

The Department of Education

Policies for Scranton Education Online Programs



THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

WELCOME TO THE SCRANTON EDUCATION ONLINE PROGRAM

We are pleased that you have chosen The University of Scranton to be your graduate school. We believe you will find your experience with us challenging and exciting. We are committed to aiding you in furthering your knowledge and honing your skills. Our faculty is eager to work with you; our staff is ever ready to be of assistance. Committed to teacher education, at The University of Scranton we are dedicated to preparing men and women for others.

Currently, we have over 38,000 alumni who are all part of The University of Scranton family. Our graduates occupy some of the most prominent positions in the fields of education, business, and the non-profit sector. We are pleased to welcome you to this family. Good luck as you begin your master's program and if you have questions, please feel free to be in touch with us.

THE MISSION STATEMENT OF THE UNIVERSITY OF SCRANTON

Historical Prologue

A comprehensive, co-educational institution, The University of Scranton is by tradition, choice and heartfelt commitment, a Catholic and Jesuit university. Founded in 1888 as Saint Thomas College by the Most Reverend William G. O'Hara, D.D., the first bishop of Scranton, it achieved university status in 1938, and was entrusted to the care of the Society of Jesus (the Jesuits) in 1942.

The Mission of the University

The University of Scranton is a community of scholars whose ministry of education is informed by the vision of life contained in both the Gospels and the Spiritual Exercises of Saint Ignatius Loyola. The University is therefore dedicated to freedom of inquiry, the pursuit of wisdom, integrity and truth, and the personal growth and development of all who share in its life and ministry.

The Goals of the University

As a Catholic and Jesuit University, The University of Scranton will:

1. Share with all the fullness of the Catholic intellectual tradition, the distinctive worldview of the Christian Gospels, and the Spirituality of St. Ignatius Loyola.
2. Educate men and women for others who are committed to the service of faith and promotion of justice.
3. Invite persons from other religious traditions and diverse backgrounds to share in our work and contribute to our mission.

As a Comprehensive University, The University of Scranton will:

4. Offer degree programs at the undergraduate and graduate levels in the traditional disciplines of the liberal arts as well as in pre-professional and professional areas.
5. Provide educational opportunities and support programs that promote the mission of the University, meet the needs and interests of traditional and non-traditional students, and serve the needs of the local region.

As a University in the Liberal Arts Tradition, The University of Scranton will:

6. Offer undergraduate students a core curriculum in the Jesuit tradition based on the arts and sciences.
7. Impart to students the importance of gathering, evaluating, disseminating, and applying information using traditional and contemporary methods.
8. Provide learning experiences that reach beyond the fundamental acquisition of knowledge to include understanding interactions and syntheses through discussion, critical thinking, and application.
9. Promote a respect for knowledge and a lifelong commitment to learning, discernment and ethical decision making.

As a Caring Community, The University of Scranton will:

10. Foster a spirit of caring, grounded in the Jesuit tradition of *cura personalis*, that enables all members of our community to engage fully in our mission, according to their needs and interests.
11. Facilitate the personal growth and transformation of all members of University community through a spirit of caring.
12. Extend this spirit of caring to the wider community through civic engagement and service.
13. Enhance our sense of community by demonstrating high standards and care for our physical environment.

As a Dynamic Institution, The University of Scranton will:

14. Develop goals and aspirations by systemically reflecting on opportunities for and challenges to fulfilling our mission.
15. Fulfill our mission through careful planning and management of resources in order to achieve our aspirations while remaining affordable to our students.
16. Engage the University community in purposefully monitoring progress toward the accomplishment of our mission.

MISSION OF THE DEPARTMENT OF EDUCATION

The mission of the Department of Education at The University of Scranton is to prepare professional educators for service in the public schools. Attention to the scholarship of each candidate in both the content knowledge to be taught and in the professional education knowledge base is augmented by attention to decision-making in both the personal and professional areas. The belief that educators are both scholars and decision-makers pervades the program in its design and requirements, and in its assessment of degree and non-degree students.

The Department of Education offers a two online master's degree programs, one in Curriculum and Instruction, and one in Educational Administration.

ACCREDITATION

The University of Scranton is nationally accredited by the National Council for Accreditation of Teacher Education (NCATE), and regionally accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000. The College of Graduate and Continuing Education is accredited by the Pennsylvania Department of Education (PDE).

THIS BOOKLET

The policies set forth in this booklet supplement those contained in the official University of Scranton Graduate Catalog and The University of Scranton Student Handbook.

POLICY ON STUDENTS WITH DISABILITIES

The University of Scranton complies with all applicable laws and regulations with respect to the accommodation of handicaps and disabilities as these terms are defined in the law. The University will provide reasonable accommodations so students can fully participate in curricular and extracurricular activities. Students who need assistance should contact the Office of Equity and Diversity (570-941-6645) on a timely basis.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The University of Scranton admits students without regard to their race, color, religion, national origin, ancestry, sex, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The University does not discriminate on the basis of race, color, religion, national origin, ancestry, disability, sex, or age in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

Otherwise qualified persons are not subject to discrimination on the basis of handicap or disability. If you believe you have been discriminated against because of race, color, religion, national origin, ancestry, sex, age, or handicap or disability, please contact the Director of Equity and Diversity at 570.941.6645.

It is the personal responsibility of each student to acquire an active knowledge of all pertinent regulations set forth in the *Graduate School Catalog*.

THE UNIVERSITY ALLIANCE

Merging state-of-the-art technology with the highest educational standards, The University Alliance Online (UA) works with regionally accredited universities to provide, via the Internet, Associate's, Bachelor's and Master's degrees and continuing education certificate programs in which no classroom attendance is ever required.

Through streaming video lectures and other advanced Internet technology, students enrolled in degree programs made available by UA can "attend class" anytime, anywhere - including in their homes, at work or even while they travel. Students earn the same education as a university's on-campus students, plus they have access to online "digital tools" - such as an asynchronous bulletin board and chat rooms that ensure an enhanced educational experience.

In UA, member universities are solely responsible for their own academic areas, including admissions, academic advisement, program coordination, educational content, faculty, grades, transcripts and the granting of degrees. UA is responsible for all program delivery, technical development and support, marketing, student enrollment and registration.

UA member institutions share core characteristics as regionally accredited universities but variations in histories, traditions, purposes and settings give each school its own distinctiveness. Core characteristics common to all members of UA include:

A strong commitment to a technologically enhanced e-Learning community that promotes student success, serves a diverse and well-prepared student body, fosters instructional excellence and provides academic assistance

A desire to implement programs that meet student needs and provide the maximum opportunity for student and faculty development

An aspiration to continuously improve the quality and effectiveness of all programs and student services

A dedication to continuing education, public service and technical assistance

UA prides itself on making available via the Internet nationally recognized programs in such areas as business, computer information systems, health care management, project management and nursing. In its service to students, UA strives to provide each student with personal attention and service that begins before you apply and continues throughout your coursework. During your studies, assistance will never be more than a phone call or email away.

UA encourages communication among all elements of the academic community and operates on a policy that allows students to easily access faculty and administrators.

DEPARTMENTAL REQUIREMENTS

PROGRAMS OF STUDY

The Department of Education offers master's level programs of study in the following fields:

- Curriculum and Instruction
- Educational Administration

CURRICULUM AND INSTRUCTION

The Master of Science in Curriculum and Instruction program is available only to individuals who already hold a valid instructional certificate. (International students may be permitted to complete this program without certification if they have satisfied the teaching standards in their respective countries.) The Master of Science degree requires a total of 36 credits in course work; individuals pursuing a Master's degree must pass a comprehensive examination. Below is the course of study for the Curriculum and Instruction program:

EFND 506	Educational Research and Statistics	3
EFND 511	Educational Tests and Measurements	3
EFND 516	Advanced Educational Psychology	3
EFND 521	Advanced Foundations of Education	3
ECUI 501	Improving Instruction	3
ECUI 506	Curriculum Theory and Development	3
ECUI 511	Computer Literacy for Educators	3
ECUI 516	Group Processes in the Classroom	3
ECUI 536	Teaching the Gifted Child	3
ESPC 501	Inclusionary Classroom Practices	3
ECUI 542	Literacy and Diversity	3
ERDG 516	Reading/Language Arts in the Content Area	3

EDUCATIONAL ADMINISTRATION

(PRINCIPAL K-12)

The Master of Science in Educational Administration program is designed to prepare principals for grades K–12 and is available only to interested individuals who hold a valid instructional or educational specialist certificate. The Master of Science degree in Educational Administration requires a total of 39 credits in course work; individuals pursuing a Master's degree must pass a comprehensive examination. Below is the course of study for the Curriculum and Instruction program:

EFND 506	Educational Research and Statistics	3
EFND 521	Advanced Foundations of Education	3
ECUI 506	Curriculum Theory and Development	3
ECUI 542	Literacy and Diversity	3
EADM 501	Educational Administration	3
EADM 506	Problems in School Administration & Supervision	3
EADM 511	School Finance	3
EADM 516	School Law	3
EADM 521	Principal as Administrator	3
EADM 526	Principles & Practices of Supervision	3
EADM 531	Practicum in Elementary School Administration	3
EADM 536	Practicum in Secondary School Administration	3
EFND 516	Advanced Educational Psychology	3

COMPREHENSIVE EXAMINATION, THE CAPSTONE EXPERIENCE

Those admitted to a Master of Science Degree Program in the Department of Education must pass a comprehensive examination in the field of their degree. The comprehensive examination is the capstone experience for students pursuing a Master's degree in the Department of Education. Comprehensive examination questions reflect theory, practice, and the synergy of both to students. The comprehensive examination is taken near the end of each student's program of study. Students must pass the comprehensive examination before being awarded a Master's degree.

Should a student fail one or more parts of the comprehensive examination, the student may retake the part failed on the next scheduled examination date.

Students must apply to take the comprehensive examination by the deadlines given in the academic calendar, using the Application for Comprehensive Examination form available at the discretion of the department.. The Director of each student's program determines eligibility for the examination. Students should consult their mentor regarding the nature of the examination in their field. Students failing the comprehensive examination twice will be dismissed.

REGISTRATION FOR COURSES

Please contact your UA Student Services Representative at 800-605-5346 to complete your enrollment and secure your space for each session.

MENTOR

Each new graduate student will be assigned a mentor to assist with any programmatic questions that are of an academic nature. You will be informed of who your mentor is and how to contact him or her in your acceptance letter.

GRADING SYSTEM

The following grades are used in graduate course work:

Grade	Quality Points Per Credit	Definition
A	4.00	Superior/outstanding
A-	3.67	Excellent
B+	3.33	Very good
B	3.00	Good
B-	2.67	Fair
C+	2.33	Passing grade
C	2.00	Minimal passing grade
F	0.00	Failure
S	Not computed	Satisfactory or Pass
U	Not computed	Unsatisfactory or Fail

“W” indicates that a student has withdrawn from a course.

“I” indicates postponement of the completion of a course. It is given at the discretion of the instructor to a student who is doing satisfactory work but who has not completed all of the course requirements at the end of a given semester. Given such an extension, the student must complete all the required work, unless otherwise agreed, before the midpoint of the next regular semester. Failure to complete the necessary work within the stipulated time results in automatic conversion of the “Incomplete” to a permanent grade of F.

“NG” is a temporary grade issued when a faculty member fails to meet the deadline for the submission of grade reports. Such temporary grades will be changed to permanent grade symbols when issued by the professor. Special permission is not needed to repeat failed courses; however, prior approval of the student's dean is needed to repeat non-failed courses. The recording of grades for repeated courses shall be governed by the following conditions:

1. Credit for a course will be granted only once;
2. Credit for the course will be lost if the course is repeated and failed;
3. The most recent credit and grade will count toward the GPA with this exception: a “W” grade cannot replace another grade;
4. Each attempt to complete a course will be reported on the student's transcript;
5. Ordinarily, a student may repeat a course only in the same manner in which it was originally taken;
6. A student repeating a course must so indicate on his/her registration form. Regular attendance at class is considered a requisite for successful completion of a course.

APPEAL OF A GRADUATE COURSE GRADE

A student who wishes to appeal the final grade in a graduate course should first contact the instructor of the course in order to remedy the situation informally. If, having conferred with the instructor, the student still thinks that he/she has been inappropriately evaluated in the course, he/she may make a written request that the Chair of the Education Department review the process by which the grade was determined. The written request must describe, in detail, the situation and reason for appealing the course grade. The Chair will attempt to facilitate a reasonable solution at the departmental level. The Chair may make written recommendation to both the student and faculty member following the review. If the matter is not resolved at the departmental level, then the student may request, in writing, that the Dean of The Graduate School review the matter. The Dean will review the matter and provide a written decision to the student and faculty member. The Dean's decision is final.

STANDARDS OF PROGRESS

All students must have a cumulative graduate grade point average (GPA) of at least 3.0 in order to graduate with a master's degree. In addition, it is expected that all students must maintain a cumulative graduate GPA of at least 3.0 in order to remain in good academic standing. If a student is placed on academic probation, then the student is required to earn a cumulative graduate GPA of at least 3.0 within the next three courses taken (normally nine hours of course work).

1. Successful achievement of this expectation will result in the student's being reinstated to regular academic status.
2. Failure to fulfill this expectation will cause the student to be subject to dismissal.

While there is no set limitation on the number of courses a student may take in a semester while on academic probation, it is imperative that the student recognize the necessity of improved academic performance in order to regain the minimum graduate GPA of 3.0 within the next three courses.

TIME LIMIT

All graduate work for a degree must be completed within six years of the date when the first graduate level course is taken. Time spent in the armed forces is not included in the six-year period. Extension of this time restriction may be granted for valid reasons at the discretion of the Dean.

DEADLINES TO APPLY FOR DEGREE CONFERRAL

In order to qualify for award of the master's degree, a student must complete the Application for Degree form. Students should submit this form when they register for the term in which they expect to complete all degree requirements. An online Application for Degree is available at: <http://lynx.scranton.edu/commencement/gdegree.html>. The University provides the opportunity for students who have completed degree requirements to graduate at the conclusion of their studies. The degree conferral dates each year are as follows:

August 31 December 31 January 31 May Commencement (usually Memorial Day weekend)

COMMENCEMENT

Commencement is the University's official ceremony recognizing graduates. It occurs annually in May. All graduating Scranton Education Online students are cordially invited to participate.

TRANSFER OF CREDITS

Transfer of credits to graduate programs at The University of Scranton is governed by the following policies (special exceptions may pertain to affiliation programs):

1. Credits for transfer must be earned at an accredited institution while enrolled as a graduate student;
2. A maximum of nine graduate credits may be transferred for graduate programs requiring at least 39 credit hours for completion and six graduate credits may be transferred for graduate programs that require less than 39 credit hours for completion;
3. Courses to be transferred must be integral to the student's program of study;
4. Transferred credits must have been taken within six years of the date of requested transfer to The University of Scranton;
5. A grade of B or better is required in any course to be transferred and an official transcript demonstrating this must be submitted for work at other institutions (including course descriptions of the credits in question). A grade of Pass

or Satisfactory is not acceptable for transferred credits;

6. The course to be transferred must be a regularly scheduled course (and not a workshop). Students matriculated at The University of Scranton may take courses at other accredited graduate schools for the purpose of transfer of credit only with the prior permission of their mentor and the Dean of The Graduate School.

DROPPING, WITHDRAWING FROM OR ADDING A COURSE

Students may officially drop a course at any time. The student should either email or call their request representative at University Alliance. If they drop the course early in the semester, they will be entitled to a refund, and the drop will be treated as though the student had never registered for the course. Beyond the refund period, a student may still withdraw from a course (see below). The student's transcript will carry the number and title of the course with a grade of "W." Withdrawing from a course without completion and official acceptance of the appropriate form will result in a grade of "F."

Withdrawals are not permitted from day 45 – 56.

POLICY CHANGES, ACADEMIC INTEGRITY, STUDENT CONDUCT AND STUDENT RIGHTS OF CONFIDENTIALITY

The University reserves the right to change any of the rules and regulations in the *Graduate School Catalog*. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already matriculated in the University. However, curricular changes shall not become effective until published in the catalog unless specifically approved for an earlier implementation date by the appropriate body. If a change is approved for implementation prior to its publication in a catalog, the appropriate school, department, or program shall inform students affected by the change. Application of policies, rules, and requirements, including changes thereto, may be appealed to the dean of the student's college.

The University reserves the right to take appropriate disciplinary action in the case of any student who conducts himself or herself contrary to the standards of the University. These standards (particularly the "Academic Code of Honesty" and the "Policies Governing the University Community") are given clear expression in the faculty and student handbooks of the University. The University also reserves the right to modify admissions requirements, the right to change tuition and fee charges, and the right to change the semester schedule of courses. The University of Scranton recognizes the privacy rights of individuals who are or who have been students, as guaranteed by the Family Educational Rights and Privacy Act (FERPA) of 1974. The complete "Student Rights and Confidentiality of Information Policy" can be reviewed in the Graduate School Office or online at http://matrix.scranton.edu/student_handbook/. Any student wishing to prevent disclosure of information deemed permissible by FERPA may do so by notifying the Graduate School Office and completing the appropriate form.

SPECIAL NOTE FOR STUDENTS

It is each student's responsibility to be familiar with the academic regulations, fee structures, and other policies contained in the *Graduate School Catalog*.

COURSE EVALUATIONS

Course evaluations are extremely important tool that enable the University to insure a high quality academic experience for our students. It is critical that we learn from each student whether they have profited for a course and have thus enhanced their knowledge and augmented their experience. New course evaluations will be piloted in the first summer session of 2006. During the second summer session, all courses will be evaluated. Please take the time to respond to the course evaluations which will be made available during the seventh and eighth week of a given session.

SEMI ANNUAL REVIEW OF STUDENT BEHAVIOR

Dispositions

Twice a year, the Education Department faculty will engage in a frank and confidential discussion of the progress of every education student. This semiannual review is an attempt to assist students in positive professional growth and it is at this time that the informal evaluations of non-academic criteria will be made formal. The conduct discussed by the faculty is conduct that is critical to the professional development of students. Where practical, professional conduct that faculty will consider includes but may not be limited to the following:

The student recognizes and practices proper professional behaviors, including punctuality and dependability.

The student displays good grooming, hygiene and concern for appearance.*

The student has a positive attitude toward learning and demonstrates a willingness to try new methods and technologies.

The student displays an appropriate sense of humor.

The student deals ethically with colleagues, superiors, students and families.

The student accepts and considers feedback from others.

The student reacts with sensitivity to the needs and feelings of others and believes that all students can learn.

The student facilitates the social acceptance of persons by encouraging positive relationships and shows concern for peers and students.

The student shows an appreciation for diversity in backgrounds, experiences and abilities.

At the semiannual review, concurrent concern expressed by more than one Education faculty member is considered to be a first warning negative assessment. In other words, if two or more faculty report that a student had several absences, that student would receive a negative assessment in the professional conduct area "the student is dependable, punctual and responsible." Since professional misconduct in this area can be numerous behaviors (i.e. papers turned in late, unprepared for live chats, etc.) it is important to note that any two (2) reported by faculty in the same Professional conduct area constitutes a negative assessment.

The Program Director will be the person to contact the student and request that the student telephone conference with the Director. The student is expected to arrange a meeting with the Director so that, together, a plan of action can be made that will assist the student in remediation of the deficiency.

It is important to note that the semiannual review is an attempt to assist the student in professional growth. Should a student receive a negative assessment and remediate the area of deficiency, the issue will be closed. However, a second negative assessment in the same professional conduct area would indicate that the deficiency persists and is cause for referral to the Chair of the Education Department, who will recommend action to the Teacher Education Committee (TEC).

Monitoring student progress in the Teacher Preparation Programs at The University of Scranton is taken very seriously by the Education Department as it is a responsibility dictated by the Pennsylvania Department of Education and by the National Council for Accreditation of Teacher Preparation (NCATE).

* To be assessed when practical and feasible.

THE HARRY AND JEANETTE WEINBERG MEMORIAL LIBRARY

Online students have access to the Harry and Jeanette Weinberg Memorial Library on each course website in which they are enrolled. Students may click on RESOURCES and then click on LIBRARY to access the library resources.

CENTER FOR TEACHING & LEARNING EXCELLENCE

The mission of the Center for Teaching & Learning Excellence (CTLE) is to provide academic support services for students and opportunities for faculty to enhance teaching and learning. The CTLE offers services to assist graduate students to achieve academic success. The CTLE can assist graduate students in improving their reading comprehension and retention, writing and enhance overall learning skills. Peer-tutoring is available to graduate students free of charge. The CTLE's website is www.scranton.edu/ctle.

TUITION AND FEES

The University of Scranton and The University Alliance Online are partnered to deliver the SEOL program. We are committed to helping students from all financial backgrounds achieve their educational goals. Whether you are finishing graduate studies you once started or you are ready to begin earning your advanced degree, we have taken the hassle out of financing your goals.

Tuition is \$385 per credit hour for the academic year 2007-2008, and there is a \$50 application fee due when applying to The University of Scranton. The charge for each Educational Administration practicum is \$1,500. Students are assessed a graduation fee of \$100, payable directly to The University of Scranton regardless of whether a student attends commencement exercises. Diplomas are awarded at May commencement only. In addition, university policy prohibits issuance of diplomas and transcripts if students have an outstanding balance. Books and materials are additional. Your tuition cost may be tax deductible, so contact your tax advisor for more information. For information about the program, please contact a program representative at 800-605-5346.

Tuition and fees are subject to change without notice.

FINANCIAL AID

Students accepted into one of the Graduate School's online programs, and are enrolled on at least a half-time basis, may apply for the Federal Stafford Loan Program or Perkins Loan programs.

SCHEDULE OF REFUNDS

Until the end of the fifth calendar day of the term	100%
Sixth through ninth calendar day of the term	75%
Tenth through thirteenth calendar day of the term	50%
Fourteenth through seventeenth calendar day of the term	25%

Beyond seventeen calendar days in the term No Refund

IMPORTANT CONTACT INFORMATION

Program Coordinator	(570) 941-4773
Education Department Chair	(570) 941-7421
Financial Aid	(570) 941-7700
Graduate School	(570) 941-7600
Graduate Dean	(570) 941-6300
Library	(570) 941-7526

USEFUL URLS

University of Scranton Graduate School http://www.scranton.edu/academics/ac/_pr_graduate.shtml

Information on the Praxis tests: <http://www.ets.org/praxis/index.html>

Information about The University Alliance Online: <http://universityalliance.com> Additional information about the online programs : http://www.uscranton.com/program_info.asp