Graduate Academic Policies and Regulations at Arcadia University

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General Policies

- Graduate Studies Forms
- Advising
- Transfer Credit
- Transfer of Credit from Other Institutions After Admission
- Education Records/FERPA
- Transcripts
- Student Photo Identification

Graduate Studies Forms

All required forms are available on the following websites:

- *www.arcadia.edu/gsforms*
- *www.arcadia.edu/registrar*
- *www.arcadia.edu/ssc*
- *http://my.arcadia.edu*

Forms also are available in the College of Graduate Studies (Taylor Hall, Room 200) and the Registrar's Office (Taylor Hall, Room 103).

All information relevant to the College of Graduate Studies is available on *MyArcadia*.

Advising

The letter of acceptance into a degree program in Business Administration, Counseling Psychology, Education, English, Health Education, Humanities and Public Health includes the name of the faculty adviser. A student is required to make an appointment to see his or her adviser upon admission to a program. At their conference, the student and adviser prepare a plan for the student's entire program. The adviser will provide the student with a copy of the approved program; a copy will be retained in the adviser's file, and one will be filed in the College of Graduate Studies.

While students are welcome to consult with advisers as frequently as they wish, it is necessary to do so only in the following circumstances: when changes in the program are contemplated, when the student has completed the credits required to apply for admission to degree candidacy, and when the student is preparing to register for the final semester of coursework to complete the degree. At the discretion of the adviser, changes in the program can be implemented by correspondence.

Transfer Credit

A maximum of 6 graduate credits earned at another institution may be considered for transfer at the time of admission into Arcadia University master's degree programs in Counseling Psychology, Education, English, Health Education, Humanities and Public Health.

Transfer credit is not accepted for the following programs; doctoral degrees in Education and Physical Therapy; master's degrees in Business Administration, Forensic Science, Genetic Counseling, International Peace and Conflict Resolution, and Medical Science (Physician Assistant); and Arcadia Certificate Programs.

Transfer credits that are less than 10 years old at the time of degree completion may be counted as part of the degree. A grade of "**B**" or higher must have been earned; the student's adviser must judge the courses to be relevant to the present program; and the institution that granted the credit must accept the course toward its own degree. Only 3-credit courses or multiples of 3 (i.e., 3 or 6) will be accepted. One-credit courses are not accepted under any circumstances. The student is responsible for supplying official descriptions of courses and any other supporting information requested by the adviser. Official transcripts must be submitted with transfer credit form. Also, course credit previously used to fulfill graduate or undergraduate degree requirements may not be considered for transfer into any master's degree program at Arcadia University.

Transfer of Credit from Other Institutions After Admission

After admission, matriculated students must petition to enroll in a course at another institution with the intention of transferring the credits earned to their Arcadia University program. A student must provide his or her adviser with a full description of the course and the reasons for enrolling in it. Once the petition form is signed by the adviser, it is sent to the Dean of the College of Graduate Studies for a

policy review. Approval usually is not granted for courses that are also offered at Arcadia University. Under no circumstances will more than 6 credits be accepted in transfer to an Arcadia University degree program. Forms are available on the following Web sites:

- *www.arcadia.edu/gsforms*
- *www.arcadia.edu/registrar*
- *www.arcadia.edu/ssc*
- *http://my.arcadia.edu*

Forms are available in the College of Graduate Studies (Taylor Hall, Room 200) and the Registrar's Office (Taylor Hall, Room 103).

Education Records/FERPA

The Family Educational Rights and Privacy Act of 1974 is a federal law that provides that a covered educational institution maintains the confidentiality of students' records. In accordance with the Act, with the exception of directory information as defined by Arcadia University, no one outside Arcadia University shall have access to, nor will the University disclose any information from, students' educational records without the written consent of students, except to appropriate personnel within the University, to officials of other institutions in which students seek to enroll, to persons or organizations providing students' financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. A complete statement of the University's policy in this regard is available from the Registrar's Office.

Transcripts

A fee of $5 is charged for each copy of an official transcript. (Transcripts processed the same day, or sent express delivery, will be charged additional fees.) Transcripts can be ordered via the Internet or by telephone 24 hours a day, seven days a week; visit *www.arcadia.edu/registrar* and select the *Transcripts* link. There is no additional fee to use the Internet link to request transcripts. However, there will be a $5 surcharge to request a transcript by phone using the operator at 1-800-646-1858, unless the phone call is in reference to technical difficulties using the Internet transcript request. If a written request is preferable, those requests for transcripts should be addressed to the Registrar's Office and include the following: 1) the name used by the student at the time of attendance; 2) the dates of attendance; 3) the full name and address of the person to whom the transcript is to be sent, and 4) the signature of the student. Transcripts are not released unless all accounts with the University have been paid in full. For questions regarding transcript requests, please call 215-572-2100.

Student Photo Identification

Arcadia University requires photo identification for all students. Contact the Public Safety Department to schedule an appointment, 215-572-2800.

Course Registration/Enrollment

- Auditing
- Withdrawal from Courses
- Drop/Add Period
- Refunds
- Substitutions for Required Courses
- Course Loads
- Course Numbers
- Procedures for Special Status Students
- Undergraduate Enrollment in Graduate Courses

Auditing

During the fall and spring semesters, a graduate student carrying 9 or more credit hours may audit, without fee, one additional course with the approval of his or her adviser and permission of the instructor.

Graduate students carrying up to 6 credit hours and non-matriculated students may audit courses with the necessary approvals and fees. A student must obtain the approval of his or her adviser and permission of the instructor; non-matriculated students must obtain the permission of the instructor and the Chair of the Department offering the course. It is understood that auditing is permitted on a non-participatory basis. No auditing is permitted during the summer sessions.

Withdrawal from Courses

A student may withdraw from a course without grade point average penalty before the end of the eighth week of each semester and will be

assigned a grade of W on the transcript. To withdraw from a course after the eighth week, but before the last four weeks of the semester, the student must obtain approval for withdrawal from the professor of the course, from the student's adviser, and from the Dean of Graduate Studies (using the Petition for Exception to Academic Policy form). If the approval is granted, the transcript will indicate that the student withdrew with a passing grade (WP) or withdrew with a failing grade (WF). Please review Arcadia's refund policy.

Withdrawals during the last four weeks of the semester are not allowed except in extraordinary circumstances beyond the control of the student. The Dean of the College of Graduate Studies, in consultation with appropriate faculty, must approve the withdrawal in addition to the approvals listed above. (WP/WF remains in effect.)

Withdrawals from summer courses are governed by the same guidelines, using the dates of mid-term and three-quarters through the term.

All requests for withdrawals must be filed by the dates listed in the Academic Calendar.

Please note: Course abandonment, or failure to withdraw from a course, will result in an automatic failure for the course. It is the responsibility of the student to notify the Registrar's Office in writing of the intent to withdraw from a course.

Drop/Add Period

The "course changes – drop/add" timeline appears in semester schedules and the Academic Calendar.

- **Spring and Fall Semesters:** Graduate students may add or substitute courses before the second class session. They may not enroll in a class after its second session has met without the approval of the instructor or the appropriate Department Chair.
- **Summer Sessions:** During the first two days of each session, students may substitute or add courses. They may not enroll in a class after its second session.
- **Summer Workshops:** After the first day, students are not admitted to a workshop

Refunds

The refund policy applies only to tuition charges; fees are not refundable. During the fall and spring semesters, students who formally withdraw from one or more courses within the first five weeks of classes are entitled to a refund according to the schedule listed below. Refunds are calculated on the basis of the date on which notification was received by the Registrar's Office.

Withdrawal within time periods and percent tuition paid by the student

- 1st week – 10 percent
- 2nd week – 20 percent
- 3rd week – 40 percent
- 4th week – 60 percent
- 5th week – 80 percent
- After 5th week – No Refund

For Summer Session I, a refund of 50 percent is allowed for withdrawal within the first week of class. For Summer II, III and workshops, the refund allowed is 50 percent before the third class meeting.

A students considering withdrawal after the seventh week of a semester is encouraged to contact the One-Stop Shop in order to obtain a detailed estimate of the financial implications of the withdrawal. This is extremely relevant when a student loan is involved.

Policies for Non-Traditional Courses

All courses, 12 to 15 weeks, regardless of delivery modality, will follow the policies that are currently in place.

Seven-Week Classes (Regardless of delivery modality):

1. Withdraw/Add—Students may withdraw and add courses during the first week of class. Adding a course requires the permission of the instructor.
2. For undergraduates, student evaluations will occur during the third week of the course.
3. Students may withdraw during week four of the class and receive a (W).

4. Students may withdraw during week five of the course and receive either a WP or WF.
5. Students will not have the opportunity to choose a Pass/Fail option for accelerated courses. Additionally, students do not have the option to audit an accelerated course.
6. Students may not withdraw from a course during week six or seven; however, students have the right to petition the appropriate Dean.
7. Course Abandonment—Course inactivity, non-attendance, or failure to make or complete payment does not constitute a course drop or withdrawal. Students remain financially responsible for a course registration unless the student notifies the Registrar's Office in writing to drop or withdraw from the course. Fees are assessed according to the current refund policy. Neglecting to drop or withdraw officially will result in a failing grade on the transcript.

One-Week Intensive Classes and Institute Courses

1. Withdraw/Add—Students may only drop or add a course prior to the beginning of the course.
2. After the beginning of one-week intensive courses and Institute courses, there will be no refund.
3. Students have the right to petition the appropriate Dean.

Incompletes—Follow the current policy for all courses. (i.e. student in an accelerated course would have three weeks after the end of the semester to complete required work). Incompletes are given only in the case of a medical emergency and must be approved by the appropriate dean.

Substitutions for Required Courses

Another graduate course may be substituted for a course required for a degree if, in the judgment of the Department offering the degree, the student has sufficient knowledge of the required course content to fulfill degree requirements. Before allowing the substitution, an examination covering the course content may be given in order to determine the student's level of competence. No course credit is earned by passing the examination.

Course Loads

During the fall and spring semesters, the normal load for full-time, non-cohort, students is 9 to 12 credit hours per semester. For students who are employed full-time, it is recommended that students enroll in no more than 6 credits per semester. The maximum course load for the summer sessions is 6 credit hours for Summer Sessions I and II, and 3 credit hours for Summer Session III. Students participating in a summer workshop may not schedule any other course concurrently.

Course Numbers

Numbers from the 500 to 800 levels designate graduate courses. Certain upper-level undergraduate courses numbered 400 are approved by the Graduate Academic Programs Committee for graduate credit. If a 400-level course not approved for graduate credit would enhance the student's professional preparation or current or anticipated teaching assignments, the student must present a written request to have the course accepted for the master's degree. The request must be approved by the student's adviser and sent to the Dean of the College of Graduate Studies.

Procedures for Special Status Students

Non-matriculated students may enroll in courses as Special Status students. Up to 9 graduate credits earned as a Special Status student can be accepted toward a degree, if the courses are appropriate for the program to which the student later applies. It is wise for Special Status students who are interested in pursuing a degree program to apply promptly, before accumulating inappropriate courses.

Enrollment as a Special Status student does not guarantee admission to a degree program. Special Status application forms are available on *MyArcadia* (http://my.arcadia.edu) in the College of Graduate Studies, and the Registrar's Office. A registration hold will be placed on anyone who has earned 9 graduate credits and has not been accepted to the College of Graduate Studies.

Special status is not permitted in the following: doctoral programs in Education and Physical Therapy and master's programs in Business Administration, Forensic Science, Genetic Counseling, International Peace and Conflict Resolution and Medical Science (Physician Assistant).

Undergraduate Enrollment in Graduate Courses

Arcadia University undergraduate students who are within a few credits of meeting the requirements for the bachelor's degree may, with the permission of the Department Chair, faculty adviser and Dean of the College of Graduate Studies, enroll in a limited number of graduate courses (500-level courses). Credit may be awarded either toward the bachelor's or the master's degree, but not both.

Academic Policies and Procedures

- Conferring of Degrees
- Graduation Honors
- Notification of Expected Completion of Degree Requirements
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- Exemptions to Policies, Regulations, or Requirements
- Code of Academic Responsibility
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- Academic Standing
- Continuous Enrollment
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- Admission to Degree Candidacy
- Changes in Degree Requirements
- Transfer to a New Degree Program or Concentration
- Culminating Activity
- Thesis
- Independent Research

Policies and procedures for graduate students are devised to safeguard the integrity of the degree or certificate granted, to facilitate the student's progress toward the degree, and to prevent delays and misunderstandings.

Each student is responsible for being thoroughly familiar with all policies and procedures and with the requirements of the specific program: degree, certificate, or certification. Updates to the printed catalog are available on the Web at *www.arcadia.edu/catalog*. If the student has any doubt or question about requirements or procedures, he or she should consult the Dean of the College of Graduate Studies for clarification.

Conferring of Degrees

Degrees are conferred at the completion of a program in May, August and December. A formal Commencement exercise takes place in May. A Commencement exercise is held in February for students in the Doctor of Physical Therapy program. All students completing their degrees at any time during the academic year are invited to participate in the following May ceremony and will receive information regarding the Commencement ceremony from the Graduate Office. Information also is available online at *www.arcadia.edu/commencement* in early March and posted in the Blackboard communities. Attendance at Commencement is not mandatory.

Graduation Honors

Students are recognized at Commencement and honored by the University for having achieved academic excellence in their degree programs. Latin honors are not used in graduate study; instead students receive "Distinction" on their records and diploma. Requirements for distinction are as follows:

A cumulative grade point average of 3.9 to 4.0 is required for programs in Business

Administration, Counseling Psychology, Education, English, Forensic Science, Health Education, Humanities, International Peace and Conflict Resolution, Public Health, the Transitional Doctor of Physical Therapy, and the Doctor of Education.

A cumulative grade point average of 3.7 to 4.0 is required in the Doctor of Physical Therapy, the Master of Science in Genetic Counseling, and the Master of Medical Science (Physician Assistant) degree programs.

Transfer credit is calculated for eligibility for distinction.

Notification of Expected Completion of Degree Requirements

The student is responsible for notifying the College of Graduate Studies of his or her expected date for completion of degree requirements. Forms are available online at *www.arcadia.edu/gdforms*. Forms also are available in the College of Graduate Studies (Taylor Hall, Room 200) and the Registrar's Office (Taylor Hall, Room 103).

Petitions for Exceptions to Policies, Regulations or Requirements

Petitions for change of grades or any other course-related grievance will not be accepted after one calendar year from the time of the start of the course(s) in question, or after the completion of the program in which the student is matriculated, whichever date comes first.

Grades Review

A student who believes that an academic injustice has occurred relative to a grade received should meet with the instructor to resolve the problem. If the problem is not resolved at this level, the student should contact the appropriate Department Chair. If the student is not satisfied with the outcome of that meeting, the student submits to the Dean of the College of Graduate Studies (Taylor Hall, Room 200) a "Request for Grade Review" form, signed by the student and the student's faculty adviser. Along with the form, the student must include a detailed written explanation of the situation.

A review will be conducted by the Graduate Dean. If it is determined that the grade was appropriate and there was no differential treatment of the student, the grade will stand. If the student requests a hearing by the Graduate Academic Standing and Petitions Committee, the student must present substantial new evidence to support the claim that an injustice has occurred. The Committee makes a recommendation to the Dean of the College of Graduate Studies, and the Dean informs the student of the final decision.

Exemptions to Policies, Regulations, or Requirements

Students requesting exceptions to policies, regulations or requirements must write a clear and concise statement describing the requested exception, including evidence supported by a rationale. This request must be submitted to the Dean of the College of Graduate Studies (Taylor Hall, Room 200) along with an "Exception to Policy" form signed by the student and the student's faculty adviser.

Code of Academic Responsibility

A code of academic responsibility guides the academic life of Arcadia University students. It is expected that each student will uphold the concept of academic integrity and will accept the responsibility for acting in accord with this concept. Refer to these publications for guidelines: Graduate Student Handbook online at *www.arcadia.edu/studenthandbook* and departmental handbooks.

Code of Ethical/Professional Standards and Conduct

Graduate programs at Arcadia University prepare students to take positions of responsibility and leadership within their communities and professions. Many of the departments and programs require supervised off-campus clinical experience in which students are expected to conduct themselves as professionals-in-training. These programs represent professions that adhere to established standards of behavior and ethics. Arcadia University students are expected to adhere to those standards. Behavior in violation of ethical or professional standards of the field and/or Arcadia University constitutes grounds for immediate dismissal from the program. (Refer to the Graduate Student Handbook, which is found online at *www.arcadia.edu/studenthandbook*, and departmental guidelines.)

Dismissal

Students are expected to abide by the regulations set forth by Arcadia University and the written policies and procedures of their respective departments. The University reserves the right to dismiss a student at any time for unsatisfactory academic performance or for conduct detrimental to the University or to the welfare of other students. Departments also reserve the right to dismiss a student if it is determined that a student's conduct is unprofessional or is not consistent with the code of ethics of his or her intended profession.

A student may be dismissed from a program for the following reasons:

1. A grade below "**C**" in a didactic course.
2. A grade of "**U**" or below "**C**" in a clinical education experience.
3. A grade below "**B**" in an Education Practicum or Fieldwork.
4. Conduct detrimental to the University or to the welfare of other students.
5. Conduct that violates the code of academic and/or professional ethics.6. Unsatisfactory GPA (page 8 Academic Standing)
7. In addition to GPA, students also must be making adequate progress toward the degree to have satisfactory academic standing. Therefore, students who have an excessive number of course withdrawals for two consecutive semesters will have their records reviewed by the Committee on Academic Standing and Petition. Excessive number of course withdrawals is defined as 50 percent or greater of the student's courseload. After review, a student may be dismissed from the University if it is determined that he or she is not making adequate progress.

Fulfillment of Degree Requirements

Faculty advisers, and the Dean and staff of the College of Graduate Studies are available to assist students. Procedures have been developed to check progress toward the degree. It is the student's responsibility, however, to know the requirements for his or her degree and to fulfill them.

In addition to or independent of a master's degree, students also may prepare for certification granted by the Pennsylvania Department of Education and/or the Pennsylvania State Board of Private Academic Schools. Arcadia Certificates are available in a variety of areas including Business, Education, Counseling Psychology and English.

Graduate Studies at Arcadia University are under the direction of the Graduate Academic Programs Committee, whose voting members are five elected faculty members and the Dean of the College of Graduate Studies. Non-voting members include a minimum of one and not more than three students, selected to represent graduate students currently enrolled, and if possible, chosen from different components of graduate studies. Representatives of the Vice President for Enrollment Management, the Registrar, the Associate Director of the Library, and the Center for Education Abroad serve ex officio. The Associate Dean of the College of Graduate Studies serves as non-voting secretary. Meetings of the committee are open to others by invitation.

Degree Completion
for Cohort Graduate Programs

- Doctor of Education in Special Education—three years plus extension for dissertation
- Doctor of Physical Therapy—two and one half years
- Master of Arts in International Peace and Conflict Resolution—two years; three years for part-time track
- Master of Business Administration—22 months
- Master of Medical Science (Physician Assistant)—two years; three years for dual degree
- Master of Science in Forensic Science—two years; 3 years for part-time track
- Master of Science in Genetic Counseling—two years

Degree Completion for Graduate Programs with Rolling Admission

Six years from the first enrollment in coursework relating to the degree.

- Certificate of Advanced Study
- Master of Arts in Counseling Psychology
- Master of Arts in Education
- Master of Arts in English
- Master of Arts in Health Education
- Master of Arts in Humanities

- Master of Education
- Master of Science in Health Education
- Master of Science in Public Health
- Transitional Doctor of Physical Therapy

In all of the above programs, students may enroll on either a full-time or part-time basis. If they do not want to pursue a degree or certification, they may request permission to enroll as Special Status students.

Credit by Examination

Students are permitted to earn credit by examination for any undergraduate deficiencies they may have, but not for credit to be counted toward a graduate degree.

Grades

A letter grade system with pluses and minuses is used. The numerical values assigned are as follows:

	Letter	Value
Excellent	**A**	4.0
Very Good	**A-**	3.7
	B+	3.3
Good	**B**	3.0
Passing	**B-**	2.7
	C+	2.3
	C	2.0
Failing	**C-**	1.7
	D+	1.3
	D	1.0
	D-	0.7
	F	0.0

- **NR** = Ongoing: a grade of NR in a practica must be converted to an earned grade one year from the date of registration. After one year, the NR becomes a W, and the student must register again and pay full tuition.
- **S** = Satisfactory
- **U** = Unsatisfactory
- **W** = Withdrawal prior to seventh week of class
- **WP** = Withdraw passing—after the seventh week of class
- **WF** = Withdraw failing—after the seventh week of class

A cumulative grade point average of "**B**" (3.00) is required for admission to degree candidacy and for graduation in the following graduate programs: Business Administration, Counseling Psychology, Education, English, Forensic Science, Health Education, Humanities, International Peace and Conflict Resolution and Public Health. A cumulative grade point average of "**B–**" (2.70) is required for graduation in the following programs: Doctor of Physical Therapy, Genetic Counseling and Medical Science (Physician Assistant).

A grade below "**C**" may not be applied toward a degree. Only 6 credits of "**C**" will count toward a degree in the following programs: Business Administration, Counseling Psychology, Education, English, Health Education, Humanities, International Peace and Conflict Resolution and Public Health. A student must petition to repeat a course; however, the original grade remains on the transcript. No more than two concentration courses may be repeated.

If a failing grade is received ("**C–**" or below), the course may be repeated one time only with the adviser's permission.

A grade of "**B**" or above is required to meet certification standards for the following courses:

- ED 470 Graduate Student Teaching Practicum, Early Childhood and Elementary
- ED 471 Graduate Student Teaching Practicum, Secondary
- ED 474 Graduate Student Teaching Practicum, Art Education
- ED 478 Graduate Student Teaching Practicum, Environmental Education
- ED 520B Intern Practicum
- ED 578 Experiential Workshop in the School Library
- ED 579 Practicum: School Librarian
- ED 583B Fieldwork
- ED 590 Fieldwork in Inclusive Education (students in five-year Special Education program only)
- ED 592 Graduate Student Teaching Practicum: Dual Special Education/Elementary
- ED 593 Fieldwork in Environmental Education
- ED 595 Literacy Seminar/Language and Literacy Project
- ED 597 Graduate Student Teaching Practicum: Special Education
- ED 600 Practicum: Supervision
- ED 639 Practicum: Principalship

- ED 649 Practicum: The Superintendency

NOTE: These policies also apply to non-degree-seeking graduate students enrolled in certification programs.

Incomplete Grades

In circumstances such as illness or personal emergency, a grade of "**I**" (Incomplete) may be approved by the Dean of the College of Graduate Studies if the student is unable to finish the course requirements by the end of the term but is passing the course. Students who have received an Incomplete grade must meet the conditions for its removal on the date specified by the instructor on the official Incomplete card. If the Incomplete is not removed by the specified date, the default grade indicated on the Incomplete card will be recorded for the course. No more than two Incomplete grades may be received in a given semester, one of which must be removed before the student is allowed to enroll in more courses. Instructors must obtain an "Incomplete Grade Request" form from the Registrar's Office or the College of Graduate Studies and return it to the Dean of the College of Graduate Studies for approval.

Academic Standing

To continue in good academic standing, students in Business Administration, Counseling Psychology, Education, English, Forensic Science, Health Education, Humanities, International Peace and Conflict Resolution, Public Health and Doctor of Education are expected to maintain a 3.0 cumulative grade point average. If the cumulative average falls below 3.0, the student is placed on probation and notified by the Dean of the College of Graduate Studies, in writing, of the conditions that must be met in order to be removed from probation and continue in the program. If the cumulative average falls below 2.7, or if a student in good standing receives a grade of "**C–**" to "**F**," the student may be dismissed from the program.

A student must be in good academic standing with a 3.0 cumulative average in order to apply for admission to degree candidacy. If, after admission to degree candidacy, the average falls below 3.0, but no lower than 2.75, the student may be placed on probation. If the average falls below 2.75, the student may be dismissed from the program. A cumulative grade point average of 3.0 is required for graduation.

. Please refer to individual programs for additional policies on academic standing. To continue in good academic standing, students in Genetic Counseling, Medical Science (Physician Assistant), and Physical Therapy are expected to maintain a 2.7 cumulative grade point average. Please refer to the program listing for degree-specific academic requirements.

In addition to GPA, students also must be making adequate progress toward the degree to have satisfactory academic standing. Therefore, students who have an excessive number of course withdrawals for two consecutive semesters will have their records reviewed by the Committee on Academic Standing and Petition. Excessive number of course withdrawals is defined as 50 percent or greater of the student's course load. After review, a student may be dismissed from the University if it is determined that he or she is not making adequate progress.

Continuous Enrollment

Students admitted to a degree program are expected to enroll continuously until the program is complete. For students in Counseling Psychology, Education, English, Health Education, Humanities and Public Health programs, continuous enrollment is defined as enrollment in both semesters of the regular academic year, or one semester of the academic year and one summer session, or both regular summer sessions.

Leave of Absence

A student who is unable to register for courses because of a serious illness, personal/ professional reasons, extraordinary job requirements or military service may be granted a leave of absence without penalty.

The leave of absence is normally limited to one year. The student must inform the Department Chair and the Dean of the College of Graduate Studies, in writing, of his/her intention to take a leave of absence.

Students with an absence of one year without an approved leave of absence or who extend

leave beyond one year must reapply through the Office of Enrollment Management and will be governed by new departmental/program requirements upon their return to the program. Please refer to specific program requirements in reference to this policy.

Withdrawal from the University

A student who plans to withdraw from a program for personal reasons should consult with his or her adviser. If the student intends to withdraw, he or she should notify the Program Director and the Dean of the College of Graduate Studies, in writing, of intent to withdraw. The student may reapply within two years of that withdrawal by following the readmission procedure described below. Please refer to program listings for program-specific requirements.

Admission to Degree Candidacy

Upon completion of 15 semester hours of credit, students who want to be admitted to degree candidacy must make formal application. Students admitted to Arcadia University with transfer credits accepted toward the degree must make this application after completing 15 semester hours of Arcadia University credit.

In addition to being in good academic standing, a student must obtain his or her adviser's signature and submit the application to the Assistant Dean of the College of Graduate Studies. Students in Business Administration, Forensic Science, Genetic Counseling, Medical Science (Physician Assistant), Physical Therapy and the Doctor of Education programs are not required to apply for degree candidacy.

Students in a master's program in Education, English and Humanities must have completed the foundation course requirements before being admitted to degree candidacy. Students in a master's program in Counseling Psychology must have completed 18 credits of specific courses indicated on the degree candidacy application form before being admitted to degree candidacy.

Changes in Degree Requirements

In an effort to keep Arcadia graduate programs current, changes in degree requirements may occur after students have begun their programs of studies. In this case, students would be expected to fulfill the new requirements unless doing so causes undue hardship, that is, postpones graduation, requires credits beyond those required for a specified program, or prevents enrollment in a course especially needed by the student. Changes and updates are available at www.arcadia.edu/catalog.

Transfer to a New Degree Program or Concentration

A change of concentration within a Master of Education (M.Ed.) program or a Master of Arts in Education (M.A.Ed.) program does not require re-application. A Change of Status form must be submitted to the Graduate Dean's Office for approval. Passing Praxis I scores are required for admission to a certification program for non-certified applicants. All required forms are available on the following Web sites:

- *www.arcadia.edu/gsforms*
- *www.arcadia.edu/registrar*
- *www.arcadia.edu/ssc*
- *http://my.arcadia.edu*

Forms also are available in the College of Graduate Studies (Taylor Hall, Room 200) and the Registrar's Office (Taylor Hall, Room 103).

Any change of status must be approved by the Assistant Dean of Graduate Dean.

To be considered for a change of status into the Master of Arts in Counseling Psychology, Master of Arts in English, Master of Arts in Health Education, Master of Arts in Humanities, Master of Science in Health Education and Master of Science in Public Health, students must submit program-specific materials as indicated in the admissions section of the intended program. When all required materials have been received in the College of Graduate Studies, the file will be sent to the appropriate department for review. An application fee is not required if the student is currently enrolled. Credits earned in the original program may apply to the new program if, in the opinion of the faculty adviser, they are appropriate to the new degree.

Change of Status does not apply to master's programs in Forensic Science, Genetic Counseling, Medical Science (Physician

Assistant); or to doctoral programs in Physical Therapy and Special Education.

Culminating Activity

The culminating activity provides a means of synthesizing the knowledge and skills acquired throughout the program. This requirement may take a variety of forms, depending on the degree or concentration within the degree. A comprehensive examination (oral or written); fieldwork or internship; practicum (student teaching), clinical experience, research and thesis; final seminar, master's paper, professional portfolio, or capstone course. The culminating activity is arranged in consultation with the adviser.

A grade of "**B**" or above is required for the culminating activity for any graduate degree.

Thesis

Only matriculated students may register for independent research or for thesis. Up to 9 credits of a combination of independent research and thesis may be applied toward a degree.

A student in a master's programs may elect to write a thesis for 6 credits toward the degree. The student should consult with his or her adviser to determine whether a thesis is required for the program.

The student must obtain a copy of directions and requirements from the College of Graduate Studies prior to the consultation with the adviser. The manual of style to be followed is determined by the department.

To register for thesis, a student must submit an approved copy of the thesis proposal to the Graduate Office..

A students who does not complete the thesis or master's project at the end of the coursework, or at the end of the semester or session in which he or she is enrolled in a departmental thesis or culminating project course, may be required to enroll in an ongoing non-credit thesis writing course until all work is completed and approved. A fee equivalent to 1 graduate credit for a 3-credit culminating master's project and 2 graduate credits for a 6-credit culminating thesis will be assessed for each semester or part thereof during which the thesis or capstone project is incomplete. (For these purposes, all the summer sessions together will count as one semester.) Please refer to program-specific requirements in the catalog to determine if this applies.

Independent Research

Most departments offer a 3-credit course titled "589/689 Independent Research" that offers matriculated students an opportunity to undertake an individual project supervised by a faculty member. Students must have had formal coursework and/or experience in the area of study, have completed at least two graduate courses in the Department at Arcadia University, and have a definite topic or project in mind. Students may ask a faculty member in the Department to supervise the study or ask the Department Chair to suggest an appropriate faculty member. The independent research form must be signed by the Chair of the Department and contain the name of the supervising faculty member.

Contact the College of Graduate Studies

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