Policy Manual

Graduate Education Programs

Director of Graduate Education Programs
Dr. Eric Michael
717-264-4141 Extension 3109
eric.michael@wilson.edu

Programs:

Master of Education (M.Ed.)
www.wilson.edu/med

Master of Educational Technology (MET)
www.wilson.edu/met

Master of Mass Customized Learning (MMCL)
www.wilson.edu/mmcl

Master of Special Education (MSE)
www.wilson.edu/mse

Graduate Education Program Information

Program Entrance Prerequisites
Entrance requirements, specific to each graduate program, are located on the program webpage.

Program Application Procedures
- **Application/Essays**: Submit online (a link to the application form, specific to each graduate program, is located on the program webpage).
- **Resume**
- **Official transcripts from all undergraduate and graduate colleges and universities attended** must be sent to the Graduate Admissions Office.
  E-transcripts are accepted; copies are not accepted.
- **Copy of teaching certificate**
- **Two letters of recommendation, specifically for entry into the Wilson College M.Ed., MSE, MET or MMCL program**, **from educators or employers**. One letter should be from applicant's current principal or supervisor.

Program application documents may be mailed or emailed to:

Wilson College, Office of Graduate Admissions
1015 Philadelphia Ave., Chambersburg, PA 17201
graduateadmissions@wilson.edu

Course Registration
Course registrations are submitted online. A link to the registration form, specific to each graduate program, is located on the program webpage.

MyWilson Portal / Canvas
Our IT Department will mail MyWilson Portal and Canvas login credentials to graduate students after their first course registration has been processed.

Links to the MyWilson Portal and Canvas can be found on the home page of the Wilson College internal website (my.wilson.edu).

The MyWilson Portal is where students will go to view their course schedules, transcripts, and student account information, and to pay their tuition bill (if that is the payment option chosen). Please note – students will not receive hard copy invoices.

Wilson College uses Canvas as its learning management system. Its functionality includes a robust learning repository for course content, assignments, discussion boards, messaging, assessment, grades, and communications between instructors and students.

Tuition
Tuition is set yearly by the Wilson College Board of Trustees. A link to the current tuition rate, specific to each program, is located on the program webpage.

Tuition payment is due within two weeks of the processing of the course registration, or 30 days after the last day of class if payment is deferred.

A student's tuition will be frozen at the rate in effect during the semester in which the submission of program application credentials is completed, and student is formally admitted into the program.

Payment Options
Wilson College offers the following payment options:

Payment by Mail: Payment by check can be mailed to Wilson College Business Office, 1015 Philadelphia Avenue, Chambersburg, PA 17201

Payment in Person (using cash, check money order, or cashier's check) can be made at the Business Office located on the second floor of Edgar Hall.

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

- A 2.5% credit card convenience fee will be added to all credit card payments to offset the processing fee the College must pay to the credit card processor
- All electronic check payments for student account balances are charged $1.75/transaction

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.

A link to the Deferred Payment Agreement Form is located on all of the graduate education programs webpages. Payment submission instructions are listed on the form.

Financial Disclosure Form:
- Wilson College's Business Office requires that students complete a Financial Disclosure Form for each semester during which they are taking courses
- Form can be accessed on the MyWilson portal: http://portal.wilson.edu/newstudent/Pages/Financial-Disclosure-Form-.aspx
- Please complete, and email to Daphne Blair in our business office (daphne.blair@wilson.edu)

Course Withdrawal / Refund Policy
To withdraw from a graduate course, student will need to contact the Administrative Assistant in the Graduate Education Programs Office, and the registrar's office. There may be tuition costs that student will incur depending on course withdrawal date:

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

Period of Withdrawal	Refund	Charge
Before first class	100%	0%
First week of semester	100%	0%
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.

Graduation Requirements

- The successful graduate program 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 must complete and submit a graduation application to the registrar two semesters before the anticipated graduation date. A fee will be assessed for late applications. Students who fail to officially submit a graduation application will not be eligible for graduation.

Exit Assessments

- Successful defense of Master's Thesis (Master's Project on Action Research)
- Electronic Portfolio – An electronic portfolio will be developed by each student as they progress through the program. The electronic portfolio will house three products completed in each course (except for EDU 599 and transferred courses) as a representation of the program when the coursework is complete.

Wilson College Graduate Program Academic Policies and Regulations

Academic Load

The general maximum full-time load for graduate study is three classes during any fall or spring semester; two courses during each summer session; and one course in the January term. Candidates wishing to attempt more than the maximum load must receive permission from their Program Director prior to registration.

However, please note that different graduate degree programs may have different academic load maximums. Those limits supersede this regulation. It is advised that all students familiarize themselves with the maximums in their 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.
If a grade of 'C+' / 2.3 or lower is received in any course, the student will be placed on academic probation. Students in the Nursing and Fine Arts graduate programs will be placed on academic probation for grades of B- / 2.7 or lower.

Academic probation will last either one semester (for full-time students) or the completion of two more courses (for part-time students). At the end of this period the student must have a GPA above 3.0 and not received any grades of 'C+' / 2.3 or lower (or B- / 2.7 for the Nursing and Fine Arts programs) in order for the probation to be lifted.

A student on academic probation cannot begin work on a graduate thesis sequence or project.

All students in the graduate programs are subject to the Wilson College Honor Principle, the academic and administrative regulations, and the Wilson College Judicial Process.

Academic Dismissal

A student may be dismissed from their graduate program if the period of academic probation extends beyond the completion of one semester (for full-time students) or the completion of two more courses (for part-time students).

A student may be dismissed if the student received two course grades of 'C+' / 2.3 or lower or one course grade of 'F' at any time during their graduate studies at Wilson.

Academic Credit

Any graduate class where the student received a grade of 'C-' / 1.7 or lower cannot be counted toward completion of the degree. For Nursing and Fine Arts students, any class of 'B-" / 2.7 or lower cannot be completed for the degree. Students may re-take the course the next time it is offered to replace the low grade.

Attendance

Students are responsible for attending classes and all other meetings required for the course, as well as for making whatever arrangements are necessary for missed work. An instructor may establish special attendance policies that are essential because of the nature of the course. In the case of a medical absence or for similarly unavoidable reasons, an instructor will provide assistance, as possible, in making up the work if a student requests it. A member of the faculty may designate in advance certain important class meetings at which attendance is required. Announcement of such a requirement will be made at least one week in advance. Students should not expect to receive permission for exceptions to this regulation.

Grading System and Reporting Grades

The Office of the Registrar will report semester and mid-semester grades to the students. 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**.

Midterm Grades

Midterm grades shall be reported to the Office of the Registrar for all registered students. In addition, faculty must complete a low-grade form for each student having a low midterm grade (below a C). The form should include the reason for the low grade, recommendation for completion of the course or possible withdrawal, and total number of absences.

Incompletes

The grade of Incomplete (IN) 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.

Graduation Application and Forms

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.

Housing

On-campus housing is available for qualified students in the program. For more information on housing, please contact the Wilson College Office of Residential Life and Student Development.

Independent and Guided Studies

Graduate-level independent study work may be allowed under certain circumstances. Anyone wishing to consider independent study work must start by seeking the approval of the Program Director. To be eligible, the student must be in good academic standing (including not being on academic probation) and must demonstrate a need for the independent or guided study. Graduate independent and guided study courses are subject to the same approval processes as undergraduate independent and guided study courses. For more information, see the appropriate Graduate Program Director

Leave of Absence

A graduate student may request an official leave of absence. This will halt official progress toward the student's program of study. A leave of absence for a graduate student may not exceed one year. If a student is out of a program for two years, the student will need to re-apply to the program. See complete description regarding applying for a leave of absence and termination of a leave of absence in the current college catalog.

Non-Degree Status

Students may start any Wilson graduate degree program as a non-degree candidate (though the student may still need to produce some admissions materials; for specifics, please consult the appropriate Graduate Program Director). However, after the completion of two courses the student must matriculate into the program to ensure that all coursework will be counted toward the graduate degree

Non-Degree Course Takers

Students, who are planning to take graduate courses for professional development/salary advancement only, may enroll in any M.Ed. MSE, MET, or MMCL Program course, for which they have the necessary prerequisites, with the approval of the Program Director. Non-degree course takers are not required to matriculate into the program.

Provisional Admission Status

In certain circumstances, a student may be lacking one of the mandatory requirements for admission into the graduate program. Provisional admission status may allow a student to enroll in classes in order to qualify for admission to the degree program. A student may be granted provisional status after a written plan of action to assist the student in meeting the prerequisites or entrance requirements of the program has been approved by the Graduate Program Director. Provisional status is given at the discretion of the Graduate Program Director and/or Graduate Program Admissions Committee.

If granted provisional status, the student must complete the approved plan of action with a GPA of 3.0 or higher before being officially admitted to the program. Generally speaking, full admission status is awarded after the successful completion of two courses with a qualifying grade of 3.0 or higher in each; however, provisional admission status cases are unique and may differ from this model.

Split-Level Coursework

Certain Wilson courses have both a graduate and undergraduate component. Generally, Wilson students cannot complete the graduate-level version of a course if they have already completed the undergraduate version unless the course has undergone significant alteration. Certain exceptions do exist; for more, please see the appropriate Graduate Program Director.

Time Limit to Complete Degree

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

Transfer Credits

At the discretion of the Program Director, no more than two courses may be transferred into any Wilson graduate program. For a course to transfer, the grade in the course must be 3.0 or higher on a 4.0 scale and the subject area, goals, and outcomes must be similar to that of courses designed for the graduate program. Students may be required to present support materials (such as syllabus, assignments, etc.) beyond an official transcript when transferring in a class. Under special circumstances, students may request to transfer more coursework to the College; for more on this, please see the appropriate Graduate Program Director.

Undergraduate Enrollment in Graduate Coursework

Generally, Wilson undergraduate students may not enroll in a graduate-level course for any reason. However, there are exceptions to this in certain programs; to learn if your program qualifies, please see the appropriate Graduate Program Director. Post-baccalaureate Teacher Internship Program (TIP) students may enroll in graduate-level coursework with permission of the appropriate Graduate Program Director.

Special Graduation Circumstances

December graduates:
- A student who completes her/his degree requirements at the end of the fall semester will have her/his degree conferred on the first day of the January Term. This date will be noted on the official transcript.
- December graduates will participate in and receive their diplomas at the following May's Commencement and be considered part of May's graduating class

Summer graduates:
- 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.
- Summer graduates will participate in and receive their diploma covers at the preceding May's Commencement and be considered part of May's graduating class.
- Diplomas will be released to the students in late September.
- 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 two course requirements remain to be met.
- Regardless of the number of courses remaining to be completed, the student must submit a written plan to the Registrar 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 Graduate Education Programs Director. The written plan must be submitted by the last day of classes for the Spring semester.
- 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 Graduate Education Programs Director and must be submitted to the Registrar by June 1st.

In other academic policy matters, graduate students are guided by the College catalogue for the year in which they entered the program. In cases

where the specific graduate policies disagree with the College's general policies, the policies for the graduate program shall govern the graduate student. Students may request waivers and exception to certain policies under special circumstances; for more on this, please see the appropriate Graduate Program Director.

Important Contacts

Office of Graduate Education Programs:
Dr. Eric C. Michael,Director
717-264-4970
eric.michael@wilson.edu

Administrative Assistant, Graduate Education Programs:
Norma Snider
717-264-4141 x 2045
norma.snider@wilson.edu

Graduate Admissions
Kierstin (Young) Stockum, Director of Graduate Recruitment and Admission
(717) 264-2985
kierstin.stockum@wilson.edu

Business Office:
Daphne Blair, Student Accounts Clerk
717-262-2534
daphne.blair@wilson.edu

Financial Aid:
Chris Knouse, Financial Aid Coordinator
717-262-2685
chris.knouse@wilson.edu

Computer Services:
Kevin Gallagher, Senior Systems Engineer
717-262-4830
kgallagher@wilson.edu

Alan Shoop, Network Engineer
717-262-4831
ashoop@wilson.edu

Registrar's Office:
717-262-2007
registrar@wilson.ed