



Dual Credit Handbook

For Students & Parents

2020-2021

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Midway University's Mission, Vision, Values, & History

Mission Statement

Midway University engages and challenges students to achieve individual growth, responsible citizenship, and meaningful careers through personalized educational experiences. (Adopted November 8, 2018)

Vision Statement

Midway University is a vibrant and diverse institution committed to academic excellence and individual growth.

Values

Midway University fosters core values shared by the Christian Church (Disciples of Christ) and reflect the beliefs of our founder, Dr. L.L. Pinkerton. These values include:

- Valuing the dignity of all people
- Acting with integrity and responsibility
- Viewing self as part of the community
- Living life within a global context
- Providing service to others
- Pursuing life-long learning

History

The Kentucky Female Orphan School, as Midway University was originally known, was the dream of Dr. Lewis Letiq Pinkerton. Dr. Pinkerton, a young physician and minister of the Christian Church (Disciples of Christ) sought help from James Ware Parrish. The elder at Midway Christian Church, Parish raised the necessary funds to open the school. Together with other progressive leaders, they launched a revolutionary educational experiment.

The few girls who received formal education in antebellum Kentucky were taught to read. This skill was considered necessary for their role as mothers. When they reached adulthood, they would read the Bible to their children. Female orphans were rarely offered even this meager amount of schooling. Without education or parental support and concern, the most many could hope for was a lifetime of drudgery as a maid or laborer.

The liberal arts curriculum and career preparation proposed by Dr. L.L. Pinkerton was a comprehensive solution to this tragedy. The benefits of the curriculum reached far beyond the individual girls who attended the school. Dr. L. L. Pinkerton's dream became a reality as

Midway-educated teachers went forth to share their learning with youngsters throughout the state and region. In the years since, the school has evolved to meet the educational needs of modern women and men. The goals and standards of the Kentucky Female Orphan School's founders are preserved in that mission.

Today, Midway University provides advanced instruction in a broad range of subjects based upon a strong liberal arts curriculum. The campus and programs have grown with the school's enrollment, yet many of the traditional ideals Midway was founded on have remained constant. The college's affiliation with the Christian Church (Disciples of Christ) remains strong. Many members of the student body are active members of Christian Church congregations.

On May 12, 2016, the Midway University Board of Trustees voted to become fully coeducational in all of its undergraduate programs by fall 2016. Daytime programs and the residential campus had been solely for women since the school's founding and operated as a Women's College. Evening and online undergraduate programs and graduate programs all have been co-ed since their inception.

Midway University's Dual Credit Policy

Midway University's Dual Credit program is open to high school juniors and seniors residing within Kentucky, who meet eligibility requirements. Dual credit students may enroll in Midway University in the fall and spring semester of their junior and senior years in high school at the reduced dual credit tuition rate established as part of the Kentucky Higher Education Assistance Authority (KHEAA) Dual Credit Scholarship Program. Students taking more courses than provided by the dual credit scholarship are responsible for the cost of the courses which is set at the same rate as the dual credit scholarship level. Currently this rate is one-third of the per credit hour tuition rate of the Kentucky Community and Technical College System (KCTCS).

Courses may include general education courses and/or departmentally approved introductory courses for specific majors. Students may attend Midway University courses on their high school campus in-seat, attend Midway University campus in-seat (as space is available), or via online instruction.

To qualify for Midway University's Dual Credit Program, high school students must have:

- **Have Junior or Senior status;**
- **a 2.5 high school GPA;**
- **meet Midway University's admission standards which includes an 18 minimum composite score on the ACT;**
- **meet all course pre-requisites.**

To apply for Midway University Dual Credit, students must submit an online Dual Credit Student application, ACT scores, and a high school transcript. Midway University waives the application fee for dual credit admission. Participation in the dual credit program at Midway University is in conjunction with the student's high school administration and guidance department's or home school leadership's collaboration with Midway University.

Continued participation in Midway University's Dual Credit program is dependent upon successful completion of courses. Dual credit students are expected to maintain a 2.0 minimum institutional GPA. Students who earn a "D" or an "F" will be required to successfully repeat the course(s) and earn a 2.0 term GPA to continue in the dual credit program. Students repeating courses will be charged the full dual credit tuition rate.

Important contact information

Midway University Office	Contact Information	What they can help with...
Academic Affairs: Director of Accreditation & Academic Initiatives	Dr. Carrie Christensen (859) 846-5779 cchristensen@midway.edu	Registration, advising, drop/withdraw, & can direct you to all other offices as needed.
Registrar	Susie Powers (859) 846-5340 spowers@midway.edu	Transcript questions
Admissions	Undergraduate Admissions Admission@midway.edu	Admissions questions, registration for on campus classes
Business Office	Darcie White Director, Student accounts (859) 846-5820 Dwhite@midway.edu	Paying your bill
Information Technology	Help@midway.edu	Resetting password, and MyMidway access help
The Center @Midway	Thecenter@midway.edu	All things related to Canvas
Student Affairs: Disability Services	Sarah Mudd, Assistant Vice President for Student Affairs (859) 846-5391 smudd@midway.edu	Establishing academic accommodations for on campus or online dual credit courses

Non-discrimination Policy – (From University catalog)

Midway University does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national or ethnic origin, disability (physical or mental), genetic information, parental status, sexual orientation, marital status, age, military service, political affiliation or belief or any other protected factor in the administration of its educational policies or in its employment practices.

Student Responsibilities

- Review & understand the information provided in this handbook
- Adhere to all Midway University and their high school policies
- Complete the online Midway University Student account & application process.
- Set up your Midway Student account including “MyMidway” password.
- Know the registration, drop, and withdrawal deadlines for Midway University courses. It is your responsibility as a student to meet these deadlines. Academic calendars are located online ([here](#)) and in the appendix of this manual.
- Work with either their high school guidance counselor (if the class is held at the high school), or the Director of Accreditation and Midway’s Admission’s office (if you are taking the course on Midway’s campus) to register for your dual credit classes.
- Complete all required trainings sent through Midway email account.
- Verify your registrations by accessing your schedule in your My Midway student portal.
- You are responsible for formally dropping your class(es) if you do not want to receive Midway University credit. If you do not drop a class before the drop deadline as posted in the academic calendar you will still be responsible for the grade ultimately posted on your transcript. If you chose to drop a class after the drop deadline you will need to formally withdraw from the course and will receive a grade of *W* on your transcript.
- You are responsible for officially dropping or withdrawing from your Midway class(es) if you leave your high school during the academic year.
- You are responsible for requesting Midway University transcripts to be sent to any future colleges or universities.

College versus High School practices

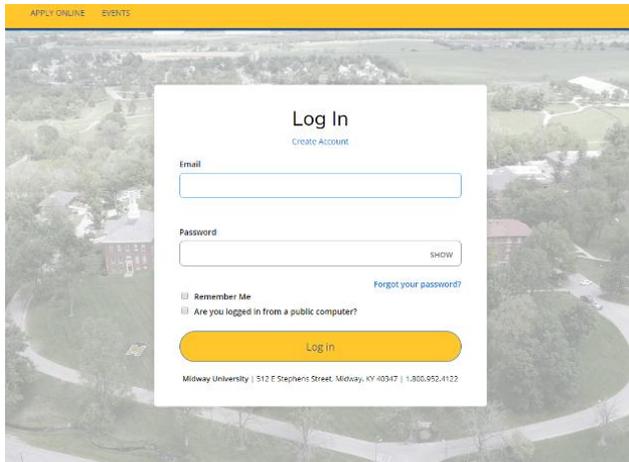
There are several differences between college course work and high school course work. One of the benefits of taking college classes while still in high school is learning about these differences early.

College	High school
Students are required to register for classes by established deadlines	Registration is assisted and can be changed throughout the year
Students are responsible for their own learning	Student learning is guided by teachers and parents
Students own their academic information and must sign a release to share this information with anyone else including their parents	Parents and students own the academic information
Deadlines are final	Deadlines can be adjusted
Assistance & help must be initiated by the student (for example: students must request educational accommodations from the institution)	Parents, teachers, and/or counselors may initiate support for the student (high schools are required to provide assistance through an IEP or 504 plan)

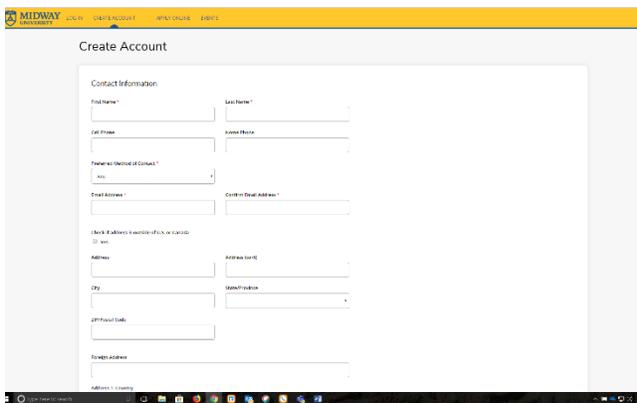
How to Apply?

NOTE: Students will need: their school email address (or a personal email address), their social security number, and a separate parent email address to complete the application process.

Step 1 - Create an Account: Create an account and complete application at <https://apply.midway.edu>. Application fee is waived for Dual Credit students.



Click on **“Create Account”**



Complete Contact information, and Demographics.

- ✓ Please use your school or YOUR personal email address to create this account not a parent email.
- ✓ You **MUST** enter your **FULL LEGAL NAME** not a nickname or preferred name.

Complete enrollment information:

YOUR RESPONSES SHOULD BE AS FOLLOWS:

Entry term: **FALL 2020**

Academic Level: **Undergraduate**

Academic Program: **non-degree**

Location: **Select your HS or Midway if you are taking classes on our campus**

Complete Account Information

Click on **“Create Account”**

Once your account is created you will then complete the application process

Step 2: Click on “Start a new application”

Select **“Start a Dual Credit Application”**

- Verify Enrollment Information (Save & continue)
- Verify Personal information: You will have to enter a permanent address in this screen.
- You will be asked to enter Parent name and email address (Save & Continue)
- Complete Demographics; Will need to have your social security number (Save & Continue)
- Academics: Add your High School (Save & Continue)
- Signature: Complete certification & provide electronic signature. (Submit Application)

After you submit your application you will see your **“My Account”** Screen.

After application submission you will need to complete the following:

Step 1: Submit High School Transcript

Have your high school send your transcripts to Midway University. These must come officially either by Parchment, hand delivery (in a sealed envelope) or mailed directly from the high school.

Step 2: Submit ACT Scores (if not on transcript)

Send Midway University your official ACT/SAT scores. If your scores are included on a public or private high school transcript, they are acceptable, and you will not need to request this separately. If your ACT scores are not listed on your official HS transcript then you will need to request them to be sent from ACT to Midway. Home school students must have ACT/SAT scores sent directly from the testing organizations.

Step 3: Complete Dual Credit Consent form (Parents)

The student will receive an email (in the email account used to create their account) that includes the electronic Midway University Dual Credit Student & Parent/Guardian Consent form. Once the student signs this form electronically, the identified parent/guardian will receive an email that includes the electronic Midway University Dual Credit Student & Parent/Guardian Consent form. This form needs to be electronically signed by a parent/guardian. The parent will not receive the form until it has been signed by the student electronically.

Setting up your Midway Account

Once your application has been processed you will receive an email on how to set up your Midway email account. The login information used to access your Midway email will also be used to access the “My Midway” student portal where you can view your class schedule, billing, and other student related information.

We HIGHLY recommend forwarding your Midway email to your school or most used email account. The process on how to forward your email can be reviewed here:

<https://support.office.com/en-gb/article/turn-on-automatic-forwarding-in-outlook-on-the-web-7f2670a1-7fff-4475-8a3c-5822d63b0c8e>

Register for classes

For classes taken on the high school campus, students will work with their guidance counselor to add dual credit classes to their schedule. The Guidance Counselors or school representative will send class rosters to the Director of Accreditation & Academic Initiatives for enrollment into their courses.

Students taking classes on Midway's campus will need to meet with the Director of Accreditation & Academic Initiatives, Dr. Carrie Christensen, to select their courses. Classes taken on campus are subject to availability.

Once you are registered for a Dual Credit course

Once you are enrolled in a dual credit course you are responsible for:

- Completing the course work & requirements for the course;
- Paying for the course and any required fees (including designating KHEAA scholarships as applicable) (See "Paying for Dual Credit courses" below);
- Dropping or withdrawing from the course if you decide not to complete the course or leave the school for any reason. (See "Dropping and Withdrawing from Dual Credit Courses" below).
- Completing any training required for all Midway University students.

Dropping or Withdrawing from a Dual Credit course

If a student decides to no longer continue in a dual credit course the following options are available:

1. If this decision is made during the University’s “add/drop” period, then the class may be dropped from a student’s schedule with no record on their transcript or payment due;
2. Once the “add/drop” period has closed then students would need to formally withdraw from their dual credit courses. This will result in a grade of “W” listed on their transcript indicating they participated in the course for some portion of the term. There is a withdrawal deadline posted in the academic calendar. After the “withdraw by” date a grade is earned in the course.

Dropping a course	Withdrawing from a course
Only can occur during the specified “add/drop” period of the semester in which the course has started.	Is required for any class exit that occurs AFTER the “add/drop” period and prior to the “withdraw by” date.
Course does not appear on transcript	Course will appear on transcript and a grade of W will be recorded
The “add/drop” period coincides with the 100% refund period so no payment for the course is required	There are no refunds for a course withdrawal.

Forms for these processes are found here:

Dual Credit Add/drop request form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=fJNt-iZOWEyCxfekuUy6JbmoK4SHZzBDk4oRWYdw2xFURUszVzVZNUkxU1BRSzVSQ0U5T1NGMDlGNi4u>

Dual Credit Withdrawal form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=fJNt-iZOWEyCxfekuUy6JbmoK4SHZzBDk4oRWYdw2xFUOFFUMDYzSkg4UzYwSzBONkFMODJQSUFPTi4u>

Transcript Requests

Once a dual credit student has graduated from high school and applies for college they will need to send their official dual credit transcripts to the institution they are planning to attend. The high school transcript with the dual credit class listed will not be accepted by higher education institutions.

NOTE: It is important for the student to keep track of all the institutions where dual credit courses have been completed as each institution may have a different transcript request process.

Transcripts from Midway University may be ordered at:

<https://tsorder.studentclearinghouse.org/school/ficecode/00197500>

About Transcripts

There are two types of transcripts: official and unofficial. Students may access their Unofficial transcripts through their “MyMidway” account. These are often requested while waiting on Official transcripts to be sent but are not recognized as official documents by college or universities. Official transcripts include the Registrar’s signature and University Seal. Official transcripts are required by all institutions and most places of employment.

Paying for Dual Credit classes

Students should view their student account regularly by logging into their “MyMidway” student portal, then clicking on the “Self-Service” link. Failure to access the student account does not relieve the student and parent of their obligation to pay by the payment due date.

Students eligible to participate in Midway’s dual credit program are eligible to receive the 1/3 of the KCTCS credit hour per credit hour discounted rate. **2020-2021 rate TBD.**

Dual credit students may be eligible for additional scholarships to cover the cost of these courses. For information on KHEAA Dual Credit Scholarships please refer to https://www.kheaa.com/website/kheaa/dual_credit?main=1 or your guidance counselor for more information.

IMPORTANT: Dual Credit students enrolled in a dual credit class that runs from August 2020 to May 2021 (Year-round) must select **Fall** for the KHEAA scholarship designation.

Dual credit students are responsible for any additional charges related to participation in a Midway course. This may include but are not limited to: the cost of textbooks, lab fees, parking, student IDs, and software fees. These additional fees are not covered by the dual credit scholarship. A listing of courses with fees can be found in the University Catalog.

Academic Policies & Procedures

FERPA (From University Catalog)

In accordance with the Family Educational Rights and Privacy Act (commonly referred to as FERPA, or the “Buckley Amendment”), Midway University has adopted the following policies and procedures to protect the privacy of educational records. Students will be notified of their FERPA rights annually by publication in the Midway University catalog and the Midway University Student Handbook, both of which may be found on the University’s website.

Definitions

Midway University uses the following definitions in this policy:

- Student: any person who attends or has attended the University.
- Educational records: any records in whatever form (handwritten, print, computer media, taped, film or other medium) which are maintained by the University and are directly related to a student, with the following exceptions:
 - o Records kept in the sole possession of the maker, which are used only as a personal memory aid and are not accessible or revealed to any other person except to a temporary substitute for the maker of the record.
 - o Records relating to an individual employed by the University that relate exclusively to the individual in the capacity of an employee, even if the person is also a student at the University.
 - o Records created and maintained by Campus Security personnel.
 - o Records made and maintained by the campus minister or counseling staff and used only in connection with the treatment of a student.
 - o Medical records maintained by the University solely for treatment and made available only to those persons providing treatment.
 - o Records created or received by the University after an individual is no longer a student and that are not directly related to the individual's attendance as a student.
- School officials: a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including Campus Security and Health Services staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Student Conduct Board. A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would

otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of personally identifiable information from educational records such as an attorney, auditor, or collection agent, or a student assisting a University official in the performance of his or her tasks.

Rights under FERPA

A student shall have the right to do the following:

1. Inspect and review the student's educational records.
2. Request the amendment of the student's educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. File a complaint with the U.S. Department of Education concerning the alleged failure of the University to comply with the requirements of FERPA.
5. Obtain a copy of the University's student records policy from the Office of the Registrar.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian(s). Students must submit a written request that identifies the specific record(s) the student wishes to inspect. The record custodian will make arrangements for access and notify the student of the time and place where the records may be inspected. Access will be provided within 45 days of the written request. Upon request by the student, explanations and interpretations of the educational records will be provided to the student by University personnel designated by the appropriate office.

Right of the University to Refuse Access

The University reserves the right to refuse to permit a student to inspect the following information:

1. The financial records of the student's parents.
2. Letters of recommendation for which the student has waived his or her right of access.
3. Records containing information about more than one student, in which case the University will permit access only to that part of the record that pertains to the inquiring student.

4. Records which are excluded from the FERPA definition of educational records.

Procedures for Hearings to Challenge Records

Students wishing to challenge the content of their educational records must submit a request for a hearing, in writing, to the appropriate office. The request must include the specific information in question and the reasons for the challenge.

Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing. Students will be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge. The hearing officer will render a decision, in writing, within a reasonable period of time, noting the reason and summarizing all evidence presented.

If the hearing results are in favor of the student, the record shall be amended. Should the request be denied, the student may choose to place a statement with the record commenting on the contested information in the record and stating why the student disagrees with the decision. As long as the student's record is maintained by the University, the record will always include the student's statement when disclosed to an authorized party.

Disclosure of Educational Records

The University will disclose information contained in a student's education record only with written consent of the student, with the following exceptions:

1. To school officials who have a legitimate educational interest in the record (i.e., the official needs to review an educational record in order to fulfill his or her professional responsibilities for the University).
2. Information the University has designated as "directory information."
3. To officials of another school in which the student seeks to or intends to enroll.
4. To federal, state and local agencies and authorities as provided under law.
5. To the parents of a student if the student is a dependent for IRS tax purposes.
6. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine the student's eligibility for the aid, to determine the amount and conditions of the aid, or to enforce the terms and conditions of the aid.
7. To accrediting organizations and to organizations conducting studies for or on behalf of the University.
8. To comply with a judicial order or lawfully issued subpoena.
9. In connection with a health and safety emergency.
10. As otherwise permitted by FERPA.

Directory Information

Disclosure of directory information normally may be made without the student's consent. Directory information includes the student's name; school and permanent addresses; school, permanent, and cellular telephone numbers; school and permanent e-mail addresses; date and place of birth; majors and minors; dates of attendance; enrollment status; class level; degree(s), honors, and awards received; the most recent educational agency or institution attended; weight and height of members of athletic teams; participation in officially recognized activities and sports; and photograph.

A student may request that the University withhold his or her directory information from being released. A student who wishes to have all directory information withheld must make this request in the Office of the Registrar. The hold will become effective the first day of class in the next regular semester (fall or spring). Once filed, this request becomes a permanent part of the student's record until the student instructs the Office of the Registrar, in writing, to remove the hold. This request does not restrict the release of this information to individuals and agencies listed in the "Disclosure of Educational Records" as mentioned above.

Accuracy of Information

Midway University takes measures to ensure that all University representatives accurately represent the University in all areas, particularly in the following:

- Accreditation
- Transfer policies
- Course and program requirements
- Size, location, facilities, and equipment
- Graduate employment/placement information
- Faculty/staff qualifications
- Student employment
- Tutoring and academic support services
- Cost, scholarships, billing, refunds, and financial assistance
- Employment/placement information

Concerns regarding representation should be directed to the Office of Academic Affairs.

Academic Honesty (from University Catalog)

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

community should report suspected acts of academic dishonesty according to the procedure stipulated below.

Academic dishonesty is regarded as an act of fraud in which a student claims credit for the work or efforts of others without authorization or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty also includes forging academic documents, presenting one's own work for one class in a subsequent course, impeding or damaging the academic work of others, or assisting another in acts of academic dishonesty. Some forms of academic dishonesty can be categorized and defined as follows:

- **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic activity. Cheating includes, but is not limited to, wrongfully giving, taking, or receiving aid on any academic exercise.
- **Fabrication:** Falsification or invention of any information or citation in an academic exercise. Fabrication includes, but is not limited to, falsely citing a source that does not exist, knowingly citing a source incorrectly (e.g., improperly citing an article's page numbers, volume number, etc.), and/or the falsification or improper manipulation of data of any kind. This also includes the presentation of one's own work done for another class as if it were work done for a current class.
- **Plagiarism:** Any representation of the words or ideas of another as one's own. A student who submits any exercise that uses someone else's ideas, words, expressions, or pattern of organization without properly citing/acknowledging the author is guilty of plagiarism. Plagiarism also includes reproducing another's work and submitting it as one's own, whether it is an article, pages of a book, a paper from a friend, a file, or any other source including websites. Students who have someone alter or revise work and then submit it as their own are also guilty of plagiarism.

Although students may discuss assignments with each other and with their professors, any work submitted to the professors should be done solely by the students who claim it as their own.

Required Training Policy (From University Catalog)

Midway University desires to be a safe campus free from the impact of sexual misconduct and alcohol and drug use. The University also seeks to remain in compliance with all Federal regulations. For these reasons new students will be promoted to complete required training at the start of the semester around issues which may include sexual misconduct, alcohol and/or drug use, or other topics. Students who fail to complete this training by the stated deadline will have a registration hold placed on their account until the training is completed. This hold will prevent registration for future semesters.

Disability Support Services

Dual Credit Students taking courses **in the high school** needing academic accommodations will follow the accommodations identified in their IEP or 504 plan.

Dual Credit students taking courses **on Midway's campus OR through Midway online** will follow the University's disability support services policies and procedures. In these cases, the Assistant Vice President for Student Affairs coordinates Midway University's disability support services in compliance with Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended. When appropriate, the University provides reasonable accommodations designed to enable students to equitably participate in and benefit from the University's programs, services, and activities, provided that such accommodations would not:

1. fundamentally alter the nature or operation of the University's programs, services, or activities,
2. cause undue hardship to the University, or
3. pose a direct threat to the health or safety of others.

Obtaining Accommodations

The Assistant Vice President for Student Affairs works to provide accommodations for students through a confidential and supportive process.

- Students should be aware that accommodations are not retroactive. Every reasonable effort will be made to provide the appropriate reasonable accommodations, but certain accommodations may take time to coordinate.
- Students seeking disability support services should initiate the process by contacting the Assistant Vice President for Student Affairs. Because each person's situation is unique, this initial conversation will determine the direction that the process will take. The Assistant Vice President for Student Affairs will talk to the student about documentation during the initial conversation.

- Students should provide documentation from a qualified, licensed professional appropriate to the nature of the disability and requested accommodations. See below for Documentation Guidelines.
- Records created by schools that the student has attended previously may also be helpful to the process of determining appropriate accommodations, including documents that reflect education and accommodation history, such as Individual Education Program (IEP), Summary of Performance (SOP), and teacher observations. These items do not serve replace documentation from the appropriate professional noted in the Documentation Guidelines.
- After talking with the student, reviewing any documentation that has been submitted, and consulting with faculty and staff members as necessary, the Assistant Vice President for Student Affairs will identify reasonable accommodations. These accommodations and the supporting documentation are subject to regular review and modification.
- Appropriate faculty or staff members will be notified of established accommodations upon the request of the student to whom they apply. Information regarding a student's specific diagnosis will only be shared with a faculty or staff member on a "need to know" basis, usually as it pertains to arranging accommodations.
- Requests for faculty notification must be made by the student each term (semester or module) by contacting the Assistant Vice President for Student Affairs and identifying the individuals to whom the notification of accommodations should be sent.

Documentation Guidelines

If documentation is needed for the process of determining accommodations, the student should request such documentation from the appropriate licensed professional who will provide supporting information. Documentation may be given to the student to submit, or it may be sent directly to the Assistant Vice President for Student Affairs at the address, fax number or e-mail address listed below.

Necessary documentation varies slightly based on the nature of the disability. Review our [ADA Documentation Guide](#) which provides information for the most common requested disabilities.

Further information about accommodations for students with disabilities may be obtained by contacting the Assistant Vice President for Student Affairs at 859.846.5390. Supporting documentation may be sent to the attention of the Assistant Vice President for Student Affairs via email to: smudd@midway.edu; faxed to 859.846.5391; mailed to: 512 E. Stephens Street, Midway, KY 40437; or at <https://www.midway.edu/student-life/student-support-services/disability-support-services/>.

Additional Midway University Resources available to Dual Credit Students

Library Services

Dual credit students may access Midway University Library services through the following website:

<https://www.midway.edu/student-life/student-resources/library/>

Click on “Library Services” to access the library resources available to Midway University students.

A Midway University ID is required to check out materials from the little Memorial Library on Midway’s campus.

My Midway student portal

Dual credit students access Midway University Services including email and Canvas (The online course/learning management system) through the MyMidway Portal. This portal may be accessed through the University website at www.Midway.edu and clicking on MyMidway at the top of the page.

The login for this portal is the login created after applying to the University (See ‘setting up MyMidway account’).

Midway Email account

All Midway University students have a Midway email address that is used for official University communication. It is important for dual credit students to access and check this email account.

It is recommended that dual credit students set up email forwarding from their Midway email account to their high school email account if that is the primary account used for educational purposes. (See “Setting up your MyMidway account” for instructions on how to do this).

In the MyMidway Portal a student’s email account may be accessed through the “Outlook/email” link in the left side bar.

Appendix

Fall 2020 Academic Calendar

Academic Calendar

2020 Fall Term

ACTIVITY	TRD 16 week courses	EON 16 week courses	MODULE 1 8 week courses	MODULE 2 8 week courses
Priority Registration for Fall begins	March 23	March 23	March 23	March 23
\$100 Late Registration Fee for Returning Students	April 6	N/A	N/A	N/A
Classes begin	August 17	August 17	August 17	October 12
Attendance due	August 24 by noon	August 24 by noon	August 24 by noon	October 19 by noon
Last day to add a class	August 26*	August 26*	August 19*	October 14*
Last day for 100% refund	August 26	August 26	August 26	October 21
Labor Day holiday	September 7**	N/A	N/A	N/A
Last day for 50% refund	September 2	September 2	N/A	N/A
Application Due Date for December 2020 Graduates	September 4	September 4	September 4	September 4
Last day for 25% refund	September 9	September 9	August 30	October 25
No refund begins	September 10	September 10	August 31	October 26
Fall Break	October 8-9**	N/A	N/A	N/A
Mid-Term	October 11	October 11	September 13	November 8
Mid-Term Grades due	October 12 by noon	October 12 by noon	September 14 by noon	November 9 by noon
Last day to withdraw from a course	October 21	October 21	September 16	November 11
Application Due Date for May 2021 Graduates	October 23	October 23	October 23	October 23
Thanksgiving holiday	November 25-28	November 25-28	N/A	N/A
Last Day of Classes	December 4	December 4	October 11	December 6
Final Exams	December 7-10	December 7-10	Due by October 11	Due by December 6
Final Grades due	December 15 by noon	December 15 by noon	October 13 by noon	December 15 by noon

*After this date, instructor approval is required

**Not applicable for Online courses

Spring 2021 Academic Calendar

Academic Calendar

2021 Spring Term

ACTIVITY	TRD 16 week courses	EON 16 week courses	MODULE 3 8 week courses	MODULE 4 8 week courses
Priority Registration for Spring begins	October 26	October 26	October 26	October 26
\$100 Late Registration Fee for Returning Students	November 9	N/A	N/A	N/A
Classes begin	January 11	January 11	January 11	March 15
Attendance due	January 18 by noon	January 18 by noon	January 18 by noon	March 22 by noon
Last day to add a class	January 20*	January 20*	January 13*	March 17*
Martin Luther King holiday	January 18**	N/A	N/A	N/A
Last day for 100% refund	January 20	January 20	January 20	March 24
Last day for 50% refund	January 27	January 27	N/A	N/A
Last day for 25% refund	February 3	February 3	January 24	March 28
No refund begins	February 4	February 4	January 25	March 29
Mid-Term	March 7	March 7	February 7	April 11
Mid-Term Grades due	March 8 by noon	March 8 by noon	February 8 by noon	April 12 by noon
Spring Break	March 8-13**	N/A	N/A	N/A
Application Due Date For August 2021 Graduates	March 1	March 1	March 1	March 1
Last day to withdraw from a course	March 19	March 19	February 10	April 14
Good Friday holiday	April 2 (noon)**	N/A	N/A	N/A
Last day of classes	April 30	April 30	March 7	May 9
Final Exams	May 3-6	May 3-6	Due by March 7	Due by May 9
Final Grades due	May 11 by noon	May 11 by noon	March 9 by noon	May 11 by noon
Graduation	May 15	May 15	May 15	May 15

*After this date, instructor approval is required

**Not applicable for Online courses