



Policy Manual Master of Education Program

Director
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Web Address
<http://www.wilson.edu/master-education>

Program Vision

The Master of Education degree is designed for individuals who hold a bachelor's degree and are currently certified to teach in grades K-12. The program is based on the premise that successful teachers will need an in-depth knowledge of pedagogy, a mastery of current theory and an understanding of research-based practices and technology to move from being good teachers to becoming great teachers. The main focus of the Wilson program is to hone teaching skills through research and classroom practices, thereby fostering teaching excellence and teacher leadership.

M.Ed. Program Entrance Prerequisites

Degree Program Admission is based on the following criteria:

- Completion of baccalaureate degree from a regionally accredited institution of higher education
- A minimum undergraduate cumulative grade point average of 3.0 on a 4.0 scale
- Submission of required application credentials
- A current certification for eligibility to teach in grades K-12

Required Courses (10 Course Program)

Master's Level Courses (8 Required)

EDU 531	Contemporary Issues in Education
EDU 532	Education Perspectives in a Diverse Society
EDU 533	Differentiated Instruction
EDU 548	Reading in the Content Areas
EDU 551	Inclusive Education for Students with Special Needs
EDU 552	Best Practices and Effective Teaching
EDU 553	Technology Integration for the Classroom
EDU 554	Formal and Informal Classroom Assessment

Optional Courses (0 Required)

(May replace one of the above courses where applicable and as approved by the M.Ed. Program Director)

EDU 535	Standards Aligned Systems (SAS)
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Completion Level Courses (2 Required)

EDU 598	Educational Research and Design (Fall Semester)
EDU 599	Master's Project <i>(Prerequisite: EDU 598)</i> (Spring Semester)

As the M.Ed. Program progresses, additional courses may be substituted to accommodate individual needs and interests.

Exit Assessments

- Defense of Master's Thesis (Master's Project on Action Research)
- Electronic Portfolio – An e-portfolio will be developed as each student progresses through the program. An e-portfolio site will be set up for each M.Ed. student when they register for their first M.Ed. class. Students are required to place THREE products/assignments from each M.Ed. course on their e-portfolio.

Course Registration Information

To register online:

- Wilson M. Ed. Program home page (<http://www.wilson.edu/master-education>)
- Select M.Ed. Course Registration in the blue box on the right hand side of the page
- Complete form and submit

Program Admission Procedure

A student that is taking classes to earn their M.Ed. degree must be formally admitted to the M.Ed. Program prior to enrolling in the fourth M.Ed. course in order for the prior coursework to count towards the degree.

Required Application Documents:

- **Application/Essays** - Complete application/essay responses electronically:
<https://www.wilson.edu/master-education-application?wssl=1>
- **Resume**
- **\$35.00 Non-Refundable Application Fee** (waived if you attended a M. Ed. program information session).
- **Official Transcripts from all Undergraduate and Graduate Colleges and Universities Attended** must be sent directly to the Director of the M. Ed. Program.
- **Praxis Scores** (copies are accepted)
- **Two Letters of Recommendation (for entry into the Wilson College M.Ed. Program)** from educators or employers. One letter should be from your current principal or supervisor.

Program application documents may be mailed, emailed or faxed to:
Wilson College M.Ed. Office, 1015 Philadelphia Avenue, Chambersburg, PA 17201, med@wilson.edu, fax number (717-262-2579).

Enrollment of Non-Degree Students in M.Ed. Courses

Non-degree students may enroll in any M.Ed. course for which they have the necessary prerequisites with the approval of the Director of the M.Ed. Program

Payment Options

Wilson College offers the following payment options:

Payment by Mail: Payment by check can be mailed to Wilson College,

c/o Business Office, 1015 Philadelphia Avenue, Chambersburg, PA 17201

Credit card or Electronic Check payments can be made through student's portal account. When choosing this payment option, the payment will be reflected in real time on their student account.

Payment Plan - Payment plans are available through Official Payments. Please visit <https://payplan.officialpayments.com> to set up a payment plan.

Deferred Payment – Wilson College students whose employers do not reimburse for college courses until the course has been completed may apply to the College for a deferred payment schedule.

- There is an up-front, non-refundable fee of \$25.00 per course that must be submitted with the Deferred Payment Agreement Form.
- Form/payment must be submitted no later than the end of the first week of the semester OR two weeks following course registration date.
- Payment in full is due to Wilson College no later than 30 days after the last class meeting.

Deferred Payment Agreement Form link:

<http://www.wilson.edu> → Graduate → Education M.Ed. → Deferred Payment Agreement.

For account information, please contact our Business Office (Student Accounts Receivable) at 262-2017, Option #1, Option #3

Tuition

Tuition: Set yearly by Wilson College. Current M.Ed. Program tuition rates can be found at: <http://www.wilson.edu/tuition-and-fees-med>.

Wilson College will be offering M.Ed. Students an opportunity to freeze their tuition costs beginning in the Fall 2016 semester:

- Beginning in the Fall 2016 semester, students will be able to freeze their tuition at the Fall 2016 rate until they have completed their M.Ed. course work (course work must be completed within 6 years of their program start date).
- **Stipulation:** To freeze the rate, students must have already been admitted into the M.Ed. Program, or they must complete their application/be admitted into the program during the Fall 16 semester.
- This opportunity will be available for every semester thereafter. The tuition rate will be frozen at the rate in effect during the semester in which the student is formally admitted into the program.

Refund Policy

The current refund policy may be viewed at: <http://www.wilson.edu/refund-policy>.

Cohort Courses (Fall & Spring Semesters 15-16 weeks):

Period of Withdrawal	Refund	Charge
Before first class	100%	0%
First week of semester	100%	80%
Second week of semester	75%	25%
Third week of semester	50%	50%
Fourth week of semester	25%	75%
Fifth week of semester	0%	100%

J-Term, Cohort Summer Semester & On-Line Courses (7-8 weeks):

Period of Withdrawal	Refund	Charge
Before first class	100%	0%
First class meeting	100%	0%
Second class meeting	75%	25%
Third class meeting	50%	50%
Fourth class meeting	25%	75%
Fifth class meeting	0%	100%

Textbooks

Course textbook information can be accessed at the Wilson College Virtual Bookstore: www.ecampus.com/wilson
(Order Textbooks → Choose Semester → EDU → Select your course # / Instructor → VIEW textbooks

Wilson College provides this service to make access of textbooks/course textbook information more convenient for students and professors.

Students are under no obligation to order textbooks via this venue.

Policies Specific to Graduate Students

Enrollment of Students in M.Ed. Courses

Provisional Status

Provisional status allows a student to enroll in graduate classes in order to qualify for admission to the degree program. A student may be granted provisional status by the program director after a plan of action is written which will assist the student to meet the entrance requirements of the program. If a student is granted provisional status, the student must first satisfactorily complete the educational plan approved by the program director with a GPA of 3.0 or higher before being officially admitted to the program.

Time Limit to Complete Degree

All course work and degree requirements must be completed within **six** years of taking the first class in the M.Ed. Program at Wilson College. Appeals for extension of the six year limit must be submitted in writing to the Director of the M.Ed.

Transfer Course Limit for the M.Ed. Degree Program

At the discretion of the Director of the Master of Education (M.Ed.), no more than **two** courses may be transferred into the M.Ed. Degree Program. For a course to transfer into the M.Ed. Degree Program, the grade in the course must be 3.0 or higher on a 4.0 scale and the goals, outcomes, and assessment results must be similar to that of the M.Ed. course being fulfilled through transfer credit.

Academic Load

The typical full-time load is three classes per term or semester. It is recommended, however, that candidates employed full-time take no more than two classes per semester.

A maximum of three classes may be taken during any fall or spring semester, and either of the two summer sessions. Candidates wishing to attempt more than the maximum load should seek permission from the Director of the M.Ed. Program, and should check with their employer.

Academic Probation

Graduate students must maintain a 3.0 grade point average. If the GPA falls below 3.0 or a grade of 'C' is received in any course, the student will be placed on academic probation. A student may be dismissed from the program if an academic probation extends beyond the completion of three additional course credits, or the student receives two course grades of 'C' or lower or one course grade of 'F' at any time during their graduate studies at Wilson. All students in the M.Ed. program are subject to the Wilson College Honor Principle, the academic and administrative regulations, and the Wilson College Judicial Process.

Leave of Absence

A Leave of Absence for a graduate student may not exceed one year. See complete description regarding applying for a Leave of Absence and termination of a Leave of Absence in the current College Catalog.

Graduation Requirements

The successful degree candidate will complete 10 courses, including a Master's Action Research Project (thesis), while maintaining a cumulative grade point average of 3.0 or higher. Graduate course credit will be awarded only for earned grades of C or better.

Students are required to place THREE products/assignments from each M.Ed. course on their e-portfolio site.

A student must complete and submit a graduation application to the Registrar two semesters before the anticipated graduation date (typically during the fall semester). A fee will be assessed for late applications. If a student fails to officially submit a graduation application, s/he will not be eligible for graduation.

Spring graduates completing requirements during summer:

1. A student who completed her/his degree requirements during the summer will have her/his degree conferred on the first day of the fall semester.
2. The student will participate in and receive their diploma covers at the preceding May's Commencement and be considered part of May's graduating class.
3. Diplomas will be released to the student in late September.
4. A student who has not completed all requirements for graduation must petition the Committee on Academic Procedures by the last day to withdraw from classes to participate in Spring Commencement if more than **one** course requirement remains to be met.
5. Regardless of the number of courses remaining to be completed, the student must submit a written plan to the Registrar and M. Ed. Director outlining how the requirements will be met before the end of the Summer following Spring Commencement. This plan must be signed and approved by the Director of the Master's Program. The written plan must be submitted by the last day of classes for the Spring semester.
6. In the event that a student fails a degree requirement(s) during Spring semester of her/his graduation year, he or she must submit a written plan to the Registrar outlining how the requirement(s) will be met before the end of the Summer following Spring Commencement. This plan must be signed and

approved by the student's advisor and must be submitted to the Registrar by June 1st.

Academic Policies and Procedures

(Applicable to both Undergraduates and Graduates)

*Information from current catalog

(<https://www.wilson.edu/sites/default/files/uploaded/wilsoncatalog1415.pdf>)

Adding or Dropping Courses

Any change in a student's planned program must be approved by the M.Ed. Director. Each change shall be submitted to the Registrar's Office on a form provided by that office, and approved by the Committee on Academic Procedure.

Administrative Drop

If a student registers but does not attend the first class of the semester, the Office of the Registrar will administratively drop the student from her/ his course(s). For billing and financial aid purposes, an administrative drop will be recorded as a dropped course effective the first day of the semester and the student will not be responsible for charges for this course(s). However, it is still the student's responsibility to complete the process by submitting a drop/add form to the Registrar's Office. Failure to do so may result in a grade of "F" for the course(s).

Admitting Students into a Course

Admission of a student into a class without the prerequisite, or after the first week of classes, shall be at the discretion of the instructor.

Approval of Student Schedules

Each student shall be responsible for consulting with and obtaining approval of the academic advisor for planning a program.

Auditing Courses

1. An auditor shall be defined as a student who attends a course regularly without being required to take part in recitation, written work, or final examination, and without receiving credit for the course.
2. Students requesting permission to audit a course must receive prior approval from the appropriate faculty member.
3. The request to audit a course must be submitted to the Office of the Registrar no later than the last day of the add/drop period.
4. Students who audit courses will be required to pay all additional or established fees associated with the class. A student receiving financial aid should contact the Financial Aid Office to determine what impact, if any, enrolling in a course for an audit will have on the student's aid.

5. Courses taught as “one-on-one,” by virtue of their participatory nature, do not qualify as classes that may be audited. These courses include, but are not limited to, independent studies, guided studies, and applied music.

6. A student who has audited a course may not request permission to receive “Credit by Examination” based on the audit alone.

The fact of the student’s attendance in a course as an auditor shall be noted on the student’s permanent academic record if, in the opinion of the instructor concerned, the student’s regularity of attendance merits such a notation. The instructor shall indicate this fact by the letters P.R. (Permanent Record)

Catalog Policy for Matriculated Students

Degree-seeking students must complete requirements as outlined in the college catalog for the year in which they matriculate into a degree program. If there are curricular changes (general education, major, or minor), a student may choose to meet the requirements as outlined in the new catalog. The student must provide a statement in writing to the Office of the Registrar that s/he intends to complete the new curriculum.

Should a student decide to change her/his degree, major, or minor, s/he may be required to follow the most current requirements as determined in consultation with the Registrar.

Dismissal from a Course

An instructor may, based on a disregard for the stated policy for a course, request the Committee on Academic Procedure to dismiss a student from a course with the designation of “W” entered on the records. Conditions for readmission to the course will be granted only by the Committee on Academic Policy and Procedures.

Leaves of Absence

A leave of absence (LOA) is a period of time approved by the College during which the student is not in attendance, but considered a student of record.

A Leave of Absence may be granted to a matriculated Wilson College student upon completion of the Leave of Absence form available in the Registrar’s Office. A Leave of Absence for an undergraduate student may not exceed two years. A Leave of Absence for a graduate student may not exceed one year. When a student returns from Leave of Absence, s/he returns under the catalog s/he followed before leaving.

A Leave of Absence is terminated in one of the following ways:

1. Return to the College: The student shall notify the Registrar’s Office to register for courses.
2. Withdrawal from the College: The student shall notify the College of the intent to withdraw. After two years, the student is automatically withdrawn from the College and will need to reapply in order to return.

A Leave of Absence is not granted for the purpose of taking a course for transfer credit from another institution. A student, working with an academic advisor, must get prior approval from the Dean of the College for any course from another institution if it is to apply towards Wilson College graduation requirements. The student must complete the off-campus study form available in the Registrar’s Office.

Students may take a leave of absence, provided they complete a Leave of Absence Form, which must include all the appropriate signatures, and return it to the Registrar’s Office by the last day of class in the semester. Students who complete this process will receive a W for each course that semester. After this date, students may take a leave of absence without academic penalty only for reasons of illness, family crises, or other problems outside of the student’s control, and only with prior approval of the Committee on Academic Policy and Procedures.

The official date of the leave of absence will be the date the completed form is returned to the College, not the date the student stopped attending classes. Students who stop attending classes and fail to officially take a leave of absence or withdraw from their course(s) will be assigned the grade of “F” – failure for all courses in which they were registered.

It is important to note that regulations for Financial Aid may differ from academic regulations. A student should meet with a Financial Aid counselor to determine the impact of a Leave of Absence.

Short Term Student Absences

Policies relating to short term student absences (i.e. funerals, illnesses, medical treatments, pregnancies, etc.) will be determined by each individual faculty member.

Waitlist Policy during Preregistration/Open Registration Period

During the pre-registration period, students who are interested in taking a closed class should place themselves on the course waitlist. The computer automatically ranks waitlisted students in the order that they are added to the waitlist. When pre-registration closes, the Registrar and the Vice President of Academic Affairs will review all closed courses with waitlists. When appropriate, and with faculty consultation, students may be accommodated into existing courses or additional sections may be added to accommodate waitlisted students.

If it is not possible or reasonable to make accommodations for the waitlisted students, the students will remain on the waitlist until the first day of class. If there are drops in a waitlisted course, students will be accommodated in order of their standing on the waitlist.

In cases of extreme circumstances (those circumstances completely beyond a student's control, e.g. severe illness, hospitalization, death in the immediate family, etc.), the Registrar or the Vice President of Academic Affairs may accommodate a Junior or Senior student regardless of her/his priority on the waitlist. Please note that failure to pre-register during the appropriate priority period or procrastination does not constitute extreme circumstances.

Waitlist Policy during Add/Drop Period

During the add/drop period, each individual faculty member will determine who will be added to her/his courses. Priority ranking on the waitlist does not apply during the add/drop period. Students who had been waitlisted for a course should contact the instructor directly to inquire about adding the course.

Withdrawal from a Course

Withdrawal from a course requires approval by the advisor and the instructor. Students may withdraw from a course through the **Tenth Week** of the semester with the designation W (Withdrawn). It is the student's responsibility to officially withdraw from any course scheduled whether or not they have ever attended. If the student does not attend and does not withdraw, the name will remain on the class list and a grade of "F" will be recorded for the course. A student who wishes to receive the designation W for medical reasons must submit such evidence to the Dean of the College.

Withdrawal from the College

A student who withdraws from the College plans to leave the College and does not intend to return. If a student is contemplating withdrawing from the College, an appointment should be made with the Registrar for advice concerning procedures to be followed. Because such a decision has numerous and broad implications for the student, she/he is advised to discuss the matter with her/his academic advisor, her/his family, and the appropriate faculty and staff members.

Students may officially withdraw from the College, provided they complete a Withdrawal from the College Form, which must include all the appropriate signatures, and return it to the Registrar's Office by the last day of class in the semester. Students who complete this process will receive a W for each course that semester. After this date, students may withdraw from the College without academic penalty only for reasons of illness, family crises, or other problems outside of the student's control, and only with prior approval of the Committee on Academic Procedures.

The official date of the withdrawal will be the date the completed form is returned to the College, not the date the student stopped attending classes. Students who stop attending classes and fail to officially withdraw from the College will be assigned the grade of "F" – failure for all courses in which they were registered.

In order to re-enroll at the College, a student must reapply and follow all the appropriate admissions procedures. When a student is readmitted to the College, she/he must follow the current catalog.

It is important to note that regulations for Financial Aid may differ from academic regulations. A student should meet with a Financial Aid counselor to determine the impact of withdrawing from the College.

Evaluation of Academic Work

Responsibilities of Instructors (Course Syllabi)

The instructor shall distribute to students early in the semester the general work requirements and grading policies of the course. These shall include statements, as appropriate, concerning attendance, participation in class, or quizzes, papers, and an examination.

Final Examinations

Within the final examination period, the Registrar shall schedule (room, date, and time) all courses having final examinations with the exception of the following:

- Final examinations to be self-scheduled through the instructor (for day courses only)
- Final examinations to be completed as take home exams
- Final Examinations for evening courses will be scheduled on the

regular night of the class during the final examination week and may not be self-scheduled. The final exam schedule will be published as part of the course roster each semester. Students shall report for their examinations during the examination week as scheduled. It is expected that students will remain in the examination room until after the examination is completed except to go to the rest room.

Students are expected to take no more than two examinations in a given day. The final examination schedule will attempt to plan for obvious conflicts to student schedules (i.e. VMT115 or 116 and BIO101 or 102 will not be scheduled on the same day). If a student has more than two finals scheduled in a given day, she should contact the Office of the Registrar and the appropriate faculty members to adjust her exam schedule.

If a student's exam schedule causes extreme academic hardships (i.e. two upper level courses in the major back to back on the same day), the student should contact the Registrar and the appropriate faculty members to petition an adjustment to her exam schedule. Any student with a documented learning disability, whose exam schedule creates an academic hardship, must make appropriate arrangements through her instructors and the Section 504 Coordinator.

Grade Appeal Policy

Informal Process

Any student who would like to appeal a grade should attempt to resolve the situation directly with the instructor. The student should first informally discuss the grade appeal with the instructor. Most appeals will be resolved through this informal process.

Formal Process

Level 1: Written Appeal to Instructor

If the student is not satisfied with the response and would like to formally appeal the grade, she/he must submit a formal appeal in writing to the instructor. This written appeal should be completed as soon as possible, but no later than the last day of the add/drop period of the next semester of the regular academic year (Fall or Spring) or two weeks after grades are sent to the student, whichever date is later. The instructor must respond to this appeal in writing.

Level 2: Written Appeal to Department

If, after formally appealing to the instructor, the student feels that the situation is still unresolved, she/he should appeal the grade to the appropriate department chair. If the instructor serves as the Department Chair, the appeal should go to the Division Head. A copy of the initial appeal letter and response should be forwarded to the department chair. The student may choose to write an additional letter directly to the department chair. The department chair should attempt mediation between the student and the instructor. The department chair must respond to this appeal in writing.

Level 3: Written Appeal to the Committee on Academic Procedures

Should the appeal not be resolved after reaching the departmental level, then the student may petition the Committee on Academic Procedures. The student must petition the Committee on Academic Procedures in writing no later than the withdrawal date for the semester, in which the appeal process began. The Committee should receive copies of the original appeal letter and all related correspondence. At any level of the appeal process, the instructor will be informed of and will be invited to participate in the meetings. If the student believes that any step of the appeal is not proceeding in a timely manner, the student should contact the Office of the Dean of the Faculty for assistance in expediting the process.

Grading System and Reporting Grades

Semester grades shall be reported to the Office of the Registrar at the time designated by the Registrar. Submission of grades after the specified date shall be approved by the Dean of the College

The Office of the Registrar shall report to the students their semester and mid-semester grades, if applicable. Individual instructors may, at their discretion,

report grades to students; however, the grades reported by the Registrar's Office shall constitute the official college record.

Grades used in reporting achievement in courses shall have the following significance:

A, A-	Excellent	CR	Credit
B+, B, B-	Good	NCR	No Credit
C+, C, C-	Satisfactory	W	Withdrawn
D+, D, D-	Minimal Passing	IN	Incomplete
F	Failing		

In computing academic averages the assigned values shall be:

A = 4, **A-** = 3.7, **B+** = 3.3, **B** = 3, **B-** = 2.7, **C+** = 2.3, **C** = 2, **C-** = 1.7, **D+** = 1.3, **D** = 1, **D-** = 0.7, **F** = 0.

Incompletes

The grade of Incomplete can be given to a student who is doing passing work in a course but who, for reasons beyond the student's control, is not able to complete a small portion of the work for the course by the deadline for submitting grades.

An Incomplete is not given in the case of negligence or procrastination on the part of the student. An incomplete must be requested by the student and approved by both the instructor and the student's academic advisor. "Request for Incomplete" forms are available in the Registrar's Office. The deadline for requesting an incomplete grade is the last day of classes.

In cases involving unusual circumstances, such as illness or injury, the Dean of Students may request an Incomplete on the student's behalf. Unless the Committee on Academic Procedure extends the time limit, an incomplete automatically becomes an "F" if the work is not completed within six weeks from the last day of class in the term in which it was incurred.

Repeat Course Policy

1. Students are permitted to retake ANY course, except FYS100: First Year Seminar. Credits and grade points for the first grade will be deleted from the cumulative record, while the grade itself will remain on the transcript. The course information will be listed in the usual manner the second time it appears on the transcript.
2. The most recent grade counts in determining the student's cumulative grade point average, regardless of which grade was higher.
3. It is recommended that the course be repeated in the first semester that it is subsequently offered. However, any course may be repeated any time prior to graduation

4. Students may repeat a course for credit a maximum of two times (i.e., a course may be taken for credit a maximum of three times).
5. Students may not repeat using the Credit/No Credit option (CR/NC) to replace a grade. However, a student who has failed a course using the CR/ NC option may elect to retake the course for either a grade or a CR/NC option.
6. Repetition of coursework for which credit has been granted may jeopardize financial aid eligibility. It is the STUDENT'S RESPONSIBILITY to understand the consequences of repeating courses. Students with questions regarding the impact of course repeats on student financial aid should consult with the Financial Aid Office.
7. This policy will go into effect January 1, 2004. Any course taken subsequent to January 1, 2004 will replace the previous grade earned in any previous semester.

Academic Standards

Academic Expectations and Dishonest Work

1. Membership in a community of scholars requires that students take responsibility for meeting the obligations involved in completing their academic work. Living under the Honor Principle also requires that students be honest with the Wilson community about how this work was accomplished. The most frequent tests of this requirement come in the form of academic dishonesty and plagiarism (defined below), ranging from cheating on an exam to improper documentation of material taken from other sources and used in a student's research.

It is the responsibility of the academic community to make newcomers aware of their obligations as scholars and to assist in educating them as to what these obligations entail. Proper conduct for the taking and completing of exams should be explained by instructors. It is the responsibility of instructors to make clear to students what their expectations are regarding proper methods of documentation in their course work and for students to inquire about and familiarize themselves with these methods. A student may not present substantially the same paper for credit in two or more courses unless she/he has written permission from each instructor.

2. Academic dishonesty is defined as those actions by which a student fulfills his/her obligation to an assignment by unethical or prohibited means such as, but not limited to, cheating on a test or consulting with others about how to answer questions on a take-home exam. Plagiarism is a form of academic dishonesty which involves the presentation, willful or unwitting, of someone else's work as one's own. This includes the use of direct quotations and paraphrases, as well as excessive borrowing of the organizational pattern of a given source. Such sources include, but are not limited to, visual and printed materials, manuscripts, other students' work, and classroom lectures.

3. Avoiding academic dishonesty and plagiarism is a learning process for all scholars and this should be taken into consideration when dealing with violations. In the case of minor or first offenses, an informal resolution may be warranted. In which, the faculty member would resolve the matter directly with the student. In the case of serious or repeated offenses, or if an informal resolution was unacceptable to either of the parties involved, then the procedures for reporting academic violations will be followed. These are laid out in section B of the Judicial system (green) pages of the Blue Book.

Policy for Reporting Academic Dishonesty

Faculty and students are expected to work together to resolve matters of academic dishonesty. The faculty member or the student may request that the matter be sent to Joint Honor Council at any time during this process.

Instructors suspecting an incident of student academic dishonesty must confront the student(s) regarding the allegation. If, after the confrontation, the instructor determines that academic dishonesty has not occurred, no further action needs to be taken. If the instructor believes that academic dishonesty has occurred, he/she can resolve the matter with the student provided the student agrees to the findings and with the fairness of the sanction(s). The instructor then must fill out an Academic Dishonesty Report within one week of discovering the incident and submit it to the VP of Academic Affairs/Dean of the Faculty and send a copy to the student. On this report, the faculty member will indicate the name of the student, course number and title, a description of the events that led to the charge of Academic Dishonesty, and indicate the action taken after discussing the matter with the student. A good faith effort should be made to obtain the student's signature before the report is forwarded to the Dean. In cases when the student is unavailable, the Dean will inform the student of the allegation.

If the instructor believes that academic dishonesty has occurred, but is unable to reach an agreement with the student regarding the merits of the charges, the student can either accept the sanctions or request that the matter be brought before the Joint Honor Council. If the matter is brought before the Joint Honor Council, the Academic Dishonesty Report would not be filed unless the student is found guilty of academic dishonesty. If a student is issued a failing grade for the work or the course or if the case is sent to Joint Honor Council, the student may not withdraw from the course until the issue is resolved. In addition, the instructor's permission is required to withdraw, if permitted, after the matter is resolved.

The VP of Academic Affairs/Dean of the Faculty will review these reports and keep them on file until a student graduates or five years after the last course has been taken. Repeated incidents will result in further action, which may include submitting the student to Joint Honor Council.

Special Situations

Academic Appeal Process

Any student who has a conflict with an instructor should attempt to resolve the situation directly with the faculty member. However, in cases of alleged harassment, see the Blue Book, Faculty By-laws and the Human Resources Manual. If after discussing the situation with the instructor, the student feels that the situation is still unresolved, she/he should discuss the situation with the appropriate department chair. If, after this meeting, the student feels that the situation is still unresolved, she/he should discuss the situation with the appropriate Division Head. If after exhausting these channels the student still feels that the situation is unresolved, she/he should meet with the Vice President of Academic Affairs and the Dean of the Faculty. At any level of the appeal process, the instructor may be invited to participate in the meetings.

Exceptions to Regulations

A student or faculty member may petition the Committee on Academic Procedure for an exception to any Academic Regulation. The petition must give a complete rationale for an exception. The Committee may consult with appropriate faculty and the student before ruling on the petition, and exceptions shall be granted only for extraordinary circumstances.

Medical Leave of Absence—Student Initiated

A student experiencing mental or physical conditions that interfere with her/his ability to function and to meet academic requirements may apply for a medical leave of absence in order to obtain the medical or psychological treatment that will allow her/him to return to full time study at Wilson.

A student may apply for a Medical Leave of Absence at any point in the semester through the last day of classes. Before applying for a Medical Leave, the student must meet with either the Director of Counseling or the Director of the Health Center to secure her recommendation for a Medical Leave. The College reserves the right to ask for further documentation (including but not limited to diagnoses, treatment plans and program notes) from non-college providers.

Following the recommendation and creation of a medical leave agreement from the Director of Counseling or the Director of the Health Center, the Dean of Students will make the final decision for approval of the Medical Leave of Absence. In some instances, the Dean of Students may meet with the student to review the terms and requirements set forth in the Medical Leave Agreement.

When a Medical Leave is taken at Wilson, the grade of “Withdrawal” (W) for each course will be recorded by the Registrar. In certain circumstances students may be eligible for an “Incomplete” and will be subject to the policy outlined in the current academic regulations for the college.

Normal policies for refunds and deposits apply as stated. It is the responsibility of the student and/or her/his parents to check with the Financial Aid Office regarding the terms of the financial aid policy in relationship to the Medical Leave.

A student who is on Medical Leave of Absence may not be in residence and must request permission from the Dean of Students to visit on campus.

A student preparing to return to Wilson from Medical Leave of Absence must notify in writing the Dean of Students and the Director of the counseling Center or the Director of the Health Center (whichever office recommended the Medical Leave). Notice of intent to return should be made to both offices as soon as reasonable with proper documentation and no later than 30 days prior to the start of the new semester.

To return to the college, a student must meet the requirements set forth in the Medical Leave Agreement which was written at the time leave was taken. Requirements may include but are not limited to evaluation of treatment protocol, medication, diagnosis, follow-up treatment and a readiness to return to college assessment provided by the treating professional/s that worked with the student during the medical leave. Confidential medical information will be provided to either the Director of Counseling or the Director of the Health Center, whichever office recommended the Leave. In addition, students may be required to meet with the Director of Counseling or the Director of the Health Center prior to readmission.

The Director of Counseling or the Director of the Health Center will submit in writing to the Dean of Students a final recommendation regarding the student's readmission. The Dean of Students will notify the student in writing of her/his readmission to Wilson.

A student who extends his/her medical leave beyond two academic years must reapply to the college through the Office of Admissions.

Medical Leave of Absence—Wilson College Initiated

Wilson college reserves the right to place students on a college initiated medical leave of absence when it becomes evident through observed behavior or by report(s) from faculty, staff or student, that a leave from the college may be in the best interest of a student and the college. The Dean of Students will engage in a determination on a case-by-case basis and will apply the direct threat analysis, taking into consideration the nature, duration and severity of the risk and likelihood, imminence and nature of the future harmful conduct, either to the student or to others in the college community. A full description of the direct threat analysis process is found below at the asterisk (*) and includes the provision for interim removal from campus pending case review and final appeal.

These procedures will be followed when the college initiates a Medical Leave of Absence.

The Dean of Students and/or her designee will notify the student that a college initiated Medical Leave is under consideration and will arrange to meet with the student. The Dean may require the student to undergo an evaluation by a licensed health care professional. The results of the evaluation, along with recommendations, will be forwarded to the Director of Counseling or the Director of the Health Center. Any such recommendations are not binding on the college.

A review committee convened by the Asst. Dean of Students and consisting of the Director of Counseling or her designee, the Director of the Health Center or her designee, and the Dean of the Faculty or her designee will meet to review all information related to the case, including any evaluations or treatment plans for the student, and will make a decision regarding the student's status. Information provided to the review committee will be reviewed "blind" to insure the privacy and confidentiality of the student is maintained. The student will be notified in writing of the review committee's decision regarding medical leave.

Within five days of receiving the notice of college-initiated Medical leave, the student may appeal the decision by sending a written request to the Dean of Students stating why the student believes the medical leave is unwarranted. At the discretion of the Dean of Students, the leave may remain in effect during the period of the appeal. The Dean of Students will review the request, may consult with the student, the Assistant Dean and/or the review committee, and may review the information considered by the review committee. The Dean of Students will make a decision within five days of receiving the appeal and will notify the student of the decision. The decision is final.

When a Medical Leave is taken at Wilson, the grade of "Withdrawal" (W) for each course will be recorded by the Registrar. In certain circumstances student may be eligible for an "Incomplete" and will be subject to the policy outline in the current academic regulations for the college.

Normal policies for refunds and deposits apply as stated. It is the responsibility of the student and/or her/his parents to check with the Financial Aid Office regarding the terms of the financial aid policy in relationship to the Medical Leave.

A student who is on college initiated Medical Leave of Absence may not be in residence and must request permission from the Dean of Students to visit on campus.

A student preparing to return to Wilson from college-initiated Medical Leave of Absence must notify in writing the Dean of Students and the Director of the Counseling Center or the Director of the Health Center. Notice of intent to return should be made to both offices as soon as reasonable with proper documentation and no later than 30 days prior to the start of the new semester.

The Director of Counseling or the Director of the Health Center will submit in writing to the Dean of Students a final recommendation regarding the student's readmission. The Dean of students will notify the student in writing of her/his readmission to Wilson.

A student who extends her/his medical leave beyond two academic years must reapply to the college through the Office of Admissions.

*According to the U.S. Department of Education's Office of Civil Rights the following steps should be taken in a "direct threat" situation:

1. The college needs to make an individualized and objective assessment of the student's ability to safely participate in the college's program, based on a reasonable medical judgment relying on the most current medical knowledge or best available objective evidence;
2. There must be a high probability of substantial harm and not just a slightly increased, speculative or remote risk;
3. The assessment must determine the nature, duration, and severity of the risk, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk;
4. A student's observed conduct, actions and statement should be considered not more knowledge or belief that the student is an individual with a disability; and
5. Procedures should be followed to ensure that a student with a disability is not subjected to adverse action based on unfounded fears, prejudice and stereotypes.

Where safety is of immediate concern, a college may remove a student from the campus pending a final decision against the student as long as the student has had said notice of the removal and an initial opportunity to be heard, and a full opportunity to be heard and appeal rights are offered later.

** *This process does not supersede or release a student from accountability to the Honor Principle or the regulations of the college.*

Policies for Special Academic Options

Guided Study

Courses which are part of the regular curriculum may be offered through a Guided Study. Occasionally, it may be necessary for a Guided Study to be arranged by the Registrar's Office, in consultation with the Department and/or faculty member teaching the course, to meet a course scheduling need. In this event, the procedure below is waived. A Guided Study may not be offered in the same semester that the course is scheduled.

Procedure

1. Typically, the student shall arrange for a Guided Study course. The student shall prepare a proposal in consultation with a faculty member from the appropriate discipline. The proposal and appropriate form, approved by the student's advisor, must be filed with the Registrar by the first day of the semester.
2. The faculty member is responsible for ensuring that the proposal is submitted to the Registrar in compliance with the academic regulations and is further responsible for the academic integrity of the guided study.
3. The proposal should include a statement of agreement on each of the following:
 - a. the topic
 - b. the tentative schedule
 - c. the basis for evaluation
4. The proposal must be approved by the Academic Dean.

Important Contacts

M.Ed. Office - Dr. Eric C. Michael, M.Ed. Director: 717-262-3109,
eric.michael@wilson.edu

M.Ed. Office - Norma Snider, Administrative Assistant: 717-262-2045,
norma.snider@wilson.edu

Business Office – Christina Friese, Student Accounts Clerk: 717-262-2017
(option 1, option 3), christina.friese@wilson.edu

Financial Aid – Chris Knouse, Financial Aid Coordinator; 717-262-2016 x3224,
chris.knouse@wilson.edu

Computer Services:

Kevin Gallagher, 717-262-2014 x2014, kgallagher@wilson.edu
Alan Shoop, 717-262-4141 x3218, ashoop@wilson.edu

Registrar: 717-262-2007 or registrar@wilson.edu

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