



Policy Manual Master of Education Program

Director

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www.wilson.edu/med

Required Courses

Suggested Course Offerings

M.Ed. candidates will plan their course of studies with their academic advisor choosing from evening fall and spring semesters, and day/evening summer terms. The program consists of the following courses. A total of ten (10) courses are required to complete the program.

Master's Level Courses

EDU 531	Contemporary Issues in Education
EDU 532	Education Perspectives in a Diverse Society
EDU 533	Differentiated Instruction
EDU 540	Reading Instruction for Elementary Educators <i>(for elementary K-6)</i>
EDU 548	Reading in the Content Areas <i>(for grade 5-12 teachers)</i>
EDU 551	Inclusive Education for Students with Special Needs
EDU 552	Best Practices in Elementary Education <i>(for elementary teachers)</i>
EDU 553	Technology Integration for the Classroom
EDU 554	Formal and Informal Classroom Assessment (prerequisite: Foundation in Statistics, MAT 115, PSY 115, or permission from Director of M.Ed.)
EDU 555	M.Ed. Internship <i>(optional)</i>
EDU 570	Topics in Education <i>(generally for secondary teachers)</i>

Completion Level Courses

EDU 598	Educational Research and Design <i>(prerequisite: EDU 554)</i>
EDU 599	Master's Project <i>(prerequisite: EDU 598)</i>

Exit Assessments

- Comprehensive Examination or Defense of Master's Project
- Electronic Portfolio

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

Course Registration Information

To Register: Submit a Graduate Course Registration form to the Director of the program. Forms are located at www.wilson.edu/med. Form requires Director's signature. M.Ed. Office will deliver form to Registrar.

Payment Options: Wilson College expects payment of all tuition, in one of three ways:

1. Payment in full by cash, check, American Express/MasterCard/Discover.
2. FACTS Monthly Payment Option. (To enroll in FACTS Payment Plan go to www.wilson.edu, click on the Current Quick Link, look under Resources for FACTS/E-CASHIER and follow the instructions.) Must be registered for a class to enroll.
3. Deferred payment: Available for Wilson College students whose employers do not reimburse for college courses until the course has been completed. Print a Deferred Payment Form from www.wilson.edu/med, complete, and mail agreement and check to the M.Ed. Office (it requires M.Ed. Director's signature). There is an upfront, non-refundable fee of \$25.00 per course that must be submitted with this agreement. Payment is due 45 days from the date of the last class.

Tuition: \$1,110 per graduate course. No fees. (2009-2010)

Textbooks: The Wilson College Bookstore can provide textbooks and other instructional materials required by your course(s). You may go online to view the textbooks required for your classes at www.wilson.edu by selecting Bookstore and then Textbooks. You may purchase your books in person during the bookstore's operating hours. Regular Bookstore hours: Monday – Friday, 8:30 am - 4:30 pm

Students may obtain their textbooks by the following methods:

- Pick up the textbooks at the College Bookstore,
- Call the College Bookstore at (717) 264-4141 or
- Email jstotler@wilson.edu or dgaynor@wilson.edu to have the textbooks mailed to your home for a charge of \$7 for the first course and \$5 for each additional course.

Refund Policy: Tuition refunds are based on the following schedule:

Period of Withdrawal	Refund	Charge
Before first class	100%	0%
First week of semester	80%	20%
Second week of semester	60%	40%
Third week of semester	40%	60%
Fourth week of semester	20%	80%
Fifth week of semester	0%	100%

Policies Specific to Graduate Students

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. A student 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.

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 semesters, 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.

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 (more information regarding on pages 8 - 9 and 16-18 of this booklet).

Graduation Requirements

The successful degree candidate will complete 10 courses, including a Master's Project, 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.

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 2009-2011 catalog

Adding or Dropping Courses

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

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 Policy and Procedures 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 may not exceed two years. When a student returns from Leave of Absence, she/he returns under the catalog she/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 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

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 upperlevel 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 Policy and Procedures

Should the appeal not be resolved after reaching the departmental level, then the student may petition the Committee on Academic Policy and Procedures. The student must petition the Committee on Academic Policy and 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 Reports

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

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 Policy and Procedures 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

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.

Definition

Academic dishonesty is defined as those actions by which a student fulfills 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.

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.

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/Student Handbook, Faculty By-laws and the Human Resource 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 Policy and Procedures 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. Exceptions shall be granted only for extraordinary circumstances.

Medical Leave of Absence—Student Initiated

A student experiencing medical or psychological problems that interfere with her or his ability to meet academic requirements may apply for a Medical Leave of Absence after consulting with the Wilson College Counselor, Psychiatrist, Nurse, or Physicians or a private physician, psychiatrist and/or licensed or certified mental health practitioner. Upon recommendation from one of the above persons, the Dean of Students makes the final decision regarding the requested medical leave. Depending on circumstances, the student may also be eligible to withdraw from classes or apply for an incomplete in one or more of her/his courses. After a medical leave of absence has been initiated, a student who may wish to return is expected to pursue appropriate treatment by a physician, psychiatrist, licensed or certified mental health practitioner. When ready to resume studies at Wilson, the student must notify the Dean of Student's office in writing, of her/his intent to return. The student must also notify Counseling or Health Services of her/his intent to return. Notice of intent to return must be made to both offices by May 15th for return in the fall semester or by November 15th for return in the spring semester. Readmission will not be offered in the summer or January terms.

The student is required to submit in writing (from the treatment professional) to Counseling or Health Services (not the Dean of Students) a comprehensive report of her/his diagnosis, treatment (including duration and response), medication, and recommendations for return to the college and follow-up care. These materials must be submitted at least one month before the beginning of the semester in which the student wishes to return to campus. The student may be asked to meet with the College Counselor, Psychiatrist, Nurse, or Physicians prior to readmission.

The staff of Counseling and Health Services will submit in writing a recommendation to the Dean of Students who makes the final determination regarding the student's readmission. A student who extends the medical leave beyond an academic year must reapply to the college through the Office of Admissions. Reapplying to the college does not exempt the student from completing the process for readmission from a medical leave as outlined above. **** This process does not supersede or release a student from accountability to the Honor Principle or the regulations of the college.**

Medical Leave of Absence—Wilson College Initiated

Wilson College reserves the right to initiate a medical leave of absence in the following circumstances: (1) When a student presents an immediate danger to self or others by threatening and/or inflicting bodily harm to others, or (2) When a student's behavior could result in bodily harm to self or others. In such cases Counseling and/or Health Services makes the final recommendation for a student medical leave of absence to the Dean of Students who makes the final determination regarding the leave. The student is notified immediately of the decision and is given the opportunity to address the stated concerns with the Dean of Students, Wilson College Counselor, Psychiatrist, Nurse or Physician. After departure from campus, the student may initiate an appeal in writing to the Dean of Students within three days of receiving the written notification of the medical leave. This may include an independent evaluation by an agreed upon physician, psychiatrist or licensed or certified mental health clinician. Depending on circumstances, the student may also be eligible to withdraw from classes or apply for an incomplete in one or more of her/his courses.

After a medical leave of absence has been initiated, a student who may wish to return is expected to pursue appropriate treatment by a physician, psychiatrist, and licensed or certified mental health practitioner. When ready to resume studies at Wilson, the student must notify the Dean of Student's office in writing of her/his intent to return. The student must also notify Counseling or Health Services of her/his intent to return. Notice of intent to return must be made to both offices by May 15th for return in the fall semester or by November 15th for return in the spring semester. Readmission will not be offered in the summer or January terms.

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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

Administrative Assistant, M.Ed. Office: Marian Strait, 717-262-2045.
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College Bookstore: 717-264-4141 or jstotler@wilson.edu

College ID: Lorie Helman, 717-264-4141 or lhelman@wilson.edu

Computer Services (issues with Moodle and/or e-mail): 717-262-2014 or
kgallagher@wilson.edu

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