STUDENT INFORMATION HANDBOOK

UNIVERSITY *of*

DAYTON

SCHOOL OF EDUCATION and HEALTH SCIENCES

DEPARTMENT OF EDUCATIONAL ADMINISTRATION

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2017-2018
*Building Learning Communities Through
Critical Reflection*

DEPARTMENT OF EDUCATIONAL ADMINISTRATION
FACULTY AND STAFF DIRECTORY
(Area Code 937)

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Notice of Non-Discrimination Policy

The University of Dayton does not discriminate on the basis of age, race, national or ethnic origin, color, creed, sex, nor against otherwise qualified disadvantaged students in its admissions and academic standards; nor in the granting of scholarships, loans, and other financial aid; nor in the planning and administering of its admission, academic, athletic, housing, and other policies; nor in any other programs, services and activities.

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INTRODUCTION

Department of Educational Administration
within the School of Education and Health Sciences
Institutional Community and the University of Dayton

Department of Educational Administration Mission

Through its Catholic and Marianist traditions and principles, the mission of the Department of Educational Administration (EDA) at the University of Dayton has three primary purposes. The first charge is to prepare scholar-practitioners to serve effectively in administrative roles and other leadership positions in the PK-12 public, Catholic, and other non-public schools. The second task is to contribute to the knowledge base in school administration. The third responsibility is to provide service and continuing education to PK-12 public, Catholic, and other non-public schools.

Department of Educational Administration Philosophy

Departmental practices reflect our aspirations to educate for the formation of faith; provide an integral and quality education, educate in the family spirit; educate for service, justice, and peace; and educate for adaptation and change. To this end, we believe in the need to:

- Advocate practices of social justice.
- Place the needs of our students as a primary concern.
- Build respect for difference in a pluralistic society.
- Utilize the professional knowledge base in decision-making for school communities.
- Develop learning communities in which students construct frameworks of knowledge that enable them to think critically.
- Recognize that effective leaders acknowledge the need for change.
- Facilitate collaborative efforts to ensure that educational leaders meet the evolving needs of students and their school communities.
- Engage in life-long learning.

Department of Educational Administration Vision

The vision of the Department of Educational Administration is to prepare educators who are committed to effective leadership practices that move school communities toward educational excellence. By 2019:

1. We will prepare educational leaders to engage in evidence-based practice as a process of integrating empirical research, other forms of data, tacit knowledge, and professional and social values.
2. We will continue to contribute to the knowledge base in educational administration by disseminating our research and other forms of scholarship through publications and presentations.
3. We will continue to develop and maintain flexible instructional approaches while maintaining program integrity.
4. We will explore ways to better serve highly diverse and low performing school districts.
5. We will develop a closer relationship with the Doctoral Program in Educational Administration.
6. We will maintain selected off campus sites and cohorts in central and western Ohio.
7. We will maintain a mix of clinical, adjunct, and tenured/tenure track faculty.
8. We will have ample instructional spaces that are suitable for adult learners as well as sufficient work space for faculty and staff.

Department of Educational Administration within the University of Dayton

EDA is a part of the School of Education and Health Sciences institutional community. As a community partner within the school and also as a part of the University of Dayton, EDA plays a role in carrying out the mission and vision of the larger institution.

The Marianist tradition and foundation of the University of Dayton obligates EDA to embed the distinctive characteristics of the Society of Mary in our teaching, research, and service. Those five distinctive characteristics define the role of education and they should be visible and tangible to you in all that we do in EDA classrooms and on line courses. We aspire to educate for the formation of faith, provide an integral and quality education, educate in the family spirit, educate for service, justice, and peace, and educate for adaptation and change.

Within the School of Education and Health Sciences, we join with our colleagues in the other departments to engage you and all of our students in accomplishing goals that are related to the school's conceptual framework and goals in the four areas of: embracing diversity, scholarly practice, building community, and critical reflection.

Department of Educational Administration within Professional Organizational Communities

EDA is a part of the wider community of educational and professional organizations. As a part of the University of Dayton, we comply with the standards of the Higher Learning Commission (HLC) of the North Central Association (NCA). As a community partner within the University Council for Educational Administration (UCEA), we value and support research, aspire to professional excellence, and advocate for improved schools. As a constituent with The Educational Leadership Constituent Council (ELCC), we have aligned our programs with the high standards of this council as part of our membership in the Council for the Accreditation of Educator Preparation (CAEP).

We adhere to the ELCC standards which obligate us to this vision of school leadership:

"Principals, supervisors, curriculum directors, and superintendents need increasingly to take initiative and manage change. They must build a group vision, develop quality educational programs, provide a positive instructional environment, apply evaluation processes, analyze data and interpret results, and maximize human and physical resources. They also must generate public support, engage various constituencies, and mitigate value conflicts and political pressures." (National Policy Board for Educational Administration, 2002, p. 8)

Our goals are grounded in the Ohio Standards for Principals. These five standards include:

1. Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving their goals.
2. Principals support the implementation of high-quality standards based instruction that results in higher levels of achievement for all students.
3. Principals allocate resources and manage school operations in order to ensure a safe and productive learning environment.
4. Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.
5. Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well-being.

Principles of academic practice form the structure of all EDA programs aligned with these professional standards. First, the pedagogical goals

for you and all students in EDA include planned growth in your knowledge, performance, and dispositions, within the constructs of our professional affiliation with ELCC.

Second, a "knowledge" base of effective school leadership exists and is the foundation of what you as a potential school leader need to master to be effective in producing improved student learning outcomes. "Performance" is defined by ELCC as those proficiencies in subject, professional and pedagogical knowledge, skills and dispositions that benefit student learning. "Performance" is also described as related to the quality of institutional practice, in addition to individual practice. "Dispositions" are defined as those values, commitments, and professional ethics that influence your behaviors toward students, families, colleagues, and communities and affect student learning.

These principles include a heavy emphasis on pedagogy that is practice-related, problem-based, i.e., "field" related. In EDA courses you will be continually engaged in building your knowledge – knowledge that is based in research and applied to practice in real schools. Throughout each EDA program, you will apply sound leadership knowledge to problems of contemporary PK-12 public, Catholic and other non-public schools.

Department of Educational Administration Practices of Assessment toward Accountability

EDA faculty takes seriously their obligation to be accountable. We are accountable, first of all, to meeting your needs. We are accountable to the School of Education and Health Sciences, to the University, to the accrediting agencies of which we are members, and to the State of Ohio licensure requirements.

Our accountability goals in the EDA department are that all assessments are consistently planned, valid, reliable, comprehensive, based on multiple measures, based on both insider and outsider perspectives, ethical, fair, standards-based, linked to program goals, systematic, and provide results that are used in formative ways for student, faculty, and program improvement.

To show evidence of the quality of EDA programs, courses, and faculty, we regularly assess the results of our work. In our assessment procedures, we value multiple measures for each outcome objective and we include both qualitative and quantitative evidence. The Department Chair reports the Ohio Assessment for Educators (OAE) scores to the faculty on a quarterly basis. At one department meeting each year the faculty reviews the EDA strategic plan, including the assessment results for all programs. Areas of strength and areas of needed improvement are identified and discussed.

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DEPARTMENT OF EDUCATIONAL ADMINISTRATION

Member of University Council for Educational Administration (UCEA); Educational Leadership Constituent Council (ELCC) approved programs; Council for the Accreditation of Educator Preparation (CAEP); and The Higher Learning Commission of the North Central Association (NCA) Accreditation.

PROGRAM DESCRIPTIONS

Master's Degree and Professional Educator Preparation Program Leading to State of Ohio Issued Professional Licensure

EDA is committed to the preparation of scholar-practitioners who are dedicated to building learning communities through critical reflection. To this end, EDA offers a Master of Science in Education (M.S.E.) degree in Educational Leadership as well as licensure preparation programs for principals, superintendents and in curriculum, instruction and professional development (CIPD).

This handbook contains information relating to the Master's degree program and licensure preparation options as well as general information pertaining to the policies and procedures of the department and the Graduate School.

In addition, the department provides opportunities for advanced study leading to the Educational Specialist (Ed.S.) degree in Educational Leadership and the Doctorate of Philosophy (Ph.D.) degree in Educational Leadership. Further information on these programs can be obtained through the Department of Educational Administration's website at go.udayton.edu/eda.

Master of Science in Education in Educational Leadership

Students may earn a M.S.E in Educational Leadership by successfully completing the designated 30 semester hours of coursework indicated on the master's degree chart on Page 5. Any substitutions to this coursework require the approval of the department chair. All other administrative licensure programs are built upon the knowledge, skills, and dispositions comprising this master's degree. **See pages 9 and 10 for admission procedures.**

Students have the opportunity to pursue coursework via traditional courses, on line learning, or by combining on line and traditional courses as well as hybrid formats in pursuit of the master's degree. Additional details are available on the department website.

Master of Science in Education in Leadership for Educational Systems (ESY)

The leadership for educational systems program is designed to provide students with a thorough understanding of the United States system of education and to develop leadership skills to administer educational systems. The program addresses the growing need of international students to study the United States educational systems and yet will not pursue, or qualify for, state of Ohio issued licensure. This program will feature an interdisciplinary approach with other Departments; however, the degree is awarded through the Department of Educational Administration. Courses in the program will be provided by the Educational Administration (EDA), the Department of Counselor Education and Human Services (EDC) and the Department of Teacher Education (EDT). The Leadership for Educational Systems program will guide students through critical analyses of leadership issues, and will promote rational problem-solving and decision-making regarding issues facing educational systems from preschool to higher education (P-16). See pages 9 and 10 for admission procedures.

Principal (ELP)

The Principal Program coursework meets the course requirements for the State of Ohio issued Principal License. Students may earn the professional educator certificate with a Principal focus by holding a master's degree in Educational Leadership, or its approved equivalent, and completing the 12 semester hours of coursework as listed (see page 6); providing evidence of two years of successful teaching experience under a standard teaching credential on the level for which the administrative license is sought; and obtaining a passing score on the OAE state testing requirement (see page 8). It is mandatory that students beginning this program must reapply to the Graduate School. **See pages 9 and 10 for licensure program admission procedures and transcript evaluation.**

Students have the opportunity to pursue coursework via traditional courses, on line learning, or by combining on line and traditional courses as well as hybrid formats in pursuit of the principal license. Additional details are available on the department website.

Curriculum, Instruction, and Professional Development (CIPD)

The Curriculum, Instruction, and Professional Development Program coursework meets the course requirements for the state of Ohio issued CIPD and the corresponding Professional Educator Certificate. Students may earn a CIPD license by completing the University of Dayton M.S.E in Educational Leadership (see page 5), or its approved equivalent, plus the 15 additional semester hours of required

coursework (see page 6). <u>It is mandatory that students beginning this program must reapply to the Graduate School</u>. **See pages 9 and 10 for licensure program admission procedures and transcript evaluation.**

Superintendent

The Superintendent Program coursework meets the course requirements for the State of Ohio issued Superintendent License. Students may earn a Superintendent license by completing both the University of Dayton M.S.E. in Educational Leadership and the principal licensure (see page 6), or their approved equivalent, plus the 12 additional semester hours of designated coursework as listed on page 6. In addition, students must have successfully completed three years of administrative experience under a standard administration credential. <u>It is mandatory that students beginning this program must reapply to the graduate school</u>. **See pages 9 and 10 for licensure program admission procedures and transcript evaluation.**

Master of Science in Education in Educational Leadership (Catholic School Leadership)

Students who serve in Catholic schools/dioceses may earn the M.S.E. in Educational Leadership with optional designated Catholic School Leadership on line courses by completing the ten designated courses indicated on the Master's degree chart on page 5 for a total of 30 semester hours. No commutes or campus visits are required. The on line program offers flexible hours to conduct studies and complete assignments; individualized electronic communication with the instructor and/or classmates; more time to think, conduct research and prepare responses to questions or issues; and opportunities to re-visit issues and clarify personal understanding and intellectual positions.

In addition, the SEHS Graduate Tuition Award for ***on line courses*** is available to teachers and administrators working full time in Catholic schools or diocesan offices. This is a great opportunity for Catholic school educators to begin a master's degree and to integrate university study with current job responsibilities. The program is designed to prepare individuals to work as effective Catholic school administrators and to accommodate individual students' needs.

For additional information on this master's degree program or tuition award information, students may contact Ms. Janice Keivel, Administrative Associate, by email (jkeivel1@udayton.edu). **See pages 9 and 10 for graduate school admission procedures.**

Educational Specialist Degree in Educational Leadership (EDS)

The EDS is offered jointly by the Graduate Schools of the University of Dayton and Wright State University. The program is designed to

enhance individual capabilities for educational leadership. The areas of staff/organizational development, curriculum, program development and evaluation, law/finance/facilities, assessment and research are included. Emphasis is given to preparing individuals for central office positions. The planned program of study requires a minimum of 33 semester hours of designated graduate coursework beyond the master's degree (see page 5). Courses may be taken at the University of Dayton and/or Wright State University. Previous post-master's coursework may be transferred into the program if it supports the objective of the overall program and is in accordance with university transfer credit guidelines.

Interested students are required to apply on line at https://www.udayton.edu/apply/graduate/index.php and submit official transcripts of their undergraduate and graduate degrees plus any post-master's coursework not completed at the University of Dayton. Questions may be directed to the Educational Administration office (800-259-8710, option #2).

Certificate in Applied Social Science Research Methods (ASR)

This program is for students in education, the non-profit sector, and government positions who hold a minimum of a bachelor's degree and are interested in learning how to undertake scientific research, or simply better understand research they read, in the social and behavioral sciences. Specifically, the certificate program will consist of four courses, each worth three semester hours for a total of twelve semester hours. The courses will focus on research methods and design (EDU 900), qualitative research (EDU 991), quantitative research and analysis (EDU 992), and advanced research, statistics and data analysis (EDU 993).

Admission requirements to the Graduate School are the same as a degree seeking program. Please see pages 9 and 10 for more information.

Certificate in Instructional Leadership in Catholic Schools (ILC)

The certification program for Instructional Leadership in Catholic Schools is designed to provide valuable training, preparation, and educational experiences for Catholic school teachers who wish to help others improve their instructional abilities. In today's world, certificate programs are becoming more important as they provide valuable information, and yet are cost friendly due to the need for fewer courses. From an employer and employee standpoint, additional training can provide recognition of enhanced skills that can lead to greater opportunity for students, and improved performance for employers.

The focus of the program will be to provide coursework that will enhance the ability of students to assist others in curricular and instructional improvement. Specifically, the certificate program will consist of three courses, each worth three semester hours for a total of nine semester hours. The courses will focus on leadership and human interaction (EDA 505), curriculum (EDA 511), and instructional leadership (EDA 510). All courses are offered on line.

Admission requirements to the Graduate School are the same as a degree seeking program. Please see pages 9 and 10 for more information.

PROGRAM CHECKSHEETS
Course substitutions MUST have prior approval of the department chair.

Master of Science in Education in Educational Leadership
(30 sem. hrs.)

___ EDA 505 Educational Leadership (3)
___ EDA 509 Supervision & Professional Development (3)
___ EDA 510 Instructional Leadership (3)
___ EDA 511 Curriculum (3)
___ EDA 515 School Law (3)
___ EDA 551 Research (3)
___ EDA 507 Internship I (3)
___ EDA 555 Community Relations (3)
___ EDA 556 Leadership in Diverse Communities (3)
___ EDA 557 School Finance (3)

Master of Science in Education in Leadership for Educational Systems
(30 sem. hrs.)

Required Teacher Education Coursework:
___ EDT 500 Models of Teaching (3)
___ EDT 501 Introduction to American Education (3)
___ EDT 504 Scholarly Study in Education (3)
___ EDT 505 School, Self and Society (3)
___EDT 667 Educational Research Seminar*(3) Elective
Required Educational Administration Coursework:
___ EDA 505 Educational Leadership(3)
___ EDA 510 Instructional Leadership(3)
___ EDA 511 Curriculum (3)
___EDA 551 Research*(3) Elective
Continues on Page 6.

Required Counselor Education Coursework:
___   EDC 540 Perspectives in Higher Education
___   EDC 560 Ldrshp in College & University Environment (3)
      ___   EDC 568 Research and Evaluation in Human Services*(3)   Elective

*Student chooses one Research course.

Principal
(12 sem. hrs. beyond the M.S.E., or its approved equivalent, for a total of 42 sem. hrs.)

___   EDA 611 Assessment & Instruction for School Improvement (3)
___   EDA 626 Staff Personnel (3)
___   EDA 655 Principalship (3)
___   EDA 607 Internship II (3)

Superintendent
(12 sem. hrs. beyond principal licensure, for a total of 54 sem hrs.

___   EDA 718 Superintendency (3)
___   EDA 733 Internship III: District Level (3)
___   EDA 760 Seminar: District-Level Management (3)
___   EDA 761 Seminar: District-Level Leadership (3)

Curriculum, Instruction & Professional Development
(15 sem. hrs. beyond the M.S.E. in Educational Leadership sem. hrs.).

Required
___   EDA 852 Assessment & Instruction for School Improvement (3)
___   EDA 710 Curriculum Evaluation and Instruction (3)
___   EDA 733 Internship III: District Level (3)
___   EDA 761 Seminar: District-Level Leadership (3)

Select one (1) from the following
___   EDA 711 Curriculum Development and Leadership (3)
___   EDA 712 Program and Staff Development (3)

Educational Specialist Degree in Educational Leadership
(33 sem. hrs. beyond the M.S.E. with a major in Educational Leadership, or its approved equivalent)

Required
___   EDA 807 Eds Project Seminar (3)
___   EDA 812 Program & Staff Development (3)
___   EDA 818 Superintendency (3)

EDA 833 Internship III: District Level (3)
___ EDA 851 Research or *EDU 990 Research Methods & Design (3)
___ EDA 852 Assessment & Instruction for School Improvement (3)

*Students who have taken EDA 551 or its equivalent should take EDU 990.
Electives
Select five of the following:
___ EDA 810 Curriculum Evaluation & Instruction (3)
___ EDA 811 Curriculum Development & Leadership (3)
___ EDA 855 Legal Issues in School Leadership (3)
___ EDA 859 Law of Special Education (3)
___ EDA 860 Seminar: District-Level Management (3)
___ EDA 861 Seminar: District-Level Leadership (3)
___ EDA 862 Seminar in Policy, Politics and Decision Making (3)

Certificate in Applied Social Science Research Methods

Required
___ EDU 990 Research Methods & Design (3)
___ EDU 991 Qualitative Research (3)
___ EDU 992 Quantitative Research & Analysis (3)
___ EDU 993 Advanced Research, Statistics & Data Analysis (3)

Certificate in Instructional Leadership in Catholic Schools

Required
___ EDA 505 Educational Leadership (3)
___ EDA 510 Instructional Leadership (3)
___ EDA 511 Curriculum (3)

GENERAL INFORMATION

Academic Accommodation

Students having an impairment that requires academic accommodation should notify the professor and contact the Office of Learning Resources (937) 229-2066 located in the Roesch Library in room 023. Additional information is available at https://www.udayton.edu/ltc/learningresources/.

Students possessing a self-identification form indicating the impairment should present this to the professor for review and discussion of the accommodation needed.

Academic Performance Clarification Procedure

The following procedure should be observed by any student who wishes clarification of his/her academic performance evaluation:
1. The student should first contact the professor and attempt to resolve any perceived differences.
2. If the issue cannot be resolved, the student may appeal to the department chair who may ask the faculty member involved to be present at a conference with the student.
3. If this fails to resolve the issue, the student may appeal to the Dean, School of Education and Health Sciences, or the Dean's designee.

Academic Problems

The Graduate student who receive two grades of "C" or below or a GPA under 3.0, will have their case referred to the Coordinator of Graduate Programs and Licensing for review.

Academic Standing

In order to qualify for graduation, students must achieve a grade point average of at least 3.0 (on a 4.0 scale) for all graduate coursework undertaken toward the degree.

Administration License Examination Required

The OAE has replaced the Praxis II series as the required Ohio educator licensure test. Additional information can be found on the ODE website http://www.oh.nesinc.com/. Individuals who successfully completed a Praxis test required for licensure prior to September 2013 may use the Praxis test results to satisfy the licensure test requirement at the time they apply for licensure.

Administrators New to the Profession

Graduate students who have completed an M.S.E. or licensure preparation program through the Department of Educational Administration are requested to notify the department when they accept any administrative position within a school, a district, or a diocese. In doing so, students will assist the EDA Department in collecting data required by CAEP and ELCC.

Please provide the department with your name; the name, address, and phone number of the school, district, or diocese where you are employed, and the administrative position held by emailing ddolph1@udayton.edu or calling (800) 259-8710, Option #2.

Admission Requirements for Graduate School

Applicants to the educational administration program should submit the following information in addition to the on line application:

1. Official academic records of all previously attended colleges or universities must be submitted directly from those institutions to the Office of Graduate Admission Processing. Hand-carried transcripts, official copies marked Issued to Student and unofficial copies are not acceptable.
2. Three letters of recommendation from professors or employers.
3. A personal statement or resume.
4. Results from the Graduate Record Exam (GRE) or Miller Analogies Test (MAT) are required for applicants with an undergraduate grade-point average below 2.75 on a 4.0 scale.

There are additional admission requirements for international students.

Applicants must have attained an undergraduate cumulative grade-point average of 2.75 or higher on a 4.0 scale. Applicants who have less than a 2.75 cumulative GPA may be admitted if they achieve a raw score of 40 or higher or a scaled score of 396 or higher on the MAT or scaled scores of 149 or higher on the verbal ability and 4.0 or higher on the analytical writing sections of the GRE.

Students can apply on line (at no charge) to the graduate school and track receipt of admission documents at https://www.udayton.edu/apply/graduate/index.php. Please make a note of the username and password you are prompted to create when you apply as you will need it to track receipt of your documents and to finalize your admission status. If you forgot your login information, contact UDit Service Center at (937) 229-3888.

When you receive your official acceptance letter, YOU MUST CONFIRM YOUR ENROLLMENT by logging into your admission portal https://go.udayton.edu/admissionaccount. You will be prompted to enter your username which is your email address and the password you created when setting up your account. Please select VIEW YOUR DECISION, and click on green REPLY TO OFFER link in the bottom right corner. When you click on Accept Offer, you have officially confirmed your enrollment. THIS FINAL STEP IS MANDATORY TO AUTHENTICATE YOUR ADMISSION STATUS IN THE PROGRAM.

Degree seeking students may accumulate no more than 6 semester hours prior to formal acceptance. Hours earned in excess of 6 may not be accepted toward completion of the degree. **Students are advised to apply to the Graduate School during their first term.**

Failure to complete the admission requirements in a timely manner may result in the interruption of future registrations and/or the withholding of credits earned.

Admission Requirements for Educator Preparation Programs

Students pursuing Principal, Superintendent, or CIPD licensures are required to have a transcript evaluation and apply for admission as follows:

- Submit application on line at https://www.udayton.edu/apply/graduate/index.php.
- Submit official transcripts of all graduate work not earned at the University of Dayton.
- Recommendation letters and the personal statement are not required if a student already holds a master's degree.
- At the completion of your program, email Ms. Gina Seiter at gseiter1@udayton.edu for instructions on how to fill out the appropriate licensure application. **See PAGE 15 of this handbook for additional details.**

Students can apply on line (at no charge) to the graduate school and track receipt of admission documents at https://go.udayton.edu/admissionaccount. Please make a note of the username and password you are prompted to create when you apply as you will need it to track receipt of your documents and to finalize your admission status. If you forgot your login information, contact UDit Service Center at (937) 229-3888.

When you receive your official acceptance letter, YOU MUST CONFIRM YOUR ENROLLMENT. Please refer to the confirmation process on page 9.

Advisor Assignment and Acceptance Letter

All students admitted to the master's program are sent an acceptance letter from the department chair indicating the name of their faculty advisor. The role of the advisor is to assist the student with information relative to his/her course of study. Students requiring registration or program evaluation information should contact the department office.

Attendance Policy for Traditional Classes

Students are expected to attend all class sessions for each course in which they are enrolled. When students cannot attend class, they are expected to contact the instructor prior to the absence. Subject to individual course syllabi, any students who miss three (3) classes in a fifteen (15) session term or two (2) classes in a twelve (12) session term may have their grades lowered. Students who miss three (3) or more classes in a twelve (12) session term or four (4) or more classes in a fifteen (15) session term may be given an incomplete grade of "I" and, if so, must retake the course in order to obtain a passing grade. Instructors will always take emergency situations such as illness or a death in the family into consideration.

Career Services

The University of Dayton offers students and alumni the opportunity to explore career interests, experience hands-on exposure in real work environments to develop a more competitive edge, and evolve in chosen fields as distinctive graduates through the special programs, services and resources of the Career Services Center (located on main campus). Students are provided assistance in resume construction, cover letters, job search strategies and interview procedures. On line job postings and interview scheduling, along with on-campus recruiting, bi-annual Career Fairs, and specialized workshops are some of the additional services provided to students.

For further information, please visit the Center's website at www.udayton.edu/careerservices or phone (937) 229-2045. The Center is open from 8:30 a.m. - 4:30 p.m. on Monday, Thursday & Friday and 8:30 a.m. – 7:00 p.m. on Tuesday and Wednesday.

Certificates

Upon completion of an educator preparation program or a certificate program, students are to apply for their certificate just as they would when applying for graduation by going on line to http://porches.udayton.edu.

Counseling Center

The UD Counseling Center (located on main campus) is available to assist Graduate students in self-development. For additional information visit the Center's website at http://www.udayton.edu/~cc or phone (937) 229-3141.

Course Load

Graduate students who work full-time may register for six semester hours (2 courses) during each of the **Fall and Spring Terms**.

In **Summer Session I** (May–June), students may register for six semester hours (2 courses). However, students who work full-time are advised to register for only three semester hours (1 course) during this six week session. During the **Summer Session II** (mid June–August), students are limited to nine semester hours (3 courses).
Students taking courses in the **Full Third Term** (May–August) are limited to nine semester hours (3 courses).

Internship hours are not subject to these course limitations in any of the terms. Students who register for more than the hours permitted may be subject to courses being dropped.

On-campus, off-campus, and on line courses are scheduled in such a manner that enables students to complete degree/licensure requirements in a timely manner and in a particular sequence. Students who do not follow the scheduled sequence of courses as

identified in the departmental matrix (visit EDA website) may be required to complete coursework in additional terms.

Exceptions to this policy may be requested by contacting the department chair.

Grades of "I" and "IP"

An "I" (Incomplete) grade may be given in a course that is **not designed** to extend beyond one term. This grade may stand for a period of <u>no more than one year</u> from the end of the term in which the grade was assigned. **If the grade is unchanged after one year, from the date listed on the grade report, it will be changed to an "F" on the student's permanent record and the quality-point average adjusted accordingly.**

An "IP" (Grade In-Progress) designation is used in lieu of a grade for thesis/dissertation credits or other courses which have not terminated at the end of a semester. Upon completion of the thesis/dissertation all "IP" designations will be changed to "CR" in the student's permanent record. For other courses, appropriate letter grades will replace "IP" designations after the course is completed and the quality-point average will be adjusted accordingly.

The Graduate Academic Standards & Progress Policy takes effect immediately and retroactively, with two exceptions. First, students with outstanding "I" grades have until the end of Spring 2013 term to complete all required coursework. In addition, letter grades previously assigned to thesis/dissertation credits need not be changed to the "CR" designation.

Graduate Retake Policy (Highlights)

University policy does not limit the number of courses that may be retaken by graduate students, nor does it limit the number of times any particular course may be attempted. Academic units are nevertheless free to impose specific restrictions according to their needs.   All retaken courses, including the original attempt, will be shown on the student's transcript. With permission, however, graduate students may retake a single course, one time, and have the lowest grade excluded from the calculation of their cumulative quality-point average.

- Graduate students may retake one course, one time, for the purpose of excluding the lowest grade from cumulative GPA calculations.

-The lower grade after a retake attempt will be designated by an "E" (grade excluded) on the transcript and will no longer affect cumulative GPA.

- Graduate students may retake one course, of no more than 4 credit hours, in which they earned a C or F.

- Graduate students may retake one course per graduate degree pursued at UD.

- Courses to be retaken must have been taken at UD, and must be retaken at UD.

- All retaken courses, including the original attempt, as well as all grades will be shown on the student's graduate transcript.
- Graduate students may only retake a course with written permission.
- Permission to retake a course must be granted prior to registration.
- As part of the approval process graduate students must demonstrate that courses to be retaken are essentially the same in content as the original course.
- **Please consult the University of Dayton Bulletin for complete description of retake policy.**

Grading System

The University of Dayton uses a plus/minus (+/-) grading system for both undergraduate and graduate students. The grading system for graduate students is as follows:

A	Excellent	4.0
A-		3.66
B+		3.33
B	Good	3.0
B-		2.66
C	Poor	2.0
I/P		Incomplete/Grade In-Progress

Graduate Fees and Refunds

School of Education and Allied Professions Semester hour credit
- On/off campus per sem hour.. $ 626.00
- Ed Specialist per sem hour (800 level courses)....................... $ 747.00
- Doctoral per sem hour (Education Majors only)....................... $ 808.00

Miscellaneous
- Graduation Fee (Graduate/Doctoral)....................................... $ 90.00
- Registration late fee beginning the first day of the term –
$25.00 per week to a maximum of $75.00.

Tuition Refunds for Courses Dropped Fall, Spring, and Full Third Terms:

80% during the 1st week of classes
60% during the 2nd week of classes
40% during the 3rd week of classes
25% during the 4th week of classes
 0% during/after the 5th week of classes

Six Week Summer Sessions:

65%(1st week**),** 30%(2nd week), 0%(3rd week)

Graduation

Commencement exercises are held at the end of the fall and spring terms: mid-December for the fall term and early May for the spring term. Students completing degree requirements during the summer term will receive a diploma in the mail, the academic transcript will denote degree completed in the summer, and, if desired, the student will be eligible to participate in the commencement ceremony the following December.

Students completing a degree (Master's or Educational Specialist) must declare their candidacy for graduation by applying on line at http://porches.udayton.edu in order to be placed on the official graduation list. Simply click on the link *Apply to Graduate* to access the appropriate form. The Candidacy Application form must be completed whether you plan on participating in the ceremony or not. The form **must** be submitted early in the term in which a student plans to graduate.

Please note that students having an "IP" or an "I" in place of a grade for coursework not yet completed must submit to the instructor the completed work no later than 30 days prior to graduation in order for a grade to be posted in a timely manner. If courses taken in the last semester cannot be completed as expected, please notify Ms. Gina Seiter at (937) 229-3103 as soon as possible. This may affect your graduation status.

Health Center

One of our most important responsibilities is the health and safety of our students. Due to outbreaks of mumps and measles on campus and increasing cases of measles nationally, UD is stepping up enforcement of the student immunization policy.

According to this policy, https://udayton.edu/studev/health_wellness/healthcenter/vaccine/index.phpHealth, all students, including graduate students are required to provide documentation of appropriate immunizations. To do so, each student must complete the university's "Health Requirements form at: https://udayton.edu/studev/_resources/Health%20Requirements%202-2017%20ENGLISH%20FINAL.pdf. This form is also available in Chinese and Arabic at https://www.udayton.edu/studev/health_wellness/healthcenter/vaccine/index.php

Services are available to all graduate students. Students may contact the Health Center located in Gosiger Hall on UD's main campus by phoning (937) 229-3131. Any charges accrued will be billed to the student's Bursar account. Cash and checks will not be accepted.

For medical emergencies, phone 911 or (937) 229-2121 (Campus Public Safety). For an appointment, visit the Health Center or phone (937) 229-3131.

Honor Code

As stated in The University of Dayton Bulletin; "As a Marianist, Catholic university committed to the education of the whole person, The University of Dayton expects all members of the academic community to strive for excellence in scholarship and in character. As stated in the University's Student Handbook, "The University of Dayton expects its faculty and administration to be instrumental in creating an environment in which its students can development personal integrity."

"To uphold this tradition, the University community has established an academic honor code for all of its students, except Law students who are government by The University of Dayton School of Law Honor Code. Students are expected to be aware of and abide by the honor codes." Please see the complete Honor Code in the Bulletin http://catalog.udayton.edu/undergraduate/generalinformation/academic information/theacademichonorcode/.

Inclement Weather

Please listen to the local TV and/or radio stations for any announcement of cancellation of UD evening classes. If an individual class is cancelled, students will be notified via their university email account.

Independent Study

All independent study requests must be submitted in writing to and approved by the department chair. An independent study is usually facilitated by a full-time professor who normally teaches the requested course and who agrees to do the independent study.

Internships

Students are advised to register for EDA 507 Internship I in the fall term or spring term after successfully completing a minimum of twelve (12) semester hours including EDA 551 Research (the prerequisite). **Students may not register for EDA 551 and EDA 507 in the same term**.

For principal licensure, students are advised to register for EDA 607 Internship II in the fall term or spring term.

Students may register for **only one** of the two internship courses (EDA 507 or EDA 607) in any given term. Both internship courses are delivered only through the on line program. The internship courses are designed to require more than one term to complete. Additional details are available on the department website.

Students must complete each internship course within **one calendar year** from the date in which they enrolled in the course. Students who fail to complete the internship within the specified period will be required to re-register for an internship course and pay the rate of tuition established for that academic year. Students are encouraged to complete the internship course(s) in a timely manner to avoid any additional tuition cost.

Ohio License Application Process (Principal, CIPD and Superintendent)

The electronic license application must be submitted to the Ohio Department of Education (ODE) for the University of Dayton recommendation. License processing instructions are available by emailing gseiter1@udayton.edu or telephone (937) 229-3103.

The Principal license is an initial five-year professional license:

Applicants must have a minimum of two years teaching experience under a standard teaching certificate/license in the grade level(s) of the license requested. (Administration license examination required.)

Applicants qualify for the principal license based on a minimum of two years teaching experience under a standard teaching certificate/license at the following levels: PK-6 for an early childhood license (280100), grades 4-9 for a middle school license (280200), and grades 5-12 for a high school license (280300). Some applicants will qualify for more than one level. (For example: teaching 5th and/or 6th grade for a minimum of two years qualifies for all three license levels.)

A verification of employment letter (grade level(s)/number of years) from the applicant's school district personnel office is required. Applications cannot be processed without this letter.

The Curriculum, Instruction, & Professional Development license is a five-year professional license:

Applicants must have a minimum of two years teaching experience under a standard teaching certificate/license. (Administration license examination is required.)

A verification of employment letter (grade level(s)/number of years) from the applicant's school district personnel office is required. Applications cannot be processed without this letter.

The Superintendent license is an initial five-year professional license:

Applicants for a superintendent license must have a minimum of three years administrative experience under a standard administrative certificate/license. (No administration examination required for the superintendent license.)

A verification of employment letter (grade level(s)/number of years) from the applicant's school district personnel office is required. Applications cannot be processed without this letter.

Fingerprints (BCI/FBI):
Applicants must have a valid BCI and FBI background check on file with the State of Ohio. Follow the instructions on the ODE electronic license application regarding residency and background checks.

Questions
Please contact Ms. Gina Seiter, Coordinator of Graduate Programs and Licensing, School of Education and Health Sciences, University of Dayton, 300 College Park, Dayton, OH 45469-2969. Ms. Seiter can also be reached through email at gseiter1@udayton.edu or by calling (937) 229-3103. Any unofficial documents may be faxed to (937) 229-3199.

Parking Services
There is a fee required for parking on **main campus** and at the **River Campus**. Students should contact the Parking Services Office by email at: parking@udayton.edu or phone (937) 229-2128 for a campus parking permit or for parking information.

Registration Policy
Students **must be registered prior to the first scheduled class**. This policy is necessary in order to recruit qualified instructors for additional course sections in a timely manner and to maintain a reasonable class section size.

Registration opportunities during each term are available on line for returning students at http://porches.udayton.edu, and for first time registration students at http://adulteducation.udayton.edu . **See below for details**. Department representatives are also available to assist students by contacting the department at (800) 259-8710, Option #2.

Registration (On line)
The University of Dayton offers graduate students the opportunity to register on line.

First time non-degree graduate students may register on line at http://adulteducation.udayton.edu . Students are required to provide an email address.

Any student who has registered in a prior semester should register on line at http://porches.udayton.edu using his/her student ID and password.

On line registration may be used:
- If you have attended UD in the past year

- If you are newly accepted to a program and have confirmed your acceptance, or if you have been re-activated by your school/college
- To add/drop courses
- To review your class schedule

On line registration may <u>not</u> be used:
- If you have a registration hold
- To change a grading option
- To register or add/drop a course for audit

Confirmed student schedules may be viewed and/or printed at http://porches.udayton.edu .

Textbook On line Orders

Textbooks may be ordered through the UD Bookstore on line at http://bookstore.udayton.edu Click on "Textbooks and Course Materials" and follow the prompts for term, department, course, and section which can be found on your confirmed class schedule (http://porches.udayton.edu) or in the Graduate Class Schedule on line.

Time Limit for Master's Degree

Students must complete all requirements for the master's degree within <u>seven</u> (7) calendar years from the date of matriculation (acceptance into the degree program). After seven years, the student must complete and submit the "*Petition for Exception to Policy*" form to the department chair. Contact the department office at (937) 229-3737 or (800) 259-8710, Option #2 for this form.

Transfer of Credit

A maximum of six (6) semester hours or nine (9) quarter hours of graduate level coursework completed at another institution within five (5) years of the student's acceptance into the master's degree program and carrying a grade of "B" or better, may be transferred provided the course relates to the content of the course for which it is being transferred. Transfer of Credit forms are available at http://porches.udayton.edu in the Graduate School tab and requests may be faxed to Ms. Janice Keivel at (937) 229-1055. All requests should include a copy of the transcript and a course description or syllabus of the course to be transferred. An official transcript is required if one was not submitted at the time of admission.

Transcripts

Transcripts may be obtained by mail, in person, or through the internet. Information on how to obtain a transcript can be found at http://porches.udayton.edu. The cost is $7.00 per transcript (by standard mail) and $5.00 per transcript sent electronically. Each

person earning a degree will be sent their diploma along with a card in which one complimentary transcript can be ordered. Transcripts can also be ordered by going on line to http://transcriptsplus.net/order.

Website

Look for Educational Administration department updates to programs, courses, and faculty information on line at go.udayton.edu/eda.