

EDINBORO UNIVERSITY OF PENNSYLVANIA

School of Graduate Studies & Research Policies, Procedures, Curricula and Resources Spring / Summer 2010

Accreditation

Edinboro University of Pennsylvania is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA., 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Other University accreditations and program approvals include: the Master of Arts in Rehabilitation Counseling by the Council on Rehabilitation Education, the Master of Arts in Counseling: School Counseling–Elementary, School Counseling–Secondary, College Counseling, Student Affairs, and Community Counseling by the Council for Accreditation of Counseling and Related Educational Programs; the Master of Arts in Speech-Language Pathology by the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology, the Bachelor of Science in Social Work by the Council on Social Work Education, the Bachelor of Arts in Music by the National Association of Schools of Music, and the Associate Degree in General Business Administration and Baccalaureate Degree in Business Administration with concentrations in Accounting, Comprehensive Business Administration, Financial Services, and Marketing by the Association of Collegiate Business Schools and Programs. The Bachelor of Arts in Art History, Bachelor of Science in Art Education, Bachelor of Fine Arts in Applied Media Arts, Bachelor of Fine Arts in Studio Art, and Master of Fine Arts in Studio Art are accredited by the National Association of Schools of Art and Design. The Master of Social Work is accredited by the Council on Social Work Education. The baccalaureate programs in nursing are accredited by the Commission on Collegiate Nursing Education and approved by the Pennsylvania State Board of Nursing. The Master of Science in Nursing/Family Nurse Practitioner joint program with Clarion University of Pennsylvania is accredited by the National League for Nursing and approved by the Pennsylvania State Board of Nursing. Teacher education and school personnel preparation programs are accredited by the National Council for Accreditation of Teacher Education and approved by the Pennsylvania Department of Education. The School Psychology Specialist program is accredited by the National Association of School Psychologists.

Mission Statement

The mission of Graduate Studies at Edinboro University is to maintain and enhance high-quality education, leading to regional preeminence and national recognition, by engaging faculty and students in scholarship and creativity and by focusing on professional development, personal growth and benefit that will enable them to work and function in a multicultural world.

Vision Statement

The vision of Graduate Studies at Edinboro University is to promote an environment in which

- Graduate education is respected as distinct from undergraduate education with resources, expectations, and outcomes based on that distinction.
- Differences in ideas, perspectives, approaches and backgrounds are welcome with the highest standards of scholarship, application, and practice pursued and demonstrated by all faculty and students.
- Questions are asked and answered because they are part of the climate of inquiry, not part of the pursuit of comfort or convenience.
- Truth, evidence, candor, and openness are expected from all.
- Integrity and honesty are the bedrock of our enterprise.

- Learning is the center and the defining characteristic of our endeavors.
- Understanding is recognized as the necessary requisite to skill and performance, and understanding without the ability to perform to the highest standards is recognized as insufficient.
- Individually and collaboratively, faculty and students are active in publishing, presenting, and otherwise sharing scholarly and creative activities and service with the public.
- Students, faculty, and administration are all accountable to hold themselves and each other to the highest standards of performance.
- Quality is defined by the content of ideas, not the nature of ideology.
- Resources are allocated based on demonstrated merit and potential through a collaborative data-based decision-making process.
- External linkages beneficial to the University community, graduate education, and the public are pursued and established.
- Technology is a tool that extends and enhances, not replaces, the personalized context of teaching and learning.

Policy of Non-Discrimination and Affirmative Action

Edinboro University of Pennsylvania is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and the ADA. For information regarding civil rights or grievance procedures, contact the Office of Human Resources and Faculty Relations, Reeder Hall, (814) 732-2810 or the Office of Social Equity (814)732-2167, 219 Meadville Street, Edinboro, PA 16444.

For information or assistance regarding services, activities and facilities that are accessible to and useable by persons with a disability, contact Dr. Robert McConnell, Office for Students with Disabilities (814-732-2462 V/TTY).

This catalogue contains requirements, regulations, facts, and descriptions which are subject to change at any time. The University specifically reserves the right and authority to alter and amend any and all statements contained herein.

The educational policies and procedures are continually reviewed and changed in keeping with the educational mission of the University. Consequently, this document cannot be considered binding and is intended to be used only as an informational guide. Students are responsible for keeping informed of official policies and regulations and for meeting all appropriate requirements. Current information is available at the Office of Records and Registration and in other appropriate offices.

University Calendar

Spring / Summer 2010

Spring 2010

Martin Luther King, Jr. Holiday (no classes)	Monday, January 18
Classes Begin	Tuesday, January 19
Spring Break Begins (close of classes)	Saturday, March 5
Spring Break Ends (classes resume).....	Monday, March 16
Last Day of Classes	Friday, April 3
Exam Period Begins.....	Monday, May 3
Semester Ends	Friday, May 7
Commencement.....	Saturday, May 8

Summer 2010

1 st Summer Session	Monday, May 17
2 nd Summer Session	Tuesday, June 7
Last Day of Classes	Friday, July 8
3 rd Summer Session.....	Monday, July 12
Last Day of Classes	Friday, August 11

Communications Directory

University Switchboard	732-2000
President	732-2711
Executive Assistant to the President.....	732-2711
Provost and Vice President for Academic Affairs	732-2729
Vice President for Financial Operations and Administration	732-2585
Vice President for Student Affairs and Student Success	732-2313
Dean of Education	732-2752
Dean of Graduate Studies and Research	732-2856
Dean of Liberal Arts	732-2477
Dean of Science, Management and Technology	732-2400

Academic Departments

Art	732-2406
Biology and Health Services	732-2500
Business and Economics	732-2407
Chemistry	732-2485
Communication and Media Studies	732-2444
Early Childhood and Special Education	732-2750
Elementary, Middle & Secondary Education.....	732-2830
English and Theatre Arts	732-2736
Foreign Languages	732-2416
Geosciences	732-2529
Health and Physical Education.....	732-2502
History and Anthropology	732-2575
Mathematics and Computer Science	732-2760
Music	732-2555
Nursing	732-2900
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Philosophy	732-2490
Physics and Technology	732-2592
Political Science and Criminal Justice	732-2409
Professional Studies	732-2421
Psychology	732-2774
Social Work	732-2013
Sociology	732-2573
Speech, Language & Hearing.....	732-2200

Other Offices

Alumni	732-2715
Bookstore	732-2456
Bursar's Office.....	732-5555
Center for Career Services	732-2781
Center for Distance Education Teaching & Technology	732-1094
Dining Services	732-2635
Edinboro University in Erie – The Porreco Center.....	732-1955
Edinboro University in Meadville	732-7791
Financial Aid	732-5555
Health Center.....	732-2743
International Student Services	732-2770
Library	732-2273
Office for Non-Traditional Student Services	732-1449
Office of Student Judicial Affairs.....	732-2920
Office for Students with Disabilities	732-2462
Office of Extended Learning	732-1955
Police	732-2921
Public Relations	732-1731
Records and Registration	732-5555
Residence Life and Housing	732-2818
ROTC/Military Service	732-2562
Scheduling	732-5555
Student Government.....	732-2910
Social Equity.....	732-2931

POLICIES AND PROCEDURES

The awarding of a master's degree by Edinboro University of Pennsylvania attests that the individual awarded the degree has satisfactorily completed a coherent program of advanced specialized study that has been built upon the academic and professional experiences which the individual possessed at the time the master's program was begun.

The decisive factor in qualifying for the master's degree is the quality of a student's performance and level of achievement. While the number of courses or credits required of individual candidates may vary depending upon their preparation and graduate objectives, each candidate will earn 30 or more semester hours of graduate credit and will have demonstrated achievement of the objectives established for the specific degree programs.

Standards of Ethics for Graduate Students

It is expected that graduate students of the University will maintain the highest standards of ethics in connection with all phases of their graduate work. Any form of dishonesty, including lying, cheating or plagiarizing, will not be tolerated.

Plagiarism may be defined as the act of taking the ideas and/or expression of ideas of another person and representing them as one's own. It is nothing less than an act of theft and, as such, is subject to University disciplinary action. The penalty for plagiarism may range from a failing grade on the assignment to expulsion from the University.

Clearly, plagiarism defeats the central purpose of education, namely, to enable one to think and formulate one's own ideas. The student who has doubts about whether or not his/her work may constitute plagiarism should consult with the course instructor prior to submitting the work. The instructor can provide clear guidance on how the student can avoid committing this act of academic misconduct.

When alleged violations of these standards occur, the following procedures will be followed:

1. A faculty member, who has determined to his or her own satisfaction that a graduate student is guilty of lying, cheating or plagiarizing, may penalize the student by adjusting the course grade.
2. If the faculty member feels a more severe penalty is warranted than the adjustment of the course grade, he or she must refer the case to the Student Judicial Affairs Office.

When a graduate student's grade has been adjusted because a faculty member has determined to his or her own satisfaction that the student was guilty of lying, cheating or plagiarizing, the student may, if he or she feels unfairly penalized, appeal the grade by following the Grade Appeal Procedure described elsewhere in this catalog.

A faculty member who adjusts a student grade because he or she has determined to his or her own satisfaction that the student was guilty of lying, cheating or plagiarizing is to immediately notify the graduate dean of this action

Graduate Student Council

The [Graduate Student Council](#) serves as a student council to graduate studies. Of specific concern are issues related to responsiveness of graduate programming to student needs and policies and practices in the presentation of graduate education at Edinboro University. Membership on the Graduate Student Council consists of one representative of each graduate program nominated by the head of each graduate program for a term of office not to exceed two years. However, all graduate students are invited to participate in Graduate Student Council. When deemed appropriate, the president of the Graduate Student Council may be invited to attend Graduate Council meetings.

Graduate Professional Development Program

The Graduate Professional Development Program (GPDP) makes funds available for graduate student professional development grants. The grants are intended to help students in scholarly activity, research, and in the presentation of papers at meetings or conferences. The grants can be used to defray registration, transportation, lodging, and meal costs. Further information and application can be found at the [School of Graduate Studies and Research website](#).

Alpha Epsilon Lambda

Alpha Epsilon Lambda is the honor society of graduate and professional school students. The mission of Alpha Epsilon Lambda is to: confer distinction for high achievement; promote leadership development; promote scholarship and encourage intellectual development; enrich the intellectual environment of graduate education institutions; and to encourage high standards of ethical behavior. The Alpha Nu chapter of Alpha Epsilon Lambda was chartered in June, 2004. Applications for admission are available in the School of Graduate Studies and Research and on the [Graduate Studies website](#).

ADMISSION POLICIES AND PROCEDURES

The information in this section of the catalog is relevant to all Edinboro University graduate programs. Additional information specific to individual programs (e.g., entrance requirements and application deadlines) is located within the various [program descriptions](#). However, for all graduate programs, admission requires a documented bachelor's degree from a regionally accredited college or university. Graduate admission policies and procedures are identical for online and campus-based programs.

Application Procedures

All post-baccalaureate applicants must apply for admission directly to the Edinboro University School of Graduate Studies and Research. Post-baccalaureate applicants are not admitted by individual administrators, faculty, or the Office of Undergraduate Admissions. Applicants are encouraged to [apply online](#), although paper application forms are available in the Graduate Office. Applicants are also encouraged to apply at least four weeks in advance of program-specific application deadlines or four weeks in advance of the date of anticipated enrollment in the case of programs with rolling admissions.

Only complete applications will be given full consideration. A complete application is defined as one in which all materials required for the admission decision have been received by the Graduate Office. Applicants must arrange for the Graduate Office to receive an official transcript from each college or university at which graduate or undergraduate credit has been earned. *Transcripts must be received directly from the issuing school and will not be accepted if "issued to student."* Applicants who have not yet earned a bachelor's degree may submit a partial transcript at the time the application form is submitted. This may entitle the applicant to conditional admission pending receipt of the official transcript with posting of graduation.

Dispositions

Dispositions are the character traits, attitudes, beliefs, behaviors, and emotional qualities necessary for specific professions and graduate study in general. If the faculty believes that an individual does not have the appropriate dispositions for the field of study/profession in question, they may recommend to the Dean of Graduate Studies and Research denial of admission even if undergraduate grades and admissions test results are exemplary.

ADMISSIONS CATEGORIES

At the time of admission to graduate study, students are classified as degree-seeking, non-degree-seeking initial teacher certification, degree-seeking initial teacher certification, advanced certificate, or special.

Degree Seeking Student

An applicant who has been admitted to a master's degree program is classified as degree-seeking. An individual who is seeking admission to a master's degree program but does not have a completed application, will be permitted to enroll as a special student. However, no more than nine semester hours of credit earned prior to official acceptance as a degree-seeking student will be accepted to meet degree requirements.

Special Student

An individual who wishes to take graduate courses for purposes of personal or professional development or for transfer to another institution and who is not seeking a degree, certification, or certificate through Edinboro University is classified as a special student. Special students must have a bachelor's degree from a regionally accredited institution and may enroll in any graduate courses for which they have met all the prerequisites. A special student who later wishes to be considered for admission to a degree, certification, or certificate program must meet all of the program requirements. No more than nine credits earned in special student status may be applied to the program.

Non-Degree Seeking Initial Teacher Certification Student

An applicant who has been admitted into an initial teacher certification program such as 7-12 Mathematics or Health & Physical Education and who has not applied for a master's degree is classified as non-degree-seeking initial teacher certification. Certification by the Pennsylvania Department of Education allows the successful candidate to teach in Pennsylvania public and private schools.

Degree Seeking Initial Teacher Certification Student

An applicant who has been admitted into an initial teacher certification program such as 7-12 Biology or Early Childhood Education and who has also been admitted into a master's degree program is classified as degree-seeking initial teacher certification.

Advanced Certificate Student

The University awards an advanced certificate to students who complete the post-master's certification program in school psychology, school administration, superintendent / IU director letter of eligibility, and school counseling. Students admitted to one of these programs are classified as advanced certificate students.

Post-baccalaureate Plans of Study for Teacher Certification

Both degree and non-degree seeking initial teacher certification students must have an individually designed plan for meeting Pennsylvania certification standards. When possible, students should meet with a Graduate School admissions counselor or the Dean of the School of Graduate Studies and Research to discuss certification options. The School of Graduate Studies and Research creates the initial, tentative plan and sends it to the student and pertinent graduate program head. The student should meet with the program head during the first semester of enrollment

to discuss the plan and modifications if any are necessary. Appeals to modify the certification plan may be submitted to either the Dean of Education or the Dean of Graduate Studies and Research. The student's plan of study is automatically approved at the end of the first semester of study unless a written request for modification has been submitted to the Graduate Dean in writing. The certification plan and master's degree plan are not one in the same, and students should discuss the relationship between the two with their academic advisor.

Reactivation and Readmission

Students who have not been enrolled in an Edinboro University course for one calendar year or more may be deactivated, making it impossible for the student to register for classes. Typically, a letter or email from the student to the Graduate Office requesting reactivation is sufficient. However, if, in the opinion of the graduate dean, too much time has elapsed since the previous registration or if there have been curriculum revisions in the program, the student may be required to meet with the graduate dean and/or reapply to the Graduate School. Students who have not been enrolled for three or more consecutive semesters, including summers, must follow the new curriculum in the event the program has been revised during the interim.

Switching Programs

Once admitted to a degree or certification program, a student may wish change programs. The student may make the request by submitting a [Change of Program form](#) to the Graduate Office; however, there is no guarantee that acceptance into Program A will automatically translate into acceptance into Program B. Entrance criteria vary from program to program.

Accreditation

The School of Education and all teacher certification programs within the University are accredited by the Pennsylvania Department of Education and by NCATE, the National Council for Accreditation of Teacher Education.

ADMISSION REQUIREMENTS

Admission to the graduate school is based on the academic qualifications of the applicant and is made without regard to race, color, creed, national origin, ancestry, age, sex or disability. An earned bachelor's degree from a regionally accredited or state approved United States college or university or an education at a foreign college or university which is judged by the dean to be equivalent to at least a bachelor's degree from a regionally accredited United States college or university is a prerequisite for admission to graduate study. For admission a student must:

- Provide an official transcript from each college or university at which undergraduate or graduate credit has been earned. **Note:** If you have not yet graduated, file a partial transcript at the time the application is completed and file a complete transcript as soon as the degree is awarded. Transcripts must be received directly from issuing school and will not be accepted if "issued to student."
- Provide an official record of the scores earned on either the Miller Analogies Test or the Graduate Record Examination (except for MFA, MSN, and MEd: Educational Leadership applicants).
- Provide a photo copy of teaching certificate(s) if applying for admission to any of the master of education programs.
- Provide letters of recommendations and/or questionnaire when required by specific programs.
- Complete the personal interview if one is required. Information on whether or not a personal interview is required will be found in the curricular information section of the listing under admission requirements for the specific program.
- File the Request for Transfer Credit forms if transfer credit is desired for graduate credit which has been earned.

An applicant for admission may be admitted on an unconditional, conditional, special student, non-degree teacher certification, post-baccalau-

reate certificate, post-master's program basis or denied admission.

Unconditional

A person admitted on an unconditional basis has no conditions attached to the admission. The minimum requirements for unconditional admission are:

1. A score equal to or better than the 50th percentile on either the Miller Analogies Test or each area of the aptitude test of the Graduate Record Examination, if required. Some programs have established higher requirements. These requirements are listed under the curricular information for the specific program.

As a general rule, applicants who have earned a master's degree or a doctorate from a regionally accredited or state approved United States college or university are not required to take the Miller Analogies Test or the Aptitude Test of the Graduate Record Examination.

2. A cumulative quality point average of 2.50 or better (4 point scale) for the junior and senior year of the bachelor's degree or the completion of a master's degree from a regionally accredited or state approved United States college or university. Some programs have established higher requirements. These requirements are listed under the curricular information for the specific program.
3. A recommendation for admission from the program head of the department of the proposed graduate major and the Dean of Graduate Studies and Research.

Some programs have established additional admission requirements. See specific program descriptions. Because some programs have established maximum enrollment figures, there can be no guarantee that individuals meeting the admission requirements described above will be admitted. Final admissions decisions are at the discretion of the Dean of Graduate Studies and Research.

Conditional

An individual who meets the requirements listed above for unconditional admission but who is deficient in areas not included in the regulation for unconditional admission, may, with the approval of the departmental program head of the proposed major field of graduate study and the Dean of Graduate Studies and Research, be admitted on a conditional basis. The admission letter will specifically list the conditions which the individual must meet to continue in the degree program and/or be awarded the degree. All post-baccalaureate initial teacher certification students are admitted on a conditional basis.

Denied

An individual who fails to meet the requirements for at least conditional admission will generally be denied admission as a degree student. However, the individual may apply for admission as a special student.

- Provide an official transcript from each college or university at which undergraduate or graduate credit has been earned. **Note:** If you have not yet graduated, file a partial transcript at the time the application is completed and file a complete transcript as soon as the degree is awarded. Transcripts must be received directly from issuing school and will not be accepted if "issued to student."
- Provide an official record of the scores earned on either the Miller Analogies Test or the Graduate Record Examination (except for MFA, MSN, and MEd: Educational Leadership applicants).
- Provide a photo copy of teaching certificate(s) if applying for admission to any of the master of education programs.
- Provide letters of recommendations and/or questionnaire when required by specific programs.
- Complete the personal interview if one is required. Information on

whether or not a personal interview is required will be found in the curricular information section of the listing under admission requirements for the specific program.

- File the Request for Transfer Credit forms if transfer credit is desired for graduate credit which has been earned.

International Students

Edinboro University welcomes qualified international students; however, because of educational and cultural differences, applicants must present evidence of a record well above average in scholastic achievement and personality adjustment. The T.O.E.F.L. (Test of English as a Foreign Language) must be taken prior to admission.

A minimum score of 550 on the paper test and 213 on the computer test is required for admission. The T.O.E.F.L. is not administered at Edinboro University. Applications for the test, the testing dates and information on the location of testing centers may be obtained from www.toefl.org. International students need to provide the School of Graduate Studies and Research with an official copy of the score earned on each section of the aptitude test of the Graduate Record Examination. For an application and information on testing dates and foreign testing centers, write to:

Graduate Record Examination
Educational Testing Service
P.O. Box 6000
Princeton, NJ 0854 1-6000
or visit www.gre.org

Students who have earned a bachelor's degree at a college or university outside the United States must have their credentials evaluated by an independent organization that specializes in foreign credential evaluation. Students must select a service that is a member of the National Association of Credential Evaluation Services (NACES). The evaluation is a written report that contains both a description and an interpretation of foreign education qualifications in United States terms. Many applicants have utilized World Education Services (www.wes.org).

All correspondence concerning admission to graduate study should be sent to the School of Graduate Studies and Research, 148 Meadville Street, Edinboro University of Pennsylvania, Edinboro, PA 16444.

It is important that the [application for admission to graduate studies](#) be submitted several months in advance of the time of expected departure for the United States. The deadline date for full consideration is May 1 for the fall term, and the deadline date for spring admission is September 20.

International students are expected to provide the School of Graduate Studies and Research with assurance that they possess adequate [financial support](#) for the period of graduate studies.

Once offered admission to Edinboro University School of Graduate Studies, additional documentation will be needed to issue a Certificate of Eligibility for Non-immigrant (F-1) Student Status, commonly known as the Form I-20, which is needed to apply for the student visa.

More information for prospective students from abroad is available at the University website http://cms.edinboro.edu/admissions/index_dot.

Under no circumstances should the individual depart for the United States without having first received the I-20 from International Student Services for a specific semester or summer session. This I-20 will not be released until the advanced tuition deposit is received. Teacher certification for international students requires that the students demonstrate their intention to become U.S. citizens. This involves permanent residency and then application for citizenship. Any international students intending to return to their home countries are ineligible for certification. For additional information, contact the

Pennsylvania Department of Education, www.pde.state.pa.us.

Veterans Affairs Office

The Office of Records and Registration is prepared to assist all veterans with their questions and to file for the various educational benefits to which they are entitled. Information and printable forms regarding **Veterans' Education Benefits** and the **Montgomery GI Bill** are available at the Department of Veterans Affairs website, <http://www.gibill.va.gov/>. Mail forms or direct inquiries to: Office of Records and Registration.

ACADEMIC STANDARDS AND POLICIES

Maximum Number of "C" Grades

No more than six semester hours of C or C+ grades will be accepted toward meeting degree requirements. If a student earns more than six credits of C or C+ grades, the usual consequence is termination of the student's program. Repeats of C grades are not automatic and require the permission of the graduate dean.

Cumulative Grade Average

In order to graduate with a master's degree or earn a recommendation for a state certification, a student must have a minimum cumulative grade point average of 3.0 for all courses taken as part of the degree or certification program. Moreover, students are expected to maintain a 3.0 grade point average throughout the program of study. If a student's GPA falls below 3.0, the student will receive a warning letter from the School of Graduate Studies & Research and their programs may be terminated at the Dean's discretion. Two consecutive semesters – including summers – of lower than 3.0 GPA will result in termination of the student's program.

Undergraduate Courses Taken for Graduate Credit

A maximum of six credits of undergraduate credit at the 400-500 may be applied to meeting degree requirements, courses need to be approved by the student's advisor or department chairperson of the student's graduate major. Undergraduate courses should not be standard offerings for post-baccalaureate degree programs.

Transfer of Credit

A maximum of nine (9) semester hours of graduate credit earned at a regionally accredited or state approved college or university will be accepted for transfer to a student's graduate program at Edinboro University of Pennsylvania. Students in the Master of Fine Arts degree program may transfer a maximum of 15 semester hours. For Counseling, see program information.

Authorization of transfer credits is a privilege and not a right. Transfer credit must be part of a planned program of study, and authorization for transfer will be based on this plan and not on student convenience. Transfer credit is, as a general rule, only authorized if the course is not offered by the University. If the institution granting the graduate credit has placed limitations on the use of this credit, these same limitations will be placed on transfer credit requests.

Transfer credit will only be authorized if (1) a grade of "B" or better has been earned, (2) the credits were completed within a five-year time period from the date of the semester or session in which the student earned the first accepted credits of the master's degree program, (3) the approval procedures have been followed and (4) the School of Graduate Studies and Research is provided with an official transcript for the completed credit.

The Dean of Graduate Studies and Research may deny a student permission to transfer credit when the course is judged to be outdated or inappropriate, or if the proper procedure has not been followed.

1. Students seeking admission to the graduate program who desire acceptance of graduate credit completed at another institution must apply for the transfer of credit when the application for admission to the graduate program is submitted. Copies of the forms needed to request acceptance of [transfer credit](#) may be obtained from the School of Graduate Studies and Research. When an individual is notified of his or her acceptance to the graduate program he or she will also be informed whether or not the request for acceptance of transfer credit has been approved.
2. Students who have already been admitted to the graduate program at the University must have submitted a request for authorization to transfer a course and must have received written approval of this request in order to receive transfer credit for a course to be completed at another institution. This request for transfer credit approval must be submitted at least four weeks prior to the beginning date of the course. The request for [transfer credit form](#) may be obtained from the School of Graduate Studies and Research. Transfer credit will not be authorized if prior written approval for the transfer credit has not been granted by the graduate dean.
3. Students who have been admitted to a graduate program and have a GPA of at least 3.0 may take one or more courses at another institution and transfer those credits to Edinboro University with advance approval using the [transfer credit form](#). The completed form must be date stamped in the Graduate Office at least four weeks prior to the semester in which the course begins. After-the-fact requests for transfer credit will be denied. Transfer credit may not be used to repeat courses already taken at Edinboro University. The Graduate Dean is the final point of approval for all transfer credits.

Correspondence Courses

No graduate credit is allowed for correspondence courses.

Credit by Competency Examination

Graduate credit is not awarded for competency examinations. Competency exemption, granted in lieu of a required course in a student's degree or graduate certification program, is recorded on the student's transcript. Competency exemption requires the approval of the program head and the graduate dean. In addition, if a required course is waived, it must be replaced by an elective course approved by the program head.

Maximum Credit for Independent Study

A maximum of six semester hours of credit (exclusive of the thesis) earned in independent study, individualized instruction and/or independent reading will be accepted in meeting the minimum credit requirements for the master's degree.

Time Limitations on Meeting Degree Requirements

All requirements for the master's degree must be completed within a five-year time period beginning with the semester or summer session in which the individual completed the first accepted credits of the master's degree program. If unusual circumstances have prevented an individual from the normal pursuit of his or her graduate studies, he or she may apply to the graduate dean for an extension of the five-year time limit.

Candidates for the master's degree must have earned a cumulative grade average of B or better for their degree program. In addition, they must meet other standards as determined by the department offering the program. A student who is unable to meet the standards of quality of work set by a department may be asked to withdraw at the end of any semester or session.

A grade of F renders the course involved unacceptable for degree requirements; however, this grade is included when the grade average is computed.

Grading System

A – Excellent	(4 Grade Points)
B+	(3.5 Grade Points)
B – Good	(3 Grade Points)
C+	(2.5 Grade Points)
C – Below Average	(2 Grade Points)
F – Failing	(0 Grade Points)
AU – Audit	(0 Grade Points)
R – Research in Progress	
RT – Research Terminated	
S – Satisfactory	(0 Grade Points*)
U – Unsatisfactory	
W – Withdrawal	
I – Incomplete Grade	
WP – Withdrawal Passing	
WF – Withdrawal Failing	
# – Course Still in Progress	
* The “S” grade may be used only in ART700 Seminar in Fine Arts.	

An incomplete grade, I, will be issued when the work is interrupted because of poor health. An instructor may, in unusual circumstances other than poor health, assign an incomplete grade. Incomplete grades must be removed within four weeks of the beginning of the following semester (fall or spring). It is the student's responsibility to see that the work is completed within this four-week period. The incomplete grade will automatically be changed to an F grade if the work is not completed during this time period. If a student has an incomplete grade in the semester of graduation, he/she must complete the work and have the grade assigned by the instructor within two weeks after commencement.

A temporary grade of R is issued to indicate that no grade is presently available because the research/thesis is still in progress. After the research has been completed, the R is replaced with the appropriate letter grade. RT is a permanent transcript grade that automatically replaces the R grade after a period of two calendar years. In order to complete the thesis, a student must reinitiate the proposal process, which includes registering and paying for thesis credits a second time. The satisfactory completion of the thesis does not result in removal or replacement of the RT grade.

A grade of W shows that the student withdrew between the 4th and 10th week of the semester or the equivalent time period of a summer session.

A grade of WP shows that the student withdrew from the course after the 10th week of the semester or the equivalent time period of a summer session and that he or she was, at the time of withdrawal, earning a passing grade.

A grade of WF shows that the student withdrew from the course after the 10th week of the semester or the equivalent time period of a summer session and that he or she was not earning a passing grade at the time of withdrawal.

The grade of AU shows that the student completed the course, but that no credit was earned because the individual registered for the course on an audit basis. A student who registers for a course on an audit basis who fails to complete the course will receive a WP grade.

Repeating Courses

Courses may be repeated only under extenuating circumstances and then only with the approval of the Dean of Graduate Studies and Research. The grade earned when a course has been repeated is shown on the official transcript along with the original grade. In computing the cumulative grade average the grade earned when the course was repeated is substituted for the original grade.

Auditing a Graduate Course

A student possessing a bachelor's degree from a regionally accredited college or university may audit a graduate course. This student will not be responsible for course examinations; however, the instructor may, as a condition for approving the auditing of the course, require that the individual be responsible for course assignments. Although no credit or grade is received when a student audits a graduate course, regular course fees and special fees are charged. Students who register on an audit basis may not change to credit status after the end of the "add" period.

Official grade sheets and transcripts will contain the letter "N" to show that the course was completed. If the individual fails to complete the course the official grade report and transcripts will show a "Y" grade. The student desiring to audit a course shall, prior to his or her enrollment⁵ in the course, complete an application for admission to graduate study and obtain the written approval of the instructor to enroll in the course.

Appeal of a Graduate Grade

This policy provides for due process in the rare instance when a student believes that a final grade assigned in a course is erroneously calculated or recorded, or is a result of prohibited discrimination by the course instructor.

Each academic department of the University shall have an Academic Appeals Committee. Membership of the committee shall consist of at least three faculty members of the department and at least two students who are majors in the department's programs, all of whom shall be elected by the department faculty.

Students wishing to appeal a final grade must initiate the appeal within twenty-five (25) calendar days after the beginning of the semester following the issuance of the grade. Summer school shall not constitute a semester. With the exception of the grade, no part of this procedure will become a part of any individual's University record or file.

Appeals Procedure

1. The student should initiate the appeal by consulting on an informal basis with the faculty member who gave the final grade. If no satisfactory results are achieved, then the student may continue the appeals procedure.
2. All grade appeals shall be made by the student in writing directly to the faculty member who gave the grade within twenty-five (25) calendar days after the beginning of the semester following the issuance of the grade. A copy of the appeal must be sent to the chairperson of the department in which the appeal is made. Summer school shall not constitute a semester.
3. Should the faculty member find in favor of the student, the grade change form, initialed by the department chairperson, shall be sent within ten (10) University calendar days to the Coordinator of Records. Should the faculty member find in favor of the grade as given, the student shall be notified in writing within ten (10) University calendar days.
4. Should the student desire, he/she may appeal a negative decision by the faculty member to the Academic Appeals Committee of the department in which he/she received the grade within ten (10) University calendar days after being notified by the faculty member. The appeal shall be made in writing to the chairperson of the departmental Academic Appeals Committee. A copy should be delivered to the department chairperson.

The committee shall hold a hearing within ten (10) University calendar days following the student appeal. Both the faculty member and the student involved shall be invited to attend. The committee shall have the power by simple majority vote to decide cases involving grades erroneously calculated or recorded or where prohibited discrimination

is alleged. Should the committee find in favor of the student, a recommendation of a grade change shall be sent to the dean of the appropriate school.

The dean shall thereafter submit the grade change form to the Coordinator of Records after the department chairperson has initialed the grade change form with a copy to the Dean of Graduate Studies and Research. A tie vote of the committee upholds the faculty member's decision. No student or faculty member shall sit in judgment if he/she is involved in the case. With the exception of the grade, no part of this procedure shall become the part of any individual's (faculty or student) University record or file.

In cases where the student alleges that the final grade is based on prohibited discrimination, the student may, within ten (10) University calendar days after being notified of the committee's decision, appeal a negative decision of the departmental Academic Appeals Committee, in writing, to the president of the University or his/her designee. The president or his/her designee shall hold a hearing within ten (10) University calendar days. The faculty member, the chairperson of the Academic Appeals Committee, the student involved and the University affirmative action officer shall be invited to attend. The president shall have the right to direct the change of the grade where he/she finds that the grade decision was the result of prohibited discrimination.

Withdrawal From a Course

A student is not officially withdrawn from a course until he or she has informed the Graduate Office in writing of the withdrawal. Graduate students may withdrawal from one or more classes at any point in the semester after the third week of classes.

Students who withdraw from scheduled courses during the first two weeks of a semester, or an equivalent period during a summer session, will be permitted to drop their classes without academic penalty; no academic record will be kept for those courses. From the fourth through the tenth week, students who withdraw from their classes will receive a W on their academic record for the courses from which they withdraw. An official withdrawal from all classes after the first ten weeks of the semester or equivalent session will result in the student receiving grades of WP (withdrawal/passing) or WF (withdrawal/failing).

Students planning to withdraw from the University under the provision of this policy are subject to the current [refund policy](#) stipulated in the University catalogue. There is no provision for a formal leave of absence.

Graduate students who withdraw from classes, **but not from the University**, are not required to be reinstated to the University. Graduate students have five years to complete a graduate program. They are not required to attend in consecutive semesters.

Withdrawal From the University

Enrolled graduate students who wish to completely withdraw from their courses must inform the staff of the School of Graduate Studies and Research of their intention to leave school. This office is located in Biggers House.

Attendance

Students are expected to attend classes for which they are registered. In the case of unavoidable absences the student bears the responsibility of arranging with the instructor for any necessary makeup work. In determining the course grade, the instructor will take into consideration work missed due to absences.

Class Cancellation

It is the policy of the University not to cancel scheduled classes because of weather conditions. In cases of an emergency which disrupts transportation facilities or creates personal problems, students should make decisions as to attendance which appear appropriate to them in their particular circumstances.

Adding Courses or Changing Courses

Students who have completed registration may, prior to the second scheduled class meeting, add a course to their schedule through the SCOTS system. Students who have completed registration may, prior to the end of the add period, change a course on their schedule through SCOTS.

Academic Credit and Course Load

The unit of academic credit is the semester hour which normally represents 50 minutes of lecture or recitation per credit during each week of a 15-week semester. Seminars, research courses and laboratories bear academic credit appropriate to the work expected of the students in the course.

Students attending on a part-time basis while being employed on a full-time basis may enroll for no more than six semester hours of credit a semester. A full-time student may earn 15 semester hours of credit each semester, but it is recommended that they not enroll for more than 12 semester hours.

The policy on course load is designed to permit a student to proceed in the degree program at his or her own rate and yet protect the student from registering for more credits than he or she can reasonably expect to complete satisfactorily in a given semester or summer session. Degree students admitted on a conditional basis are advised to carry a light course load.

Written authorization to carry an academic overload may be granted only by the dean of the appropriate school and must be submitted at the time of registration. However, authorization for a student who is also a graduate assistant must be approved by the Dean of Graduate Studies and Research to carry an academic overload.

Earning a Second Master's Degree

Individuals who have completed a master's degree and who desire to earn another master's degree while attending Edinboro University will be permitted to transfer to this new degree no more than a total of nine semester hours of graduate credit earned as a part of the previous master's degree. However, a student is not permitted to be enrolled in two master's programs simultaneously.

Students in the master of arts degree programs in counseling may transfer to a second master's degree a maximum of 12 semester hours earned as part of a previous degree. Students in the master of fine arts degree program may transfer a maximum of 15 semester hours earned as part of a previous graduate degree.

These credits will be accepted for transfer to a student's degree program at the University if (1) the credit is approved by the Dean of Graduate Studies and Research, (2) a grade of B or better has been earned, (3) the credits were earned at a regionally accredited college or university and (4) the credits were earned within a five-year time period from the date of the semester or session in which the individual earned the first accepted credits of the new master's degree program. The application for admission to a second degree program should be obtained from the School of Graduate Studies and Research. The application for admission to a second degree program will be evaluated by the dean. The dean will inform the applicant of the disposition of the application for admission to a second degree program.

Enrollment of Undergraduate Students

Students enrolled in the undergraduate program of a regionally accredited college or university may enroll in a limited number of graduate courses if 60 or more semester hours of credit have been earned, if their cumulative quality point average is 3.0 or better on a 4 point scale, and if they have the written approval of the course instructor, their advisor, the dean of the appropriate school and the Dean of Graduate Studies and Research. Students must complete the ["Permission to Enroll in a Graduate Course"](#) form.

Enrollment of Seniors in Graduate Courses for Graduate Credit

Undergraduate students who are within 12 semester hours of completing all courses and/or credit requirements for the bachelor's degree may enroll in up to a maximum of nine semester hours of graduate credit provided (1) the student has completed all requirements for admission to graduate study except the earning of the bachelor's degree, (2) the courses are approved by the individual's graduate advisor or the chairperson of the department of his or her graduate major, (3) graduate course fees are paid and (4) the combination of graduate and undergraduate credits taken in one semester does not exceed 15 semester hours and the number of graduate credits does not exceed nine semester hours. Graduate credit will be granted upon completion of the bachelor's degree, if this degree is completed within one calendar year following the completion of the first course.

Faculty Enrollment in Graduate Courses

The continuing education of faculty is recognized as basic to the vitality of the University. Therefore, faculty are generally encouraged to enroll in graduate courses which will enhance professional growth. Faculty are generally expected to pursue graduate degrees and/or courses leading to promotion and/or tenure at other institutions. It is recognized that retraining of faculty is essential to meet changing program needs.

1. Faculty are encouraged to enroll in graduate courses at the University to provide for their continuing education and professional growth. Faculty are particularly encouraged to enroll in such courses where newly-acquired knowledge and skills will better enable them to respond to the instructional needs of the University.
2. Faculty may not use graduate courses completed at the University after their employment as a member of the faculty to qualify for tenure or promotion. Exceptions to this provision for justifiable reasons may be made with the recommendation of the appropriate dean and the approval of the Vice President for Academic Affairs.
3. Faculty are encouraged to pursue graduate courses and/or programs as retraining which will increase the flexibility of faculty use and will enable existing faculty to meet student needs for courses and programs.

Independent Study Courses

Independent study is designed to provide students with the opportunity to organize and conduct a piece of research under the supervision of a faculty member but independent of scheduled class meetings and regular assignments.

Enrollment for independent study is limited to an individual who has been admitted as a degree student, a non-degree certification student or an advanced certificate student.

A student may earn a maximum of six semester hours of credit in independent study and/or individualized instruction with no more than three credits earned in a semester or in a summer session. An individual who wishes to register for independent study must, well in advance of the registration period (1) contact his or her advisor to ask for assistance in identifying a faculty member who might serve as the supervisor of the independent study; (2) after the faculty member has been found who

will supervise the independent study, prepare with this faculty member's assistance a prospectus for the independent study and the application requesting authorization to enroll for independent study; (3) submit the prospectus and the application to the chairperson of the department for approval and (4) submit a copy of the prospectus and the application for approval to enroll for independent study, signed by the departmental chairperson, to the dean having jurisdiction over the student's major, and to the Dean of Graduate Studies at least one week prior to the established registration day.

The independent study must be designed so that it will be satisfactorily completed before the end of the semester or summer session in which registration for the independent study took place.

Upon completion of the independent study, a written report of the study will be submitted to three faculty readers who will evaluate the study and recommend the grade to be awarded. The readers are assigned by the departmental chairperson and includes the faculty member who supervised the study. A copy of the completed independent study is filed in the office of the departmental chairperson.

As a general rule independent study will not be authorized as a substitute for a course offered by Edinboro University. Authorization for independent study is a privilege and not a student right.

Individualized Instruction

Individualized instruction is defined as individual study of a regular course during an academic semester when the course has not been regularly scheduled.

Enrollment for individualized instruction is limited to an individual who has been admitted as a degree student, a non-degree certification student or an advanced certificate student.

Authorization to enroll in individualized instruction requires the approval of the department chairperson, the dean having program jurisdiction over the graduate student's major, the Dean of Graduate Studies and Research for final approval.

The individualized instruction must be designed so that it will be satisfactorily completed before the end of the semester or summer session in which registration for the individualized instruction occurred. Authorization for individualized instruction is a privilege and not a student right.

Commencement

Edinboro University holds commencement ceremonies in December and May. The dates of commencement are established by the President. Attendance at commencement is not mandatory. Individuals who complete degree requirements during the summer session preceding the December commencement ceremony will receive their diploma by mail approximately three weeks after the graduation date. These individuals are also invited to participate in the December ceremony. Individuals who complete degree requirements during the first semester will participate in the December commencement. Individuals who complete degree requirements at the conclusion of the second semester will participate in the May commencement ceremony. Graduate students with 3.95 GPA or higher will be given recognition in the commencement program. Diplomas will be mailed to students following official verification of completion of degree requirements.

Confidentiality and Privacy of Student Records

University policy is in compliance with the Pennsylvania "Right to Know Law of 1957" and, the federal "Family Education Rights and Privacy Act of 1974" concerning the rights of students to confidentiality and privacy of their records.

The release of the following "directory information" is permitted under

the law, and it may be released to third persons at the discretion of the Coordinator of Records without the prior permission of the student:

1. Student's name.
2. Campus, local or home address, e-mail address, and telephone number.
3. Date, place of birth, weight/height (for members of athletic teams).
4. Dates of attendance, most recent or previous educational institution attended, academic major.
5. Date of graduation and degree/awards received.
6. Student activity participating (including athletics).
7. Information concerning alumni accomplishments.

Each student has the right to prevent the release of directory information indicated above by notifying the Office of Records and Registration in writing. Such notification must be submitted to the Office of Records and Registration no later than the end of the Add Period established by the University for each academic session. Once a written request to withhold information has been received, it will remain in effect until the student rescinds the request in writing to the Office of Records and Registration.

Graduate Assistantships

Approximately 120 competitive [graduate assistantships](#) are available each year. Full-time students who have been accepted into a master's degree program are eligible. Assistantships are awarded by the School of Graduate Studies & Research based primarily on the recommendations of the program faculty. **Students who are employed full-time at the University or elsewhere are ineligible.**

Full-time assistantships are for Fall and/or Spring semesters. Summers are not included. Graduate assistants must be enrolled in a minimum of 9 semester hours and a maximum of 15. The assistantship pays for tuition and a stipend of \$7.50 per hour for 270 hours of work each semester. The assistantship does not cover fees. Assistantships in Residential Life also include waiver of charges for a private room in one of the residential halls.

Half-time assistantships are for Fall and/or Spring semesters. Summers are not included. Graduate assistants must be enrolled, full-time, in a minimum of 9 semester hours and a maximum of 15. The assistantship pays for ½ tuition and a stipend of \$7.50 per hour for 135 hours of work each semester. The assistantship does not cover fees.

Fall/Spring assistantships are renewable for one additional year based on satisfactory academic progress, the recommendation of the student's site supervisor, and the approval of the Graduate Dean. Graduate assistants in the Master of Fine Arts, Counseling, and Social Work are eligible for a third year of assistantship support. **Students who are registered for student teaching or full-time internships are ineligible for assistantships.**

Approximately 20 graduate assistantships are available each summer for graduate assistants who have successfully completed the spring semester. Assistantships are awarded by the School of Graduate Studies & Research based primarily on prioritized work site requests. Summer Graduate assistants must be enrolled for at least 6 semester hours.

Full-time summer assistantships pay for 6 semester hours of tuition and require 200 hours of work at \$7.50 per hour. Half-time summer assistantships pay for 3 semester hours of tuition and require 100 hours of work at \$7.50 per hour. The assistantship does not cover fees.

Graduate Assistantships may be revoked at the discretion of the Graduate Dean under the following conditions:

- The student's cumulative graduate GPA falls below 3.0
- The student ceases to be a full-time graduate student during any semester in which the assistantship is in effect. In addition, the student will have to remit to the University the tuition and fees balance for that term as well as pay FICA taxes on stipend earnings already paid to them.

- The student is found guilty of unethical behavior within the University community
- The student fails to complete assistantship work assignments in a satisfactory manner.
- The student is working more than 37 hours per week outside the University.

ADDITIONAL INFORMATION

Miller Analogies Examination

The [Miller Analogies Examination](#) is given periodically on the campus of Edinboro University. Presently, a \$65.00 non-refundable fee is charged for this examination and an advanced registration is required. A copy of the registration form and a schedule of dates and times may be obtained at the School of Graduate Studies and Research. The Miller Analogies Test may be taken at any designated test center. A list of the test centers may be obtained from the Psychological Corporation, 555 Academic Court, San Antonio, TX 78204-2498.

Graduate Record Examination

The general test is given year-round at computer-based testing centers. In Erie, contact the Sylvan Learning Center at 814-864-6100. For other testing sites see www.gre.org or call 800-473-2255.

Residency Classification

A graduate student is classified as a Pennsylvania resident for tuition purposes if he or she has a Pennsylvania domicile. Domicile is defined as the place where one intends to and does, in fact, permanently reside. Continuous residence in Pennsylvania for a period of 12 months prior to the registration for a course is considered to be one of many factors of evidence for a Pennsylvania domicile. Students not having a Pennsylvania domicile are considered to be non-residents of the State and are required to pay the tuition and fees established for non-residents.

The School of Graduate Studies and Research will at the time of admission establish a residency classification for each student. This classification will be based on available information on the student's domicile.

Registration Procedures

Information regarding registration is mailed to all active graduate students prior to each semester and summer sessions. Students may register online using S.C.O.T.S., by fax, mail or by person at the Office of Records and Registration located in Hamilton Hall. If registration is processed during the pre-registration interval, payment can be delayed. Students registering later should be prepared to pay for tuition and fees. A fee of \$25.00 is charged for late registration. Newly admitted students will be informed of the registration process at the time of admission.

Identification Cards

A graduate identification card is required of all students enrolled in a graduate course at Edinboro University of Pennsylvania. The ID card is required to check out materials from the Baron-Forness Library, to pick up any University check (loan, payroll, etc.), to use any of the computer labs on campus, and to attend any of the University events. The ID card remains valid each session for which the student is enrolled. ID cards can be obtained at the ID Access Center located in the Van Houten Dining Hall lobby Monday through Friday 9-11 a.m. and 2-4 p.m. (or other times by appointment).

Textbooks for Courses

Textbooks are sold at the [Campus Bookstore](#), located in the University Center (lower level). The Campus Bookstore will be open evenings during the first two weeks of classes.

If you should need materials or books and the Bookstore is closed, please call to see what arrangements can be made for you to receive your text materials. The Campus Bookstore number is 814-732-2456.

Off-Campus Facilities

Edinboro University assumes no responsibility for the condition of the housing or the safety and well-being of the student while he/she resides off campus.

Change of Address or Name

It is the student's responsibility to immediately inform the Office of Records and Registration of any change of address or name

