has been expelled is not permitted in residence halls and is not permitted to participate in any Minerva-sponsored or affiliated program or activity.

Sanctions 10-13 may only be imposed through a formal Disciplinary Procedure.

Fines and Fees

In addition to the sanctions noted above, the following fines and fees are applicable. Most are imposed because a student has failed to meet the requirements established in Prepare, the Student Handbook, pre-departure materials, Residential Agreements, and other published policies. Fines may be imposed for additional policy violations and increased for multiple offenses. Fines may also be coupled with imposition of another sanction, like official warnings, suspension or expulsion. *Disclaimer: This is not an exhaustive list. As always, students are required to uphold policies in accordance with the Enrollment & Housing Commitment, the Student Handbook, their active Residential Agreement, and Minerva Code of Conduct. Further sanctions and conduct proceedings may follow for violations of those policies and requirements.*

Not attending “essential Foundation Week/Elevation information” or make-up session

[Students studying remotely are exempt from this fine]

\$100 AND student must watch videos of FW/Elevation sessions and create and share an Adobe Spark page on how to best introduce new students to the city.

Moving out of Residence without checking-out, signing off on the Unit Condition Report or returning key.

Fine of \$100 in addition to any other residence/key charges, other charges for damages or breach of the residential agreement, and student cannot contest these charges.

Leaving a city during term time without permission (with the exception of weekends and scheduled breaks when class is not in session).

SEVIS record is terminated if the student has a F-1 visa AND incur a fine of \$100.

Losing or not returning Residence key in any Minerva housing

\$40 (already established policy found in Residential Agreements)

Getting locked out of room/residence hall

\$5 per lockout (established policy found in Residential Agreements)

Subletting or Assignment

Residents may not sublet their unit or assign to another party. Residents who engage in such conduct will be subject to disciplinary action and a \$300 fine (established policy found in Residential Agreements).

Unit Changes

Residents may not move from their unit to another without prior written consent from Minerva, and consent may be withheld in Minerva's sole discretion. Changing units in violation of this

requirement will result in a \$150 fine and Resident will be required to move back to the assigned unit (established policy found in Residential Agreements).

Smoke-Free Zone

Minerva leased properties are 100% smoke-free. Any student caught smoking or possessing smoking apparatus or paraphernalia in any area of Minerva leased properties will be charged \$250 per occasion and may be subject to removal for continued violations (established policy found in Residential Agreements).

Restricted Building Access Points

The roofs, porches, fire escapes (whether external metal type fire escapes or fire escape staircases accessible from certain rooms), window ledges, unfinished attics and mechanical equipment rooms of Minerva leased properties are restricted areas and may not be accessed unless such access is required to preserve life and limb. Violations of this policy will incur a \$250 fine (established policy found in Residential Agreements).

Not completing requirements for holding a visa in a rotation city

While students are on global rotation, courses offered through visa partner sponsoring entities may be required in order for student to have a student visa for that location. The immediate consequences of failing to complete such a course on time include a \$250 fine and two weekends of taking the course in-person in a proctored setting with staff. Failure to complete the course by the date specified in communications from staff is not an option and will result in disciplinary action in addition to the fine and loss of visa.

Not completing required courses related to Student Affairs

(i.e., Everfi courses and educational compliance, visa sponsorship affiliated courses)

Fine of \$100 per course AND students must complete all parts of the online and other required courses by specified deadlines or will be fined further. Students are also required to participate in any in-person educational programming. If in-person sessions are missed, the student MUST attend the make-up sessions and another \$100 fine will be charged.

Consequences for other kinds of noncompliance

Not completing Prepare modules on time

Student's access to ALF is disabled until Prepare modules are complete. This also means that students cannot access add-drop during the first week of classes. Any absences as a result of this action will count as undocumented excusable absences unless the student is otherwise eligible for an excused absence because of extenuating circumstances. Extenuating circumstances must have proper documentation and be excused by petition. If the petition is not submitted and approved in a timely manner, a \$100 late fee will be charged.

Costs of changing location

Student pays residential fees for the housing option originally selected when signing the Enrollment and Housing Commitment. If the student fails to live in this location, the housing fees are nonrefundable no matter what the reason for failure to attend. If the student chooses to live in another Minerva city in Minerva housing, the student is responsible for paying fees in that location as well.

Consequences of late opt-in to a city

Students are not guaranteed housing, and will be provided housing only subject to availability in the the residence hall. If not available, the student must find and secure their own housing and pay designated student and residential services fee (already established policy).

Costs of shipping documents related to visas

Shipping costs are charged directly to students after their initial I-20.

Consequences of late arrival at Residence Hall

If a student has not arrived by the start of classes, they will not necessarily be guaranteed their original room allocation in Minerva housing. Minerva will ensure that the student has a bed however, we will not guarantee that it will be with their originally selected roommate(s) or room assignment.

Prohibited Sexual Conduct

The mission of Minerva is to nurture critical wisdom for the sake of the world. We apply critical wisdom in establishing policies and procedures that are fair and impartial, including this policy regarding prohibited sexual conduct.

Minerva has enacted this policy in order to:

- 1) maintain our community values and expectations that all community members are free from sexual misconduct and all forms of sex and/or gender discrimination and harassment,
- 2) describe our procedures for determining when this policy has been violated, and
- 3) provide recourse for individuals and the community in response to policy violations.

Minerva's Prohibited Sexual Conduct Policy applies to all members of the Minerva community and complies with U.S. federal and state laws that prohibit sex and/or gender discrimination.

Minerva is committed to the principles of academic freedom, including free inquiry and expression. This Policy is not intended to stifle the freedom of Minerva students, faculty, and staff to properly engage in vigorous discussion and debate and to express ideas that may be controversial, provocative, or unpopular. However, this protection of free speech has limits, such that speech or conduct that rises to the level of unlawful harassment on the basis of gender is neither legally protected expression nor an exercise in academic freedom. Minerva supports an environment free of sex or gender-based harassment and misconduct.

Minerva does not tolerate acts of Prohibited Sexual Conduct. This term refers to the following forms of behavior:

- Sex or Gender-Based Harassment
- Sexual Misconduct, which includes Sexual Assault, Non-Consensual Sexual Contact, Sexual Exploitation, and Stalking
- Intimate Partner Violence
- Prohibited Relationships by Persons in Authority
- Retaliation against a person who inquires, reports, or otherwise participates in good faith regarding this policy

Any report of Prohibited Sexual Conduct will be taken seriously and addressed promptly. Minerva will act to end the Prohibited Sexual Conduct, prevent its recurrence, and appropriately sanction responsible parties. Individuals who violate these policies are subject to discipline up to and including termination of employment at Minerva (faculty or staff), expulsion (students), and/or other appropriate sanctions.

The policy, which can be accessed on the Hub [here](#), defines terms and prohibited conduct; describes Minerva's consent culture and related educational programs; sets forth reporting processes and rights of parties to a reported matter; establishes procedures for investigation, review, and appeal; and provides local resources.

Anyone who wishes to report a possible violation of this policy should contact any Minerva staff or faculty member or the Title IX Coordinator at Susan Christopher, PhD, tix@minerva.kgi.edu, 415-551-2512.

General Complaint Procedures

All faculty and staff at Minerva take student complaints seriously. We encourage you to resolve areas of concern informally through dialogue with the individuals involved.

However, we have established procedures to give aggrieved students a process by which they may express complaints without fear of retribution, especially if they believe they have been discriminated against on the basis of race, sex, color, religion, national origin, age, sexual orientation, marital status, or handicap. The process described here is not intended to be used to question a rule, policy, or procedure established by an authorized faculty or administrative body. Rather, a person or persons shall use this procedure for a hearing and due process if they believe that a rule, policy, or procedure has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment.

Students who have a complaint regarding an academic-related grievance may present their complaint in person or in writing to the relevant faculty member or to any of the Academic Deans. If students have any other form of grievance, they may present their complaint in person or in writing to either the Global Director of Student Affairs based in San Francisco, or a city-based Director of Student Affairs if the complaint is specific to a global rotation. The Director of Student

Affairs will provide the student with an explanation of the process for addressing the particular complaint(s) and answer any questions to ensure a fair process.

If the student and staff member are not able to resolve the grievance informally, or if the Director of Student Affairs is not able to assist the student in resolving the matter, the student may submit a written, signed statement to the Chief Student Affairs Officer (CSAO). The CSAO will provide a copy of the complaint to the person involved who will be given an opportunity to respond in writing no later than five (5) business days after receipt of the complaint. In the event that the issue is still not resolved, the written complaint and response will be taken to the person's immediate supervisor. The immediate supervisor will then respond in writing to the appeal. If the student does not accept the decision, the CSAO will meet with the student, hear the grievance, review written materials and respond in writing with a decision within five (5) business days after receipt of the complaint. The CSAO's decision is final.

If a student is not able to resolve a complaint and believes that Minerva is in violation of accreditation standards, the student may also direct a complaint to the Western Association of Schools and Colleges – Senior College and University Commission (WASC) at <http://www.wascsenior.org>.

If a student believes that the complaint continues to warrant further consideration after exhausting the review by Minerva Student Affairs staff and/or WASC, the student may contact the California Bureau of Private Postsecondary Education as follows:

California Bureau of Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: 916-431-6924
Fax: 916-263-1897
Website: <http://www.bppe.cal.gov>

Nothing in this disclosure limits any right that you may have to seek civil or criminal legal action to resolve your complaints.