

Attachment "H"

Mansfield University of Pennsylvania

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## Mansfield University

Jan 31, 2013

Mansfield University 2012-2013 Undergraduate Catalog

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## Policies

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The University reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations at any time, when, in the judgment of the faculty, the President, and the Council of Trustees, such changes are in the best interest of the students and the university. University policy and procedures can be found online in The *Mountie Manual* at <http://mansfield.edu/residence-life/>.

### Academic Dismissal

A degree seeking student who earns a cumulative grade point average (GPA) that is below the required minimum academic GPA at the end of any semester will be dismissed from Mansfield University. The minimum GPA varies depending upon how many credits the student has attempted at Mansfield University and how many credits the university has accepted in transfer. (See "Minimum Academic Standards" below.) If a student is academically dismissed, that student may be reinstated to the university by appealing to and appearing before the Academic Standards Review Board (A.S.R.B.) prior to the beginning of the next semester, or by applying to the Admissions Office for re-admission following an interval of one year. The decision of the A.S.R.B. is final and may be appealed only in instances of alleged discrimination or failure of the board to properly follow university specified procedures and policies. Students who are reinstated by the A.S.R.B. are given two semesters to acquire the necessary G.P.A. for continued matriculation. This is contingent upon earning a minimum 2.0 semester G.P.A. for the semester immediately following the 1st dismissal. A student who has attempted 45 or fewer credits and is academically dismissed but is then subsequently reinstated by the Academic Standards Review Board will be assigned to the University Learning Center to participate in the Academic Skills Development Program and will be assigned an advisor in the Academic Advising Center. The purpose is to help the student improve his or her overall academic performance. Failure to participate in the Academic Skills Development Program will be considered at any subsequent dismissal hearing. Academic dismissal may impact a student's eligibility for financial aid. A second or subsequent dismissal terminates the student's association with Mansfield University.

### Academic Integrity

The integrity of all scholarly work is at the foundation of an academic community. Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the Office of the Provost. See the policy and procedure listed at: <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures/> under "Academic Integrity Policy."

### Academic Major/Minor Requirements

The requirements for student major and/or minor appear on the Degree Audit, which is maintained by the Registrar's Office and is available online. Each student must complete the major/minor requirements that exist at the time he or she is admitted to the university. Should major/minor requirements change, it affects only new students and currently enrolled students who may choose to satisfy the new program requirements. Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission.

### Academic Minor

A minor consists of no less than 15 and no more than 24 related credit hours in an approved program of study. The minor is a clearly defined area of study that is sufficiently distinct from a student's academic major to qualify for recognition on the transcript. Students may apply up to 8 credits from the core discipline of the major to an academic minor. Students must maintain a minimum 2.0 cumulative grade point average (GPA) in all courses required.

Bachelor of Arts degree candidates must choose between a minor or second year foreign language proficiency. To earn a Mansfield University minor, students must complete at least 50% of the required minor course work from Mansfield University. Though not a requirement for other degrees, a minor can be used to enhance academic experience and will appear on the student's permanent record. Forms for declaring an academic minor are available online at <http://esd.mansfield.edu/registrar/>.

### Academic Probation

A matriculated student whose cumulative grade point average (GPA) is between the minimum academic standard and 2.00 at the end of a semester is placed on academic probation until the GPA is 2.00 or above.

Probationary status does not mean that a student is dismissed from the University. It means that although the minimum academic requirements have been met, the GPA is not acceptable for graduation. A student on probation receives a letter from the university about probationary status and subsequent assignment to the Academic Advising Center.

With the assistance of an advisor, students develop strategies for improvement and take advantage of available academic support services.

### ACADEMIC STANDING

Good Academic Standing is defined as a minimum 2.0 cumulative GPA.

### Accessibility Services

Section 504 of the Rehabilitation Act of 1973 provides that any otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance. Section 504 prohibits discrimination against individuals with handicaps in recruitment, testing, admissions, or after being admitted to a college or university. Mansfield University is committed to making the necessary adjustments in order that persons who are mentally and/or physically challenged are able to fulfill academic requirements and to ensure that they are not excluded from employment or services because of their disabling condition. Inquiries should be directed to the Human Resources office, Alumni Hall 321, or call (570) 662-4052.

### **ACT 48**

ACT 48 of 1999 requires persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years to maintain active certification. Pennsylvania certified teachers wishing to use credit course work at Mansfield University to meet the Act 48 requirement should log on to the following website: <https://www.edulinkinc.com/act48Provider/default.asp>, click on the 'Professional Educator' link, create an account, enter the course(s) information and submit. Mansfield University will then verify the information and report courses satisfactorily completed to the Pennsylvania Department of Education. Some non-credit courses and workshops offered by Mansfield University may also be eligible for ACT 48 credit. Attendees should also use the Edulink site to submit course completion for Mansfield University approval.

Teachers are responsible for selecting courses pertaining to their areas of certification or teaching assignments. Contact the Registrar's Office, (570) 662-4874.

### **Add/Drop**

Students may ADD courses during the first seven calendar days of a semester and DROP courses during the first six calendar days of semester using WebAdvisor. If the course is full or creates a conflict with scheduling, students may use an Add card available in the Registrar's Office, 224 South Hall. The class instructor must sign all add cards. Students who have earned fewer than 60 credits you must also have add cards signed by your advisor.

### **Adding Major(s) to a Completed Baccalaureate Degree**

A graduate of Mansfield University may be readmitted to add new major(s) to a prior degree. Each student must be accepted by the department offering the program of study and fulfill all the requirements for the new major. Any courses required in the new major that were completed prior to returning to Mansfield will be waived. General Education will be considered satisfied, except specific requirements for the second major, if they have not already been completed.

The GPA of the original degree will be "sealed". There will be a new and totally distinct GPA for the new major(s). A student must maintain a minimum GPA of 2.0 in work taken after the baccalaureate degree to remain at Mansfield. There is no minimum number of hours which must be completed after receipt of the degree in order to add a new major.

Upon completion of all requirements, a notation will be made on the permanent record indicating the new major(s) and the date completed.

### **Advanced Placement (AP)**

Mansfield University accepts high school courses taken prior to admission to the university under the national Advanced Placement (AP) program. A minimum score of three (3) on each qualifying examination is required for award of credit. No more than 24 credits earned by such examinations may be applied toward graduation requirements.

### **Application for Graduation**

Candidates for the associate degree or bachelor's degree must complete an Application for Graduation online via WebAdvisor no later than one year prior to the anticipated graduation.

Students are encouraged to participate in a commencement ceremony, which recognizes and honors their academic accomplishments. Commencement ceremonies are held following the fall and spring semesters.

### **Attendance Policy**

Regular and punctual class attendance is expected. Documented excuses because of illness, serious mitigating circumstances, or official university representation will be accepted by all faculty members and will permit students to make up missed tests and/or graded assignments in a reasonable manner at a time agreeable to instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies clear in the course syllabi.

### **Audit (AU)**

A student interested in auditing a course (attending class, but receiving no grade or credits) must submit the Audit Form before the end of the Add Period (first seven calendar days of the semester). The class instructor must grant permission for any student to audit a course. Not all courses are available for audit. Courses with high degrees of specialized equipment, and one-on-one faculty-student interaction (such as science labs) are generally not open to audit. Exceptions to this policy may be petitioned to the Dean for review. The cost for auditing is \$50. The Audit Form is available at The Registrar's Office, 224 South Hall.

### **Change of Major/Minor**

Change of major or minor forms are available online at <http://esd.mansfield.edu/registrar/>.

### **Class Standing**

Class standing is determined by the total number of credit hours earned including credits accepted in transfer from other accredited colleges.

Freshman	0-29 credit hours earned
Sophomore	30-59 credit hours earned
Junior	60-89 credit hours earned
Senior	90+ credit hours earned

### College Level Examination Program (CLEP)

We participate in the national College Level Examination Program (CLEP). Mansfield University grants credit for CLEP SUBJECT examinations, but does not grant credit for the CLEP GENERAL examination. Subject examinations are available in the areas of business, composition, education, foreign languages, humanities, mathematics, science, and social science.

CLEP is a way to earn college credits for what the test-taker already learned and may shorten the college experience. Information regarding CLEP examinations is available from the Admissions Office.

### Commencement Honors

Superior scholastic achievement is recognized at Commencement. A bachelor's degree student must have completed at least 45 credit hours at Mansfield University prior to the final semester to receive honors recognition at Commencement. Honors designations are based on cumulative grade point average (GPA) as indicated:

Cum Laude	3.35 to 3.64
Magna Cum Laude	3.65 to 3.94
Summa Cum Laude	3.95 to 4.00

Students who meet the honors requirements upon completion of their final semester with a minimum of 60 credit hours at Mansfield University, will have such recognition noted on his or her permanent record.

An associate degree student must have completed at least 30 credit hours at Mansfield University prior to the final semester to receive honors recognition at commencement. A cumulative GPA of 3.5 or higher is required for this recognition.

### Complete Degree/Program Requirements Off Campus

All first baccalaureate degree students must complete at least 30 of their last 45 credits at Mansfield University. Undergraduate matriculated degree seeking students who wish to complete their degree/program requirement (s) at another regionally accredited institution will be required to secure prior approval by petitioning the Dean. The process will also require completion of the Transfer Credit Form. The Petition - Undergraduates and Transfer Credit Form are available on the Registrar's Office website at <http://esd.mansfield.edu/registrar/>. To attend another PASSHE university please refer to the Visiting Student policy. To attend a college or university outside the United States, students should refer to the Study Abroad and International Exchanges Policy. For additional residency credit completion requirements, please refer to the Maximum Hours Accepted in Transfer policy.

For active-duty service members, the academic residency requirements will not exceed 25 percent of the undergraduate degree program. If the undergraduate degree is available 100 percent online, the academic requirements will not exceed 30 percent of the undergraduate degree program. With the exception of specific course areas such as majors, the academic residency requirements for active-duty service members will not include a "final year" or "final semester" requirement.

### Course Load

A normal academic course load is 12 to 18 credit hours. To schedule more than 18 credit hours in a semester, the student must have a 3.0 cumulative point average (GPA). A student who does not have a 3.0 GPA may submit a petition to the Dean for permission. Petitions are available online at <http://esd.mansfield.edu/registrar/forms/forms-list/>.

### Course Time Limit

Mansfield University welcomes the return of students who for a variety of reasons have not completed their undergraduate degrees. Courses completed, either at Mansfield or in transfer, more than ten years prior to the date of readmission will not routinely be counted towards graduation requirements. The content of these courses may no longer be current or required for a degree program. Students may apply, via a petition that includes specific justification for a waiver, to have course work older than ten years applied toward a degree. Any such petition may need to address courses individually. Nothing in this policy precludes a department from establishing more stringent standards.

### Credit by Exam (EX)

Matriculated students who feel they have already mastered the material in Mansfield courses may request permission to challenge the courses by examination. Students may elect this option during the first seven calendar days of the semester. This does not include courses in the areas of independent study, ensemble or other group participation courses, student teaching or pre-professional experience, seminar or selected topics, and laboratory experience unless special permission is provided by the department offering the course and the Dean.

Students may not challenge a course in which they have demonstrated competency by passing a more advanced course nor a course that has been waived because of demonstrated competency or advanced placement. The examination must be completed and the contract returned to the Dean within the first four weeks of the semester. Applications are available online at <http://esd.mansfield.edu/registrar/>.

### Dean's List

The Dean's List is issued at the close of each semester. It includes only undergraduate matriculated students. A student must earn at least 12 credits for which a letter grade is received (P/F and S/U grades are excluded) to be eligible. The semester grade point average (GPA) must be between 3.50 and 3.99 inclusive.

### Dual Degrees

Students may complete two baccalaureate degrees simultaneously. The student must complete all program requirements for both degrees and earn a minimum of 150 undergraduate credits.

### Dual/Multiple Majors

Students may complete multiple majors within the same degree; that is, a B.A. major may be added to a B.A. degree, a B.S. to a B.S., etc. The first major selected is considered primary. The one exception to this is the Liberal Studies major. A student may not

declare Liberal Studies as a second major. Students may also complete two majors that do not lead to the same degree (B.A., B.S., B.M., etc.). To complete two majors leading to different degrees, the student declares the first major and the second major. The first major determines the specific degree awarded, and successful completion of the second major is noted on the student's transcript ("Successfully completed requirements of the academic major in...") Completion of two different majors does not result in the award of two degrees.

### Due Process (Appealing a Grade)

A student wishing to appeal a grade, should refer to the procedures outlined at <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures/> under "Due Process/Appeals" or "Grade Appeals".

### Family Education Rights and Privacy Act / FERPA for Students

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA (Family Education Rights and Privacy Act) was enacted in 1974. It is a set of regulations that applies to institutions that receive funding from the Department of Education. FERPA was written specifically to protect the interests of students and guarantees them the right to inspect and review their education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from those education records.

Mansfield University regards all of its students, regardless of age, as emancipated. This means that the regulations apply to all of our students regardless of age.

An **education record** is defined as any record that directly identifies a student and is maintained by the institution or educational agency or by a party acting for the institution or educational agency. A key characteristic of education records is that they are shared by university employees who have a legitimate need to advise students, enter information into the record, or work with the data contained in the records. Education records can exist in any medium including the following: handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, e-mail, and so on.

The following information is considered public information and may be made available without prior consent. It is considered part of the public record of a student's attendance: name, address, phone number, email address, date/place of birth, major, participation in activities/sports, weight/height of members of athletic teams, dates of attendance, degrees/awards received and most recent educational institution attended. Any student wishing to prevent the public disclosure of this information may request so by contacting the Office of the Registrar, 224 South Hall prior to the close of the first week of classes of any given academic semester.

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the Registrar, Dean, Department Chairperson, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Council of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mansfield University of Pennsylvania to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Copies of the University's policy governing the Family Education Rights and Privacy Act and Student Release of Information Forms are available at the Office of Enrollment Services, Room 224, South Hall. Questions concerning FERPA should be referred to the Registrar.

### Grade Change

If an instructor makes an error in the final grade given to a student, a grade change request must be made within the first three weeks of the subsequent semester. Grade changes are not allowed after that time unless a request for an extension is made by the faculty member to the Dean.

### Grading

Professors provide students written syllabi prior to the end of the first week of class which includes the criteria for academic evaluation. Mansfield University uses a 4-point grading scale, as shown below, to evaluate academic performance.

GRADES	INTERPRETATION	GRADE POINTS
A	Excellent	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Good Standing	2.0
C-		1.7
D+		1.3
D	Minimally Passing	1.0
D-		0.7
F	Failure	0.0

The following designations may be used in addition to the grades shown above:

AU	Audit
EX	Credit by Examination (D- grade or better)
I	Incomplete
P/F	Pass/Fail (D- grade or better)
S	Satisfactory (D- grade or better)
U	Unsatisfactory
W	Withdrawal from a course after the drop period

The cumulative grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credit hours of work attempted. The cumulative GPA is the index by which a student's academic standing is judged.

### Graduate Courses

An undergraduate student at Mansfield, may enroll in a graduate course (500 level) if he or she is within 18 credit hours of having satisfied the requirements for a bachelor's degree (as certified by the Registrar's Office).

Graduate courses may be applied toward the undergraduate degree requirements upon completion of the "Request for Permission to Enroll in Graduate Courses" request. (The request form is available online at <http://esd.mansfield.edu/registrar/>) and satisfactory completion of such course(s).

Graduate courses may count for graduate credit upon conferral of the bachelor's degree if these credits raise the total beyond the number required for the bachelor's degree. This does not imply admission into the Graduate Program.

### Graduation Requirements

It is the student's responsibility to know the university requirements for the chosen major and for graduation.

Students who graduate from Mansfield University with an **associate degree**, must meet the following requirements.

1. Earn the minimum number of credit hours for the particular major, plus any required preparatory (0090) courses. Preparatory courses completed increase the total number of credit hours required for graduation.
2. Earn a minimum 2.0 cumulative grade point average (GPA) in all work attempted and in the major.
3. Complete requirements for general education and the major.
4. Complete the Writing Across the Curriculum, Information Literacy and Global Awareness programs.

Students who graduate from Mansfield University with a **baccalaureate degree**, must meet the following requirements.

1. Earn the minimum number of credit hours for the particular major, plus any required preparatory (0090) courses. Preparatory (0090) courses completed increase the total number of credit hours required for graduation.
2. Earn a minimum 2.0 cumulative grade point average (GPA) in all work attempted and in the major.
3. Complete requirements for general education and for the major.
4. Complete 42 credits of the total credits required for a degree at the 2800 course level or higher.
5. Complete the Writing Across the Curriculum program.
6. Complete a second year language proficiency or minor for a B.A. degree. Second year language proficiency is defined as successful completion of the 2202 level of a foreign language.

Students who graduate from Mansfield University with a recommendation for **teacher certification** must meet the following requirements.

1. Earn the state mandated minimum GPA for your cohort group (determined when first "gates" requirements are met and not sooner than 48 credits).
2. Complete a teacher preparation certificate program approved by the Pennsylvania Department of Education.
3. Complete all Mansfield University requirements for a baccalaureate degree.
4. Pass all state mandated Praxis examinations for your area(s) of teaching certification.
5. Present evidence that state mandated clearance requirements as specified under Act 34 and Act 151, Act 114 (PA FBI), and PA School Code 23.44 (proof of a negative TB Tine Test) have been met.

A student may earn a university degree with less than the state mandated minimum GPA, lacking the required clearances, or without having passed all Praxis examinations, but the University will not recommend that student to the Pennsylvania Department of Education for certification.

No student may be granted an associates degree or a baccalaureate degree from the University without earning at Mansfield University at least 25% of the required total credits for the degree. Exceptions may be made with approval from the Office of the Provost. Transfer credit may be awarded for up to 50% of the major requirements including major related electives. If the remaining credits do not meet Mansfield University guidelines for general education, they are applied as free electives.

Each student will receive a "Graduation Outlook" upon completion of the Intent to Graduate form. The "Graduation Outlook" notes courses and/or requirements still necessary to be completed for graduation including any deficiency in the cumulative grade point average (GPA) in all work attempted and in the major. A final outlook showing deficiencies will be sent after the end of the Add/Drop period in the semester in which the student intends to graduate.

### **Harassment and Non-Discrimination Policy**

It is the policy of Mansfield University to ensure a work, educational and residential environment dedicated to the ideals of equity, justice, and fairness; that is free of unlawful harassment and/or discrimination or the denial of equal employment opportunity because of race, color, religion, disability, ancestry, national origin, age, sex, veteran status, political affiliation or sexual orientation, including sexual harassment. In accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Section 1604 of Title VII of the Civil Rights Act of 1964, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Pennsylvania Human Relations Act and all other applicable legislation, Mansfield University prohibits and will not tolerate unlawful harassment and/or discrimination on the basis of an individual's race, ethnicity, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, veterans status, political affiliation or other factors.

Mansfield University is responsible for educating all of its students, faculty and staff about what constitutes unlawful harassment and discrimination because they diminish the value of human dignity and are contrary to Mansfield's policy of respecting all individuals regardless of belief or status; and what steps will be taken to resolve complaints.

Conduct will be deemed harassing and/or discriminatory in accordance with and as defined in applicable state and federal statutes and case law decisions.

Discrimination - A behavior, action or practice that results in an allegation of different treatment, whether intended or unintended, based on age, color, disability, gender, marital status, national origin, race, religion, sex, sexual orientation, veteran status, political status, or ethnicity. Discrimination may also occur when a requirement, qualification or factor which, taken at face, is not discriminatory on the basis of the protected groups but which results in the exclusion or restriction of a protected group.

Harassment - Behavior intended to harass, annoy, or alarm another person that can include but not be limited to: strikes, shoves, kicks or other forms of physical contact, including threats to do the same; stalking or repeatedly following a person in or about a public place or places; engaging in a course of conduct or repeatedly committing acts that have no legitimate purpose, which harm or seriously annoy another person.

Racial Harassment - Verbal or physical conduct that is directed at an individual because of his/her race, color, national origin, ancestry or ethnicity, that is sufficiently severe or pervasive and has the effect of creating an intimidating, hostile or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

Disability Harassment - Verbal or physical conduct that is directed at an individual because of his/her disabling mental or physical condition that is sufficiently severe or pervasive and has the effect of creating an intimidating, hostile or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Section 504 of the Rehabilitation Act of 1973 provides that "no otherwise qualified individual with a disability shall, solely by reason of her/his disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance." Mansfield University is committed to making reasonable accommodations so that students with disabilities are able to fulfill academic requirements.

Sexual Harassment - Unwelcome gender related behavior, including unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either by an explicit or implicit term or condition of an individual's employment or education; submission to, or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working, education or living environment. The U. S. Department of Education Office for Civil Rights further defines sexual harassment as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient of federal funds that denies, limits, provides different conditions or provision of aid, benefits, services, or treatment protected under Title IX.

Assistance in implementation, dissemination and explanation of this policy may be obtained by contacting the university's Social Equity and Multicultural Affairs Officer, Alumni Hall Room 106/107, 570-662-4071.

### **Human Subject Research Policy**

Research projects undertaken by Mansfield University students, staff, or faculty members must be approved prior to involvement of human subjects and the initiation of the research project. The review process is intended for the protection of the human subjects and shall be the sole object of the review. The Mansfield University Institutional Review Board (IRB) is the final authority in determining approvals of human subjects research. To Faculty and Students wishing to apply for a request for review of research, should contact the department chairperson who will provide a copy of the guidelines, application form, and a sample informed consent form. You must submit two copies of the Request for Review of Research form and one copy of the Informed Consent form must be submitted to the department chair. Depending on the nature of the research, and the potential risks to subjects, the department will undertake a departmental review of the application, or they will forward it to the IRB Chairperson for board review. Copies of the IRB guidelines and forms are also available at the university web site: <http://www.mansfield.edu/~grantsde> or by contacting Dr. Francis Craig, Chairperson of the IRB, South Hall. Persons undertaking human subjects research should plan to submit their applications at least 3-4 weeks prior to the proposed research project start.

### **IBO Credits**

The International Baccalaureate Organization (IBO) collaborates with secondary schools around the world on programs for students ages 16 through 19. The two-year comprehensive curriculum allows participating students and IBO graduates to fulfill requirements of various national education systems. In addition to applied academics, the IBO program works with students to develop responsible citizenship, leadership skills, and cultural sensitivity.

IBO students entering Mansfield University may receive 6-8 credits for each higher level IBO examination completed with a score of 4-7. Credits are awarded for higher-level subjects. No credit is awarded for subsidiary-level subjects. For more information regarding IBO credits, please contact our Transfer Coordinator, in the Admissions office, at 570-662-4408.

### Incomplete Grades (I)

An "I" (Incomplete) grade is used to denote unfinished work because of serious mitigating circumstances beyond the student's control. It is a privilege granted because of circumstances, not a right to be expected by the student.

The I is submitted by professors at their discretion on the grade report form at the end of the semester. The professor and the student will identify the specific requirements to be satisfied in order to convert the I to a letter grade. The student is responsible for the removal of an I grade by the end of the fourth week of the subsequent semester except in cases where serious circumstances prevail and a request for an extension is made by the faculty member to the Registrar's Office. If the I grade is not cleared within the allotted time period, a final grade of F is recorded.

### Independent Study and Individualized Instruction

Guidelines for Independent Study and Individualized Instruction

**Independent Study and Individualized Instruction** provide academic opportunities that can enhance a student's education. They also are offered at considerable financial cost if one considers the number that may be supported across the university in a particular semester. Approval of these activities requires a careful consideration of academic, individual, and financial matters. These guidelines are based primarily on the current *Mansfield University Catalog*. Phrases are underlined for emphasis. Bullets are added to note administrative expectations designed to promote fair and consistent decisions about these activities.

**Independent Study (IS)** is available in each curricular field. The appropriate curricular prefix precedes the course number 4497, and the credit hours vary from one to three. Independent Study may be repeated for more than three credit hours total, but each Independent Study project may be for no more than three credit hours.

Independent Study is an activity initiated by students to increase their already advanced knowledge in particular academic disciplines. A specified subject is examined in an intensive manner with guidance by a faculty member who has special expertise in that field. To request approval for an Independent Study, a student must prepare a contract (available online at <http://esd.mansfield.edu/registrar/>), which then must be completed and approved by the faculty director, department chairperson and Dean. A request for Independent Study must be completed prior to the start of the semester or summer session for which the Independent Study is sought.

Independent studies will be approved only where there is sufficient evidence of the potential of the study to advance the student's scholarly development.

All requests for Independent Study should be accompanied by an appropriate and scholarly proposal that has been carefully reviewed by the student and the faculty director who will supervise the independent study.

The proposal should include a plan of activities to be undertaken, the "products" to be expected from the study (for example, a paper, a performance, a research report, or presentation to a departmental symposium), a timetable for the study, and an estimate of the amount of effort that will be applied to the study so that the appropriate amount of credit can be assessed. Only in rare instances would more than two independent study proposals be approved as part of a student's curriculum.

**Individualized Instruction (II)** is available on a restricted basis. Ordinarily permission to take a course by Individualized Instruction is reserved for students who are close to graduation and who have not been able to meet a degree requirement either because the course has not been available or because of some other mitigating circumstance.

A student's decision to move from the Mansfield area or a conflict with another obligation, such as a job, will not normally be sufficient to justify an Individualized Instruction. A call to military service or a serious extended illness, on the other hand, may be viewed as sufficient mitigating circumstances.

An Individualized Instruction is not normally approved if there is evidence that a student delayed taking a course or dropped a course earlier in his or her academic career and did not make a clear attempt to complete it as part of a regular schedule.

In instances where there are repeated requests from a department to offer a course via Individualized Instruction, it would be advisable for the department to reassess its ability to support the curriculum.

A request for a course by Individualized Instruction (available online at <http://esd.mansfield.edu/registrar/>), must be completed and approved by the faculty director, department chairperson, and the Dean. A request for Individualized Instruction must be completed prior to the start of the semester or summer session for which the individualized instruction is sought.

Requests for Individualized Instruction should be accompanied by a detailed justification and explanation of the mitigating circumstances that require the course to be taken in this manner, a current course syllabus that outlines the material to be covered, the learning outcome, a timetable for the instruction, and the means of assessment that will be applied to determine the grade assigned.

### Maintenance of Matriculation

Students who are off campus doing approved course work consistent with program requirements and thereby meet degree or program requirements in effect at the time of initial matriculation are considered to be in a continuing matriculated status.

### Mid-Semester Grades

Students enrolled in 0090, 1000-level, and 2000-level courses receive mid-semester grades on a scale of A through F to enable them to recognize their academic status in each of these courses at mid-semester. Mid-semester grades in 3000-level and 4000-level courses are provided at the discretion of the course instructor.

### Military Service Credit

Veterans having completed a minimum of basic training with honorable service in the United States Service Branches (DD 214) may apply for three credits in HPE (Health & Physical Education). In addition, credit may be awarded for service training programs based on an official military transcript and recommendations in the American Council on Education Guide.

### Minimum Academic Standards

All degree-seeking students must meet the minimum academic standards of the institution. The minimum academic requirements for continuation at Mansfield are:

0-16	credit hours attempted - 1.20 GPA
17-30	credit hours attempted - 1.40 GPA
31-45	credit hours attempted - 1.60 GPA
46-60	credit hours attempted - 1.80 GPA
61+	credit hours attempted - 2.00 GPA

Credit hours attempted include transferred credit hours.

### Pass/Fail (P or F)

Students may take a maximum of eight courses on a pass/fail basis; however, no more than one course each semester may be taken under the pass/fail option. Pass credits are not reflected in the student's GPA; however, a passing (P) grade is counted as credit hours earned. Students may elect the pass/fail option during the first seven calendar days of the semester. They may neither change the pass/fail option to a letter grade nor select the pass/fail option after the first seven calendar days of the semester. A passing grade is D- or better. A grade of F will impact the GPA. Three failures under this option will constitute a loss of the option. Pass/Fail application forms are available online at <http://esd.mansfield.edu/registrar/forms/>. The following restrictions apply:

1. No courses may be taken pass/fail to fulfill any General Education requirements.
2. Courses required to complete a major or an academic minor may be included in the pass/fail option at the discretion of that department, require the chairperson's signature, and may not be counted for General Education credit.

### Petition Process

Program Variance: under special circumstances, curriculum requirements may be modified. A department chairperson may substitute or waive course requirements in a major by informing the Registrar's Office in writing of such requested program changes. Students may petition the Dean for other program variances.

Waiver of University Policies or Regulations: when any rule or regulation of the University causes an unfair hardship, a student may petition the Dean for an exception. In these instances, students should contact your advisor for assistance in preparation of petitions. Petitions are available online at <http://esd.mansfield.edu/registrar//>.

### Preparatory (0090) Courses

Entering students are evaluated in mathematics and writing to assure a minimal level of competency. In mathematics student's previous preparation is assessed. A writing placement examination is administered to all entering students, and placement is made in ENG 0090 or ENG 1112W on the basis of performance on that essay.

If 0090 courses are necessary, the minimum number of credits required for graduation increases. Any required 0090 course must be taken during the first 57 credit hours attempted.

### President's List

The President's List is issued at the close of each semester. It includes students who fulfill the above requirements and attain a semester grade point average (GPA) of 4.00.

### Readmission Policy

Matriculated students who have not been in regular attendance during the previous semester must apply for readmission to the University. This does not apply to non-matriculated students.

Applications for readmission must be submitted, along with the appropriate fee, by March 1 for the fall semester and November 1 for the spring semester. A statement about activities during the time away from studies should accompany the application, including such information as employment, college course work completed, or military service. The application fee may be waived for a student who provides a letter to the Office of Admissions citing reason(s) for withdrawal and stating an expected return entry date.

Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission. Before students are readmitted, they must clear all outstanding university-related debts.

### Repeating a Course

Students are limited to a total of six repeated courses with a limit of three repeats for any specific course. The most recent grade, regardless of whether it is higher or lower, will be the grade used for the GPA calculation. Students may not repeat a course using the pass/fail or credit-by-exam option.

### Second Baccalaureate Degree

A student who possesses a baccalaureate degree may earn a second bachelor's degree upon completion of the following requirements: (1) a minimum of 30 credit hours at Mansfield following the first degree (internships, observation/participation, and student teaching credit hours are not counted in the required minimum), (2) all requirements for the major in which the second degree is to be earned, (3) General Education is considered closed on the first degree except any specific General Education requirements for the second degree if not already completed, and (4) earn at least a 2.0 cumulative grade point average (GPA) in all work attempted and in the major. The GPA of the original degree will be "sealed." There will be a new and totally distinct GPA for the new degree.

### Semester Off Campus

Undergraduate matriculated degree seeking student who wish to pursue a semester at a regionally accredited non-PASSHE (Pennsylvania State System of Higher Education) college or university located within the United States are required to secure prior approval by petitioning the Dean. The process will also require completion of the Transfer Credit Form. The Petition, Undergraduates and Transfer Credit Form are available on the Registrar's Office website at <http://esd.mansfield.edu/registrar/>. To attend another PASSHE university, please refer to the Visiting Student policy. To attend a college or university outside of the United States, please refer to the Study Abroad and International Exchanges policy.

## Study Abroad and International Exchanges

A world of opportunity exists for Mansfield students who participate in international exchanges or study abroad. Mansfield University offers direct exchange programs with Charles Sturt University in Australia, Volgograd State University in Russia, Friedrich-Schiller-Universität in Jena, Germany, the Institute of Political Science in Toulouse, France, Nipissing University in North Bay, Ontario, and University College Cape Breton in Sydney, Nova Scotia.

Through Mansfield University's membership in the International Student Exchange Program (ISEP), the world's largest student exchange program, students have study abroad opportunities at over a hundred other universities in nearly forty other countries where they can take courses in English and in many other languages. In the past few years, Mansfield students have studied in Bulgaria, Chile, China, Iceland, Netherland, Poland, Scotland, Spain, South Africa, Sweden, Thailand, and Ulster, along with Australia, Russia, Germany, France, and Canada. Students may also participate as visiting students in international programs at other Pennsylvania State System of Higher Education universities or in approved programs offered by other US and foreign institutions of higher education.

Interested students should contact the Study Abroad office or the Registrar's Office for information about available programs and an application file. Most study abroad programs require two academic recommendations and a GPA of 2.75, but some programs require a 3.0. Students should consult the study abroad director and academic advisor to determine the status of study abroad programs, grade transfer policies, and how the courses taken abroad will meet general education or major program requirements. A study abroad student can opt to receive a Pass or Fail grade for up to 15 credits of course work per semester abroad.

The cost of study abroad programs varies, but most are affordable. Our goal is to offer students a semester abroad at roughly the same cost as that of a resident student at Mansfield. Financial aid and study abroad scholarships are available for qualified students.

## Teacher Certification Program:

### Teacher Education Certification

The Teacher Education Unit is responsible for all teacher certification programs at Mansfield University regardless of the department that houses the program. The Unit is nationally accredited by the National Council for the Accreditation of Teacher Education (NCATE) at both the undergraduate and graduate level. The Unit prepares teachers who have the knowledge, skill, and dispositions to meet the demands of public education in the twenty-first century.

The mission of the education unit at Mansfield University is to prepare educators who will make reflective decisions based on accepted theory, research and practice as they serve our region, the Commonwealth of Pennsylvania, and the nation. In addition to its centrality in the mission, the goal of "reflective decision-making" is the guiding concept in the framework of the Mansfield University Teacher Education Program. As reflective decision-makers, the graduates of our program will be able to provide effective instruction to their students and use their skills in assessment, reflection, and self-evaluation to make positive changes in their own teaching and curriculum. To become reflective decision-makers, students must develop and engage thinking skills and positive dispositions; these two central elements form the core of the conceptual framework. Thus, the core is both affective and cognitive in its nature, the two elements of it are interdependent, and both are essential in a teacher preparation program. This core of dispositions and thinking skills is in place to strengthen four essential functions in teaching: Planning and Preparation, Classroom Environment management, Instruction, and Professionalism. These domains, as characterized by Charlotte Danielson (2007) form the outer layer of the framework, what is visible (observable) and for which teachers are accountable. The materials used to create this framework are developmentally appropriate teaching and learning, diversity, and technology. The use of these materials ensures that students are the focus; their current needs, strengths, and differences are being considered; and their future success is in the picture as the faculty plan how best to prepare them. Teacher candidates at Mansfield University will be asked to attend to each part of the framework during their program, using each course and field experience to develop and sharpen their ability to make reflective decisions in what is surely one of the most important professions in the world.

Mansfield University teacher education certification programs are approved by The Pennsylvania Department of Education (PDE). Mandated changes in certification guidelines came into effect for students entering programs in Fall 2009 and for any other students who will not complete their programs of study and receive certification by August 2013. Elementary Education (K-6) and Special Education (N-12) are the programs most affected by the PDE changes. Beginning with students certified after August 2013, Early Childhood / Elementary Education will include the grades Pre-K-4. Special Education certification will include grades Pre-K-8 and will no longer be a stand-alone certification. Instead, Special Education will only be available as a dual certification with any of the other teacher certification programs. Therefore, it is very important that entering students check for program change updates and work closely with their advisors because these mandated changes will be implemented through a phase-in process. Under the new regulations, teacher education unit programs will be structured as follows:

Program	Home Department	Type of Certification
Art Education B.S.Ed.	Art	K-12 Art Education
Music Education B.M.	Music	K-12 Music Education
Early Childhood/Elementary Education B.S.Ed.	Education and Special Education	Pre-K-4
Social Studies-History B.S.Ed.	History and Political Science	7-12 Social Studies
English B.S.Ed.	English and Modern Languages	7-12 English Education
Spanish B.S.Ed.	English and Modern Languages	K-12 Spanish Education
Chemistry B.S.Ed.	Chemistry and Physics	7-12 Chemistry Education
Earth and Space Science B.S.Ed.	Geography and Geology	7-12 Earth and Space Science Education
Mathematics B.S.Ed.	Mathematics	7-12 Mathematics Education

### Chapter 354

A directive known as Chapter 354 Preparation of Professional Educators was issued to all teacher preparation programs in Pennsylvania by PDE in October, 2000. Chapter 354 provides outlines standards for students entering an initial certification program at MU and for proceeding through the program. The various points in the program for which specific requirements are set are referred to as "Gates." Guidelines for admittance and for each subsequent Gate are detailed in this section and deal with clearances, certain course or credit-hour requirements, dispositions, and testing requirements.

#### Clearances

All required Pennsylvania teacher education clearances must be attained before registering for classes. If a student's clearance history changes throughout the course of study, he/she is required to immediately share that information with the Educational Field Experience Office. Students cannot register for any Mansfield University education courses until they satisfactorily complete the following clearance checks and understand that individual clearance information will be shared with participating field experience

school districts at their request:

- Act 151: Child Abuse
- Act 34: Criminal Background
- Tuberculosis, and
- FBI Fingerprint Clearances
- Secure a million dollars worth of Professional Liability Insurance

Application forms for these clearances are available at [http://www.mnsfld.edu/~teacher/clearance\\_instructions\\_for\\_majors.htm](http://www.mnsfld.edu/~teacher/clearance_instructions_for_majors.htm).

If activity of any kind appears on a clearance, then Mansfield University requires the following process be followed:

1. Upon acceptance into any education program, the student must meet with the Coordinator of Educational Field Experiences (see <http://mansfield.edu/teacher/> or email [cfr@mansfield.edu](mailto:cfr@mansfield.edu)) to discuss the clearance situation, Pennsylvania law and University policy.
2. If the student is permitted/decides to continue as an education major, then the student must be willing to sign an agreement stating that he/she understands the possible challenges that might surface as a result of continuing to pursue certification.
3. The student must be willing to allow Mansfield University to share the clearance(s) with any school providing a field experience for the student. The student may only pursue field experiences through the direction of The Educational Field Experience Office.

Once the clearances are completed and documented in the Education Field Experience office, students can register for education courses. They then must complete coursework, field experiences, and progress through the gates in the program. Education majors are evaluated at three stages in their program. Mansfield evaluates student preparation based on national standards and Pennsylvania Act 354 requirements. Students must complete their preparation programs and the requirements of all three teacher education gates to be recommended for certification. Students will receive written confirmation that they have met Gates One and Two. Gate One requirements must be completed before taking upper level education courses (courses numbered 3000 and above). Gate Two requirements must be completed before beginning student teaching. Gate Three requirements must be completed before recommendation for certification. Each department may have additional requirements specific to their specific Education program. Students should see the individual program descriptions in this catalog and contact education program advisors for more information. Teacher education students are also assessed for professional dispositions. Teacher education disposition assessment processes and procedures are published online.

#### Dispositions

Because decisions a teacher makes may be value-laden, teacher education students are also assessed for professional dispositions. Teacher education disposition assessment processes and procedures are published online. [http://mansfield.edu/teacher/media/files/Teacher%20Education%20Dispositions%20final%202%2008\\_PDF.pdf](http://mansfield.edu/teacher/media/files/Teacher%20Education%20Dispositions%20final%202%2008_PDF.pdf)

**Gate One.** Students completing the following requirements will be designated a Teacher Education Certification Candidate (TECC). A student must be designated a TECC in order to register for upper level education courses numbering 3000 and above. To become a TECC, students must:

- complete a minimum of 48 hours of course work which may include transfer hours;
- have a Grade Point Average (GPA) of 3.0 or higher;
- complete two college level mathematics courses; and one English Literature course and one English Composition before becoming a TECC (Math 0090 and English 0090 or developmental or remedial transfer courses do not meet this requirement);
- pass the Introduction to Education (ED1102) course;
- pass the Pre-service Academic Performance Assessment (PAPA) certification examinations (Students transferring into Mansfield University from another institution and who have met all other Gate One requirements may be designated a probationary TECC. They will have one semester after admission to Mansfield University to pass the PAPA examination); (See program description or advisor for additional program specific requirements).

**Gate Two.** Students wishing to be admitted to Student Teaching must complete the following requirements:

- A Grade Point Average (GPA) of 3.0 or higher for those students admitted to TECC after August 29, 2004;
- completion of all required education courses except student teaching and professional seminar; students wishing to take non-education courses after student teaching must petition the appropriate department chair.
- Submission of current student teacher clearances. Updated criminal background and child abuse clearances are absolutely necessary in order to student teach. All students must have the appropriate documentation by the following deadlines. Student teaching placements will be revoked unless this requirement is met. Fall Student Teachers: Clearances must not be dated before February 1st of the year that student teaching will take place. In addition, the clearances must be turned into The Educational Field Experience Office in Retan Center 205 no later than June 30th for Spring Student Teachers; clearances must not be dated before June 15th of the year prior to student teaching. In addition, clearances must be turned into The Educational Field Experience Office in Retan Center no later than September 30th (see program description or advisor for additional program specific requirements).

**Gate Three.** Students who wish Mansfield University Certification Officer to recommend them for teacher certification must complete the following requirements:

- pass the PA Educator Certification (PECT) tests and/or Praxis II certification examinations;
- complete the appropriate Education degree with a GPA of 3.0 or higher;
- apply for Pennsylvania Teacher Certification, repeating criminal background, FBI fingerprint, and child abuse clearances, if they have expired;

Students who do not anticipate completing *all* the above requirements before May 2013 must see an advisor to determine if they can move forward under the new PDE regulations.

**Information Sources.** Further information is available from teacher education program advisors, online resources, and the other sources as stated below:

- PAPA, PECT and Praxis II examinations – Field Experiences Office (570-662-4024)
- Program Requirements – Individual program descriptions in this catalog
- Advancing to TECC status – Mansfield University Certification Officer (570-662-4873)
- Clearances and Field Experiences – Educational Field Experiences Office (570-662-4024)

Applicants interested in teacher certification (initial or advanced) at Mansfield University must contact the Admissions Office, South Hall. (<http://admissions.mansfield.edu/>).

Official transcripts of all college work completed must be sent directly to the Admissions Office, South Hall at Mansfield University.

## Secondary Education

The secondary education curriculum prepares students for junior high and high school teaching. The curriculum is the combined responsibility of the Education and Special Education Department and the appropriate content area departments of the university. The program is based on the theme, "Teacher as Reflective Decision Maker," and provides students with depth in subject matter, preparation in instructional methodology, and a variety of field experiences culminating in student teaching in the senior year. Students in the various secondary programs learn how to communicate subject matter clearly and effectively to promote secondary students' learning. Mansfield University offers secondary education degree programs in the following curricular areas: Chemistry, Earth and Space Science, English, Mathematics and Social Studies. Many secondary education majors also pursue graduate studies after graduation.

For further details regarding admission to teacher certification candidacy and Pennsylvania certification requirements, please review the Teacher Certification section under University Policies, <http://catalog.mansfield.edu/>.

For specific information about Mansfield University's secondary education programs, please refer to each content area under the requirements for the B.S.Ed degrees. (For example, the required courses in the secondary education Mathematics program are listed under the heading Mathematics, Bachelor of Science in Education degree requirements.)

## Transcripts

Official transcripts of courses taken at Mansfield University are prepared by the Registrar's Office and issued according to the following policies:

- a. Student's records are confidential. Transcripts, therefore, are issued only at the written request of the student. Requests by telephone are not accepted.
- b. No transcript is issued to or for a student who is indebted to the university until the debt has been paid in full.
- c. Official transcripts of credits(s) earned at other institutions that have been presented for admission and evaluation become part of your permanent record in the Registrar's Office and cannot be reissued or copied for distribution. Transcripts from other institutions must be obtained directly from those institutions.
- d. Official transcripts issued directly to you will only be released in a signed, sealed, embossed envelope. The envelope will bear the statement that if opened the transcript should be considered unofficial and the integrity of the document is not guaranteed by Mansfield University.
- e. Unofficial transcripts (student copy) contain the same information as an official, but do not bear the authorized signature or seal of the university.
- f. There is a \$5.00 transcript fee.
- g. Transcripts are requested online at [Transcripts on Demand](#). An additional processing fee of \$3.00 will be assessed by Transcripts on Demand.

## Undeclared/Academic Exploration Program Majors

Entering students who are not ready to choose a major may be accepted as "undeclared" and enrolled in the Academic Exploration Program. An advisor assists the student in choosing courses to fulfill General Education requirements and advises them about introductory courses as a pathway toward selecting a suitable major. An undeclared student should choose a major after the second semester freshman year; all students must declare a major by the time they have earned 64 credit hours.

## Visiting Students

Students enrolled full-time at a PASSHE university may elect to participate, for a limited period of time, in The Board of Governors' Visiting Student program offered at sister institutions. Information regarding the Visiting Student program is available from the Registrar's Office.

## Withdraw From a Course (W)

After the drop period, a student may withdraw from a course until 4 p.m. on the Friday of the tenth week of classes. The student must complete a course withdrawal form and have it signed by the course instructor. A student who has earned fewer than 60 credits, must also have the withdrawal card signed by your advisor. After obtaining the required signatures, the student must submit the form to the Registrar's Office. A 'W' will be recorded in the permanent record and will not be calculated in the grade point average (GPA). A student who withdraws from all courses is automatically withdrawn from the University.

## Withdrawal From the University

A student who wishes to withdraw from the university may do so by completing a "Withdrawal from Mansfield University Form," which is available online at <http://esd.mansfield.edu/registrar/>. Upon receipt of the form, the administration will promptly notify all appropriate offices, including the student's advisor and course instructors. On-campus students are responsible for checking out of their residence hall by contacting a staff member.

Students who leave the university without properly notifying the university for other than extenuating circumstances (as documented by a physician, counselor, or other appropriate individual) will receive a grade for each course based on the total semester.

All students who have withdrawn and who desire admission to the university must file an application for readmission.

Students who apply for readmission within one calendar year of the date of withdrawal will have the application fee waived. Except for extenuating circumstances (e.g., medical reasons), students are not guaranteed readmission.

Completion of a 'Withdrawal from the University' must be done by the last regular class day of the semester.

Withdrawal from the University is likely to have serious financial ramifications. Students receiving financial aid are encouraged to discuss such action with a financial aid officer.

Refund Period (% of Enrollment Period Completed)	Refund Percentage	Duration (Illustration of Estimated Weeks in Typical Semester)
0-8.5%	100%	Through "drop period"
8.51-12.50%	80%	Through Week 2
12.51-19.44%	60%	Through Week 3

<b>19.45-26.39%</b> <b>26.40-33.33%</b> <b>&gt;33.3%</b>	<b>50%</b> <b>40%</b> <b>0%</b>	<b>Through Week 4</b> <b>Through Week 5</b>
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## Mansfield University

Feb 06, 2013

Mansfield University 2012-2013 Undergraduate Catalog

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### Department of Academic and Human Development [^ TOP](#)

The University provides developmental services to students for the successful pursuit of their academic program and personal development. These services include Academic Advising, Athletic Mentoring, Counseling, Learning Center, Minority Mentoring, Support Services for CHAMPS Students with Disabilities, and Writing Center. In addition, all faculty within the Department of Academic and Human Development advise students selecting the Liberal Studies major.

#### Academic Advising

The Academic Advising Center provides services to a wide range of students and special support for underrepresented students of color, through a minority mentoring program called SUPPORT, and student-athletes through Athletic Mentoring and CHAMPS/Life Skills program. These initiatives support Mansfield's diversity goals through various workshops and guest speakers. This includes developmental workshops and leadership conference opportunities.

**Mission:** The mission of Academic Advising Center is to provide high quality academic advising, that assists students in the purposeful planning of an undergraduate liberal arts education, contributing to an environment that promotes academic, personal, as well as intellectual, and ethical (character) growth. Academic Advising is a decision-making process by which students realize their maximum education potential through communication and information exchanges with an advisor; it is ongoing, multifaceted and a shared responsibility of both the advisor and advisee. The advisor, utilizing a developmental, prescriptive or, prescriptive, strength-based approach, serves as a facilitator of communication, a coordinator of learning experiences, through course and career planning and academic progress review, and an agent of referral to other campus services.

**Vision:** The Academic Advising Center (AAC) provides leadership that is developmental and cultivates academic excellence and healthy decision making, through innovative advising practices. AAC assists students in attaining their career and academic goals and promote an academic advising environment of trust, comfort, and genuine care. AAC work collaboratively with other student services, faculty, and staff for the benefit of our advisees.

#### Athletic Mentoring and the CHAMPS/Life Skills Program

**Mission:** The mission of the Athletic Mentoring and CHAMPS Life Skills Program is to support the successful academic transition, matriculation, and graduation of student-athletes. The Athletic Mentoring component monitors, and improves the academic standing and progress of student athletes. The CHAMPS/Life Skills component enhances and supports student-athletes' development in the areas of personal development, career planning, community service, and academic excellence.

**Vision:** The Athletic Mentoring and CHAMPS Life Skills Program ensures the academic, personal, and social success of student athletes.

#### Counseling Center

##### Mission:

The University Counseling Center provides students, faculty, and staff with counseling services for each client's particular needs. We make available to clients career/academic assessment and counseling to facilitate their career choices; provide a professional response to clients in emotional crisis; provide faculty and staff with consultation and support; assist in developing the emotional, physical and psychological well-being of all clients; advocate for student needs; and support the efforts of students, faculty and staff in improving the university environment. We provide coaching, academic document review, and recommendations for students with disabilities. We provide academic advising opportunities for students in the A.A. and B.A. Liberal Studies majors.

All services provided by the University Counseling Center are free and respect the applicable confidentiality laws and ethical guidelines of the APA (American Psychological Association), ACA (American Counseling Association) and IACS (International Association of Counseling Services).

##### Vision:

Counseling services are an integral part of the educational mission of the institution and support the mission in a variety of ways, such as consultation, teaching, preventive and developmental interventions, and treatment. The counselors provide clinical and counseling services to clients who are experiencing stress due to academic, career or personal problems which may interfere with their ability to take full advantage of the educational opportunities before them. Counselors are also involved in providing consulting services for faculty and staff; student needs advocacy, program development, teaching, outreach programming, retention activities, and research and evaluation that support the efforts of faculty and staff in enhancing the university environment.

#### Gateway Program

**Mission:** The Gateway Program is designed to support students enrolled in the Associate of Arts (A.A.) Liberal Studies degree with an umbrella of individualized services and opportunities to achieve academic success. Gateway offers a variety of support services and proactively engages with students on an ongoing basis throughout the academic year. The program support is a collaborative process in which the student is an active participant in assessing and identifying their needs and progress.

**Vision:** The Gateway Program strives to empower students to develop practical strategies that will equip them to successfully meet the challenges they face in collegiate life. Among the opportunities available to students are: an orientation and transition to college expectations and life, academic advisement with experienced and knowledgeable faculty, educational skills workshops, tutoring, assistance from learning specialists, peer mentoring, counseling, developmental leadership opportunities, supplemental instructors, study groups, study tables, and active links to career planning and cultural events.

### Learning Center

The Learning Center (LC) at Mansfield University is committed to helping students achieve their academic goals. We are dedicated to providing a success-oriented learning environment that focuses on the essentials of what is needed to succeed in college. Our student support programs are designed to assist students in maximizing their academic potential.

We provide peer tutors, writing center tutors and supplemental instruction study sessions. Each of these student support programs focus on course content as well as collaborative student learning processes that are designed to actively engage the learner.

The Learning Center at Mansfield University provides helpful study strategies and tips on-line. We also hold a series of workshops to assist in enhancing your study skills and learning strategies.

### Writing Center

The Writing Center is an integral part of the University's Writing Across the Curriculum program. Peer-writing tutors help students develop effective writing and editing strategies that support the formal writing instruction presented in various courses throughout the curriculum.

### Minority Mentoring Program

**Mission Statement:** The mission of the Minority Mentoring Program is to provide a support system for students of color that will give them the best opportunity to succeed at Mansfield University. Through the academic, social, and emotional support the Minority Mentoring Program aims to contribute to an increase in persistence and matriculation. Furthermore, students in the Minority Mentoring Program will become productive leaders in their personal and professional communities.

**Vision Statement:** The Minority Mentoring Program envisions a learning community in which students will experience empowering relationships with faculty and staff and develop leadership skills that will allow them to become effective community leaders.

### Services for Students with Disabilities

The Office for Students with Disabilities (SSD) is the main advocate for students with disabilities who request academic accommodations at the University. It is our goal to assist you in gaining appropriate and reasonable accommodations, enhancing your ability to pursue a meaningful college experience.

After submitting pertinent documentation, we will attempt to address all reasonable accommodations appropriate to the student's needs. Current accommodations include, but are not limited to, special residence hall living requests, on-campus transportation, early academic scheduling, a variety of testing accommodations, note takers, readers, interpreters, assistance in acquiring "Books on Tape," and relocating class sections to aid access.

Students are encouraged to contact the coordinator of Services for Students with Disabilities in South Hall to discuss any accommodations. Early notification is critical when seeking physical or academic course material accommodations.

### Department of Academic Initiatives

The Department of Academic Initiatives houses the federally funded and competitive TRiO Student Support Services grant (which has been established at Mansfield University since 2005).

The Department of Academic Initiatives provides extensive student support for the students enrolled in our programs. We offer a variety of programming and services to our students, including academic and personal growth workshops, financial aid and financial literacy workshops, cultural and social activities, tutors, peer mentors, career counseling (including preparation for graduate school), and activities focusing on leadership and service. We are dedicated to providing personalized services to our students to help them gain the skills they need to graduate from college and to reach their personal and professional goals.

**Mission Statement:** The mission of the department is to increase the persistence and graduation rates of students enrolled in our programs by offering academic, personal, financial, and career support to help students develop the values of the Mansfield Creed (Character, Culture, Scholarship, and Service). The staff members work diligently to empower the students to become critical thinkers who take responsibility for developing strategies to succeed not only in college, but in their professional lives beyond college. We work closely with programs across campus to facilitate student success. In doing so, our department helps foster an institutional climate supportive of the success of underprepared college students.

### Department Goals

- The department will provide opportunities for first year students to successfully transition into college.
- The department will provide quality one-to-one counseling to TRiO students through advising, peer mentoring, and quality programming. In doing so we will provide students with the opportunities to acquire skills necessary to succeed in college.
- The department will provide opportunities for students to gain leadership skills necessary for successful careers and will prepare students for post-college plans.
- The department will foster the development of the Mansfield University Creed values: character, scholarship, culture, and service.
- 75% of students in the department will remain in good academic standing each semester by maintaining a 2.0 QPA or higher and will achieve a persistence rate equal to or above the university cohort.
- 55% of new participants served each year will graduate within 6 years.

**Program Outcomes:**

- Students will identify resources to help them transition from high school to college.
- Students will create Individual Success Plans each semester that reflect their personal learning goals.
- Students will describe the skills necessary to succeed academically, psychologically, and financially in college according to their personal learning goals.
- Students will be able to demonstrate the critical thinking skills necessary to succeed in college.
- Students will exhibit academic success by maintaining a QPA of 2.0 or above.

**Policies and Procedures:**

- Students must apply to be part of the TRIO SSS Program; in addition to having academic need, they must meet the eligibility requirements set forth by the Department of Education (TRIO SSS Program Eligibility: <http://www2.ed.gov/programs/triostudsupp/eligibility.html>)

**Bookstore**

The Campus Bookstore is a non-profit organization operated by College Community Services, Inc. governed by the students. The store is open from 8 AM to 4 PM Monday - Friday and 10 AM to 1 PM on Saturdays during the fall and spring semesters. During the summer sessions, the store is open 8 AM to 4 PM Monday through Friday. Also, during the first week of classes, the store is open extended hours, as posted, to aid students in purchasing/renting textbooks, dorm supplies, health and beauty aids, class supplies, clothing, class rings, graduation attire, etc. The bookstore is located on the second floor of the Alumni Hall Student Center. Textbooks are located on the upper level of the store while supplies, clothing MU logo items, stationary, health and beauty aids, etc., are all found the the lower level. Reserve your books online at [mansfieldbookstore.com](http://mansfieldbookstore.com) and have the first chance at used textbooks. Or rent your books new or used online at [mansfieldbookstore.com](http://mansfieldbookstore.com).

**Career Center**

**Mission:** The mission of the Career Center is to provide students and alumni with exceptional career development opportunities that cultivate leadership tools in preparation for effective, successful, and meaningful life-work.

**Vision:** Integral to the Mansfield educational experience, the Career Center is the University's key link to the employment community and the region's first choice of diverse and talented emerging professionals. We personify a student-centered environment exhibiting professionalism, responsiveness, collaboration, and creativity. We are knowledgeable about the needs of students, alumni, and employers, and are a resource for support and counsel. We will be recognized by the university and professional community as a center of excellence for cultivating students' potential while discovering their unique talents and passions, leading to meaningful and purposeful contributions to our global society. We create resources and opportunities for career development and exploration through a dedication to our own professional growth and the field of career development.

The Career Center provides students and alumni with a wide range of services, including career exploration and development, career interest inventories, resume and cover letter writing and critique, job search techniques, practice interview sessions, on-campus recruitment interviews, and career fairs. A career library of websites, printed, and software-based information covering career options, employer organizations, employment trends, internships, job listings, and graduate/professional schools is maintained through the Career Center. Job and internship opportunities are posted electronically through the Career Center using College Central Network®, an online job board utilized by all 14 PASSHE System University Career Centers. Current students and alumni can register for this free service at [www.collegecentral.com/mansfield](http://www.collegecentral.com/mansfield). The Career Center sponsors several workshops and special events throughout the academic year.

The Career Center administers testing services for Mansfield University and the general public, including CLEP (College-Level Examination Program), DSST (Dantes), Miller Analogies Test (MAT), and test proctoring.

The Career Center is located on the Ground Floor of Alumni Hall or may be called at 570-662-4133. For more resources, information about the Career Center and our calendar of events, please visit us online at <http://career.mansfield.edu>.

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## Mansfield University

Feb 06, 2013

Mansfield University 2012-2013 Graduate Catalog

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### Academic Dismissal Policy

A graduate student who receives a grade of F in a course is automatically dismissed from the University. A student whose cumulative GPA (grade point average) is below 3.0 at the end of any semester is placed on academic probation until the GPA rises to a minimum of 3.0. Failure to achieve the minimum GPA within one academic year will result in dismissal from the University. If there is an extraordinary reason for which the student believes he/she should be reinstated, the student may appeal to the Office of the Associate Provost and Dean of Education, Professional & Graduate Studies.

Probationary status does not mean that a student is dismissed from the University. It means that the student is not currently meeting the standards required for graduation and that corrective action is required. A student on probation will receive a letter from the University about the probationary status.

### Academic Integrity

Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism, is unacceptable. Faculty are expected to instruct students of the University Policies pertaining to academic integrity. Faculty also are responsible for assessing and reporting all charges of academic dishonesty to the Office of the Provost. The link labeled *Academic Integrity Policy* (see <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures>) outlines the procedures faculty will use to initiate disciplinary action in cases of academic dishonesty.

Faculty are responsible for informing students of course evaluation criteria, for adherence to the stated criteria, and for determining grades in a fair and equitable manner. If a student alleges that a faculty member has discharged professional duties in an improper, arbitrary, discriminatory, or otherwise unjustified manner, complaints are considered by the procedures outlined in the link labeled *Due Process/Appeals* (see <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures>).

### Academic Standing

Good academic standing at the graduate level is defined as a minimum 3.0 cumulative GPA.

### Accreditation

Mansfield University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The professional education unit at Mansfield University (MU) is accredited by the National Council for Accreditation of Teacher Education (NCATE). NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation as "a professional accrediting body for teacher preparation" (see <http://www.ncate.org/Public/AboutNCATE/tabid/179/Default.aspx>). Selected MU programs that prepare teachers and other educational professionals at the initial or advanced levels are nationally recognized by specialized professional associations (SPAs), which are member organizations of NCATE. For a current listing of specific Mansfield University nationally recognized SPAs, please consult the NCATE listing at [http://www.ncate.org/tabid/178/Default.aspx?state=PA@CO\\_ID=10753](http://www.ncate.org/tabid/178/Default.aspx?state=PA@CO_ID=10753). The contact information for NCATE is:

National Council for Accreditation of Teacher Education  
2010 Massachusetts Ave NW, Suite 500  
Washington, DC 20036  
Telephone: (202) 466-7496  
Fax: (202) 296-6620  
General e-mail: [ncate@ncate.org](mailto:ncate@ncate.org)

Other accreditations or recognitions of professional programs are identified in the section of the catalog that describes each program.

### ACT 48

ACT 48 of 1999 requires persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years in order to maintain active certificates. Pennsylvania certified teachers wishing to use credit course work at Mansfield University to meet the ACT 48 requirement should log on to the following website: <https://www.edulinkinc.com/act48Provider/default.asp> click on the "Professional Educator" link, create an account, enter the course (s) information and submit. Some non-credit courses and workshops offered by Mansfield University may also be eligible for ACT 48 credit. Attendees also should use the Edulink site to submit course completion for Mansfield University approval.

Teachers are responsible for selecting courses pertaining to their areas of certification or teaching assignments. Program advisors are available to assist with this course selection process.

For additional information, contact the Registrar's Office, (570) 662-4874.

### Add or Drop a Course

A graduate student may ADD a course during the first seven calendar days of a semester and DROP a course during the first

six calendar days of a semester using WebAdvisor. If the course is full or creates a conflict with the graduate student's schedule, they may use an Add card available at the Registrar's Office, 224 South Hall. The class instructor must sign all add cards. For online courses, please contact the instructor to initiate the approval process. The instructor should confirm this approval by forwarding an email to the Registrar's office

#### **Application for Graduation**

No later than one year prior to the intended date of graduation, the graduate student should complete an Application for Graduation online via WebAdvisor.

#### **Audit**

If a graduate student is interested in auditing a course (participating in a class, but receiving no grade or credit for it), then a completed registration form and audit card for the course work is required. These forms are available at the Registrar's Office (matriculating students). Cost of auditing is \$50 per course. Permission from the instructor must be received to audit any course. Please note that applied courses in Art, Music, Nursing, and School Library and Information Technology (online, laboratory or studio) courses may not be audited. Exceptions to this policy may be petitioned to the appropriate Associate Provost/Dean for review. Audited courses do not count toward graduate requirements.

#### **Bookstore**

The Campus Bookstore is operated by College Community Services, Inc. The store is open from 8 AM to 4 PM Monday - Friday and 11 AM to 2 PM on Saturdays during the fall and spring semesters. During the summer sessions, the store is open 8 AM to 4 PM Monday through Friday. Also, during the first week of classes, the store is open extended hours, as posted, to aid students in purchasing textbooks, dorm supplies, health and beauty aids, class supplies, clothing, etc. The bookstore is located on the main floor of the Alumni Hall Student Center. Textbooks are located on the upper level of the store while supplies, clothing, MU logo items, stationary, health and beauty aids, etc., are all found on the lower level. Reserve your books online at <http://mansfieldbookstore.com> and have the first chance at used textbooks.

#### **Career Center**

The Career Center Mission is to provide students and alumni the best possible career development opportunities to cultivate the leadership tools to prepare for effective, successful, and satisfying life-work.

The Career Center provides students and alumni with a wide range of services, including career exploration and development, career interest inventories, resume and cover letter writing and critique, job search techniques, practice interview sessions, on-campus recruitment interviews and career fairs. A career library of websites, printed, and software-based information covering career options, employer organizations, employment trends, internships, job listings, and graduate/professional schools is maintained through the Career Center. Job and internship opportunities are posted electronically through the Career Center using CollegeCentral Network®, an online job board utilized by all 14 PASSHE University Career Centers. Current students and alumni can register for this free service at <http://www.collegecentral.com/mansfield>. The Career Center sponsors several workshops and special events throughout the academic year.

The Career Center administers testing services for Mansfield University and the general public, including CLEP (College-Level Examination Program), DSST (Dantes Subject Standardized Tests), MAT (Miller Analogies Test), and test proctoring.

The Career Center is located on the Ground Floor of Alumni Hall or may be contacted at (570) 662-4133 or [careers@mansfield.edu](mailto:careers@mansfield.edu). For more resources, information about the Career Center and our calendar of events, please visit us on the web at <http://career.mansfield.edu>.

#### **Community Relations**

The staff in the Alumni and Community Relations department is available to arrange your facility usage and conference needs. To schedule an event and/or conference, contact Ms. Lindsey Sikorski at 570-662-4808 or by email at [lsikorsk@mansfield.edu](mailto:lsikorsk@mansfield.edu).

In addition to Mansfield University classroom and auditorium space, the facilities in the Technology Outreach Center (TOC) are available for area businesses and organizations to conduct training sessions or meetings. The TOC is a state-of-the-art facility which has multiple hi-tech computer labs, videoconferencing equipment, satellite downlink equipment, and multi-point bridging capabilities available. On campus space also can be reserved by educational institutions or organizations for academic programs, workshops, or training sessions.

A wide variety of academic camps are offered on campus each summer. To browse our camp options, please visit <http://mansfield.edu/camps>. Camps are offered as day and/or residential programs.

#### **Continuing Enrollment Course Procedure**

A graduate student not registering for credit bearing course(s), who wishes to remain active in a program, may enroll at no cost in ED-5600 Continuous Enrollment. A maximum of two consecutive semesters of enrollment in ED 5600 is permitted.

Graduate students will be eligible to enroll in the continuous enrollment course during the registration and add/drop periods. Graduate students who fail to enroll will be classified as No Shows or Abandons and will become inactive in the student system. Students in an inactive status must reapply for admission utilizing the online application and if readmitted will be admitted under the current graduate catalog year.

#### **Cost**

Tuition and fees are set after the catalog is printed. Most current information can be found on the website at <http://esd.mansfield.edu/student-accounts/>.

#### **Counseling Center**

The University Counseling Center provides free counseling services to university students and staff. The Center's primary purpose is to help students and staff grow in a positive and productive direction. The Center assists students and staff in understanding themselves, their feelings and emotions, their personal problem areas, and educational opportunities and concerns. For additional information, please contact (570) 662-4695, 144 South Hall.

#### **Course Load/Time Limit**

A normal academic course load (full-time student) is defined as nine (9) to 15 credit hours a semester. A maximum of 12 credits may be taken during the summer. Students who wish to schedule more than the maximum must submit a petition to the office of the Associate Provost and Dean of Education, Professional & Graduate Studies. The following degree programs, Education, Music, School Library and Information Technology and Special Education, are to be completed within a maximum of seven years. The Master of Science in Nursing has a five-year time limitation.

#### **Culminating Requirements**

Each degree requires a culminating experience at the end of the master's degree process (e.g., Capstone Course, Recital, Exhibition, Departmental Paper, Thesis, or Orals). The nature of the final requirement should be discussed with the program advisor early in the graduate program.

#### **Degree Requirements**

To graduate from Mansfield University with a master's degree, a graduate student should meet the following requirements:

1. Earn the total number of credits determined by your department (30-36) credits.
2. Earn a minimum 3.0 cumulative grade point average (GPA).
3. Complete ALL course work with a C - grade or better.
4. Satisfactorily complete any capstone course, creative project, research or thesis, comprehensive exam, or graduate music recital required as a culminating project.
5. Submit an Application for Graduation via WebAdvisor no later than one year prior to intended graduation date.
6. Complete any additional requirements necessary because of deficiencies identified in audition or entry, or because the student has chosen to add one or more teaching certifications to the master's degree.

#### **Due Process/Appeals**

Procedures can be found at the following link: <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures/>.

#### **Email Accounts**

All registered graduate students will receive a Mansfield University email account. Graduate students must use this account when corresponding with University faculty and staff.

#### **Graduate Academic Year Definition**

Mansfield University's academic year is a period that contains 30 weeks of instructional time during which a full-time student is expected to complete at least 18 credit hours. The academic year is further described as a Scheduled Academic Year (SAY) that starts at the beginning of fall semester and ends on the last day of the spring semester. The summer sessions are designated as "trailer" terms which follow the SAY. On an individual basis, a student's academic year can be changed to a Borrower-Based Academic Year (BBAY) when determining financial aid eligibility. A BBAY is not fixed period of calendar time; instead the beginning and ending dates depend on the student's enrollment and progress. The BBAY does not end until the student has completed the number of weeks and the number of hours in the academic year.

#### **Grading System**

A written syllabus, which includes the criteria for academic evaluation, is provided by instructors prior to the end of the first week of class. Mansfield University uses a 4-point grading scale, as shown below, to evaluate academic performance.

<u>Grades</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

The following designations may be used in addition to the grades shown above:

AU	Audit
I	Incomplete
S	Satisfactory (C- grade or better)
U	Unsatisfactory
W	Withdrawal from a course after the drop period

The cumulative grade point average (GPA) is determined by dividing the total number of quality points earned by the total number of credit hours of work attempted. The cumulative GPA is the index by which a student's academic standing is judged.

#### **Graduate Courses - What is a Graduate Course?**

The following criteria capture features of Mansfield University's graduate courses. These criteria are reflected by course syllabi and course requirements.

1. Course content is offered at advanced levels of depth and understanding.
2. Course topics are supported by a significant body of professional literature and, except in emerging areas of inquiry, include a significant theoretical and research base for course content.
3. Reading and reflection support graduate learning. Therefore, graduate courses include time for graduate students to read course-related materials and to reflect on what they are learning.
4. Graduate students develop professional and scholarly beliefs and opinions that can be articulated and substantiated with support from professional and scientific literature.
5. Courses provide significant opportunities for graduate students to interact with the course instructor and with other graduate students enrolled in the course. In distance education situations, face-to-face interactions between instructor and students are encouraged to the degree that they are possible.
6. Graduate courses at Mansfield University reflect diversity as related to culture, ethnic groups, gender, age and value systems.
7. Graduate courses offered in cross-listed arrangements with undergraduate courses have syllabi and course proposal forms

that clearly identify graduate: a) assignments, b) evaluation methods, and c) experiences.

#### **Harassment and Nondiscrimination Policy**

It is the policy of Mansfield University to ensure a work, educational and residential environment dedicated to the ideals of equity, justice, and fairness; that is free of unlawful harassment and/or discrimination or the denial of equal employment opportunity because of race, color, religion, disability, ancestry, national origin, age, sex, veteran status, political affiliation or sexual orientation, including sexual harassment. In accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Section 1604 of Title VII of the Civil Rights Act of 1964, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Pennsylvania Human Relations Act and all other applicable legislation, Mansfield University prohibits and will not tolerate unlawful harassment and/or discrimination on the basis of an individual's race, ethnicity, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, veterans status, political affiliation or other factors.

Mansfield University is responsible for educating all of its students, faculty and staff about what constitutes unlawful harassment and discrimination because they diminish the value of human dignity and are contrary to Mansfield's policy of respecting all individuals regardless of belief or status; and what steps will be taken to resolve complaints.

Conduct will be deemed harassing and/or discriminatory in accordance with and as defined in applicable state and federal statutes and case law decisions.

Discrimination - A behavior, action or practice that results in an allegation of different treatment, whether intended or unintended, based on age, color, disability, gender, marital status, national origin, race, religion, sex, sexual orientation, veteran status, political status, or ethnicity. Discrimination may also occur when a requirement, qualification or factor which, taken at face, is not discriminatory on the basis of the protected groups but which results in the exclusion or restriction of a protected group.

Harassment - Behavior intended to harass, annoy, or alarm another person that can include but not be limited to: strikes, shoves, kicks or other forms of physical contact, including threats to do the same; stalking or repeatedly following a person in or about a public place or places; engaging in a course of conduct or repeatedly committing acts that have no legitimate purpose, which harm or seriously annoy another person.

Racial Harassment - Verbal or physical conduct that is directed at an individual because of his/her race, color, national origin, ancestry or ethnicity, that is sufficiently severe or pervasive and has the effect of creating an intimidating, hostile or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

Disability Harassment - Verbal or physical conduct that is directed at an individual because of his/her disabling mental or physical condition that is sufficiently severe or pervasive and has the effect of creating an intimidating, hostile or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities. Section 504 of the Rehabilitation Act of 1973 provides that "no otherwise qualified individual with a disability shall, solely by reason of her/his disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance." Mansfield University is committed to making reasonable accommodations so that students with disabilities are able to fulfill academic requirements.

Sexual Harassment - Unwelcome gender related behavior, including unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either by an explicit or implicit term or condition of an individual's employment or education; submission to, or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile or offensive working, education or living environment. The U. S. Department of Education Office for Civil Rights further defines sexual harassment as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient of federal funds that denies, limits, provides different conditions or provision of aid, benefits, services, or treatment protected under Title IX.

Assistance in implementation, dissemination and explanation of this policy may be obtained by contacting the university's Social Equity and Multicultural Affairs Officer, Alumni Hall Room 106/107, (570) 662-4071.

#### **Human Subject Research Policy**

Research projects undertaken by Mansfield University students, staff, or faculty members must be approved prior to involvement of human subjects and the initiation of research project. The review process is intended for the protection of the human subjects and shall be the sole focus of the review.

The Mansfield University Institutional Review Board (IRB) is the final authority in determining approvals of human subjects research. To request a review of research, contact the department chairperson for a copy of the guidelines, application form, and a sample informed consent form. Submit two copies of the Request for Review of Research form and one copy of the Informed Consent form to the department chair. Depending on the nature of the research, and potential risks to subjects, the department will undertake a departmental review of the application, or forward it to the IRB Chairperson for Board review.

Copies of the IRB guidelines and forms are also available at the university web site: <http://mansfield.edu/grants-development> or by contacting Dr. Francis Craig, Chairperson of the IRB, South Hall. Persons undertaking human subjects research should plan to submit their applications at least 3-4 weeks prior to the proposed research project start date.

#### **Hybrid Courses**

A hybrid course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and subsequently the amount of classroom time is reduced. A course which is largely classroom based may include a combination of online or web-based components and requirements in addition to the classroom experience.

#### **Identification Cards (One Card)**

A university identification card that contains a photo (also known as "One Card") is issued to students, faculty, and staff. All on campus graduate students must have a MU One Card. A One Card is available at the CCSI office (College Community Services, Inc.), at 203 Alumni Student Center. Regular office hours are Monday - Friday from 8 a.m. - 4 p.m. Extended hours are available during the first two weeks of classes but vary each semester, therefore please contact the CCSI office at (570) 662-4929 for specific information.

The One Card enables the user to check out library materials and receive discounts on many cultural and entertainment productions. In addition, the card may be used for public printers and copy machines at various locations on campus, athletic events, and various

campus activities. The student One Card must be carried at all times and shown to authorized personnel upon request. The One Card also serves as a meal card and can be used as a cash debit card with Mountie Money and Flex accounts. The cost of the One card is \$5 for new students. Replacement cards are \$15.

Graduate students enrolled in an online program will receive a letter containing their Library Access bar code. Online graduate students also have the option of receiving an actual One card by submitting a picture (equivalent to a passport/driver's license photo) and a front/back copy of an official government ID (i.e., driver's license, military ID), along with \$5.00, to the office of One Card Administration, 136 Alumni Hall. For questions, please call 570-662-4074 or email [onecard@mansfield.edu](mailto:onecard@mansfield.edu).

#### **Incomplete (I)**

A grade of I is used to denote unfinished course work because of serious mitigating circumstances beyond the student's control. It is a privilege granted because of circumstances, not a right to be expected by the student.

The I grade is submitted by professors at their discretion on the grade report form at the end of the semester. The professor and the student will identify the specific requirements to be satisfied in order to convert the I to a letter grade. The student is responsible for the removal of an I grade by the end of the fourth week of the subsequent semester except in cases where serious circumstances prevail and a request for an extension is made by the faculty member to the Registrar's Office. If the incomplete grade is not cleared within the allotted time period, a final grade of "F" is recorded.

#### **Independent Study**

Independent study is available in each curricular field on a restricted basis. The appropriate curricular prefix precedes the course number 5597, and the credit hours vary from one to three. Independent study may be repeated for more than three credit hours total, but each independent study project may be for no more than three credit hours. Independent study is an activity initiated by the graduate student to increase already advanced knowledge in a particular academic discipline. The subject is examined in an intensive manner with guidance by a faculty member who has special expertise in that field.

To request approval for an independent study, prepare a contract (available online at <http://esd.mansfield.edu/registrar/forms/>) which then must be completed and approved by the faculty director, department chairperson and Associate Provost and Dean of Education, Professional & Graduate Studies. A request for independent study must be completed prior to the start of the semester or summer session for which the independent study is sought. Independent studies will be approved only where there is sufficient evidence that the study will advance the student's scholarly or professional development.

All requests for independent study should be accompanied by an appropriate and scholarly proposal that has been carefully reviewed by the student and the faculty director who will supervise the independent study. The proposal should include a plan of activities to be undertaken, the "products" to be expected from the study (for example, a paper, a performance, a research report, or presentation to a departmental symposium), a timetable for the study and an estimate of the amount of effort that will be applied to the study so that the appropriate amount of credit can be assessed. Only in rare instances would more than two independent study proposals be approved as part of a graduate student's curriculum.

#### **Individualized Instruction**

Individualized instruction is available on a restricted basis. Ordinarily permission to take a course by individualized instruction is reserved for graduate students who are close to graduation and who have not been able to meet a degree requirement either because the course has not been available or because of some other mitigating circumstance. A graduate student's decision to move from the Mansfield area or a conflict with another obligation, such as a job, would not normally be sufficient to justify an individualized instruction. A call to military service or a serious extended illness, on the other hand, may be viewed as sufficient mitigating circumstances. An individualized instruction would not normally be approved if there is evidence that a graduate student delayed taking a course or dropped a course earlier in their academic career and did not make a clear attempt to complete it as part of a regular schedule. In instances where there are repeated requests from a department to offer a course via individualized instruction, it would be advisable for the department to reassess their ability to support the curriculum.

A request for a course by individualized instruction (available online at <http://esd.mansfield.edu/registrar/forms/>), must be completed and approved by the faculty director, department chairperson, and the Associate Provost and Dean of Education, Professional & Graduate Studies. A request for individualized instruction must be completed prior to the start of the semester or summer session for which the Individualized Instruction is sought. Requests for individualized instruction should be accompanied by a detailed justification and explanation of the mitigating circumstances that require the course to be taken in this manner, a current course syllabus that outlines the material to be covered, a timetable for the instruction, and the means of assessment that will be applied to determine the grade assigned.

#### **International Studies**

Many opportunities are available for international students at Mansfield University. International students accepted to Mansfield University are automatically considered for scholarships based on their academic achievement. An international graduate student not meeting the admission requirements below, must contact the Graduate Admissions Office <http://admissions.mansfield.edu/more/international-students/> to explore provisional admission.

#### **International Requirements for Admission**

Applicants are required to send official certified copies of all academic records by postal mail to the International Admissions Coordinator in the Office of Admissions. When possible, records should be sent directly from the academic institution attended and contained in a sealed envelope.

Applicants from countries where English is not the official language are required to submit official results of the Test of English as a Foreign Language (TOEFL) Examination, the International Language Testing System (IELTS) exam, or the Scholastic Aptitude Test (SAT). Applicants from countries where English is the official language must submit the Scholastic Aptitude Test (SAT). A TOEFL score of 75 on the internet-based exam, 500 on the printed exam, or 6.0 on the IELST exam indicate sufficient English proficiency. English as a Second Language (ESL) classes are available for applicants who are not fully proficient in English.

#### **International Admissions Process**

Applicants are encouraged to submit applications and all required documentation at least three (3) months prior to the desired start date. This allows adequate time for processing the application and academic documents by the scholarship committee. All applications/forms are available at <http://admissions.mansfield.edu/more/international-students/>.

Complete these steps:

1. General Application (online)

2. Financial Aid Application (online)
3. Financial Statement (print & mail)

**Passport:**

1. Include a copy of passport ID pages. Your passport must be valid for at least six months after you enter the United States on your student visa.

**Letters of Recommendation:**

1. In addition to the general application requirements, including undergraduate and graduate transcript evaluations, graduate applicants must submit two letters of recommendation.

**International Transfer Students**

International students who wish to transfer credit to Mansfield University are required to have all transcripts evaluated by a service such as World Academic Research Center <http://www.foreigndegrees.com/> or World Education Services <http://www.wes.org/application/>. Credit cannot be awarded unless an evaluation service is used.

**Library**

Mansfield University provides information resources both virtually (see Library Website) and in the historic and elegant 19th century setting of North Hall. Our quality resources provide students access to information from around the world. Most of our resources are accessible regardless of your physical location.

The Library is located on the first four floors of North Hall and has several special features to promote the efficient use of information in both printed and electronic forms. The Library has been designed to highlight traditional subject strengths such as those for music and education and also to provide immediate access to electronic information via extensive computer networking. If students need help using the resources housed in the Library, there are several service points with the most comprehensive one being the Information Desk on the second floor, north wing. The personnel who staff this area will be able to help with traditional reference questions on how to use printed and electronic resources and will also provide advice on equipment problems. Other more specialized service sites are: 1) the Circulation Desk in the entrance lobby which includes the printed reserve collection, laptops and other multimedia materials and reserves are located here as well, and 2) the Microfilms/Periodicals Desk in the atrium on the third floor. Printed brochures available throughout the Library provide answers to commonly asked questions about library resources and services.

A wide range of resources and services are available to support teaching, learning, and research for on-campus students and for distance education. Detailed information about the libraries' collections and services is available through the home page at <http://lib.mansfield.edu/> and more specifically <http://mansfield.libguides.com/distance> for our online population. Another important contact point is the Information Desk (Reference) *Ask a Librarian* or [libref@mansfield.edu](mailto:libref@mansfield.edu). **Distance Education** students will be mailed their library access bar code or may find this code at <http://lib.mansfield.edu/faq/library-id-number-lookup/>.

**Library Policies**

1. A Mansfield University ID card is necessary each time materials are checked out including library use only reserve items. ID cards and circulation privileges are not transferable and are intended for use only by the person in whose name the card was issued. A lost or stolen ID card should be reported immediately at the Circulation Desk.
2. General circulating materials such as books, curriculum guides, government documents, pictures, and textbooks circulate for a four-week period for students (2-week grace period). Other item loan types include:
  - a. Bestsellers - two weeks (1-week grace period)
  - b. Laptop Computers - library use only
  - c. Media Materials - audio and videocassettes, phono discs, compact discs, and audio and video cassette players - one week (no grace period)
  - d. Reserve Materials - loan periods are assigned by the professor and are as follows: library use only, one day, three days, or one week. The Library is now offering electronic reserves so you may access the materials from outside the library and from off campus. Please check with your instructor or the Circulation Desk personnel to determine if the materials you need are available electronically if you cannot verify it yourself.
3. Most items may be renewed in person (please no telephone calls) unless reserved for another patron. Renewals may be made without having the materials present if the patron has a Mansfield University ID card. Patrons also can renew library materials online. (See the Library home page for information on how renew online).
4. A patron may place a hold on any item that is in circulation except for course reserves. When the item is available, the requestor will be notified and the item will be held at the Circulation Desk for one week.
5. After an item has been in circulation for two weeks, it may be recalled at the request of another patron. The recall notice will allow one week for the return of an item to the Library. Items needed for course reserve will be recalled by the Library immediately.
6. All materials should be returned to the Circulation Desk. When the Library is closed, books may be deposited in the book return located on the east wall, right of the front entrance. Please do not place media materials in the book return as these materials are easily damaged.
7. A reminder listing overdue items may be sent to the patron when items are not returned by the due date. Library patrons who return all the listed items within the grace period will not be subject to overdue fines.
8. General circulating items not returned by the end of the grace period are assessed a fine of \$0.25 per day from the due date. Overdue reserve materials will incur an immediate fine of \$2 per day. Certain types of materials will have higher fines. All media materials except reserves and laptops circulate for one week with no grace period. Fines: cassettes, compact data discs, compact discs, diskettes, kits, overlays, phono disks, models, slides, tests, videocassettes - \$0.25 per day; video players - \$10 per day. Fines and Fees are subject to change - please see Library Website.
9. All patrons are responsible for replacement fees for lost or non-returned items. Charges will be based on an average price for the item plus a \$10 processing fee. Refunds for materials returned to the Library after replacement charges have been paid are given only if the item has not been replaced or withdrawn from the collection. Fines and Fees are

subject to change - please see the Library Website.

10. Unpaid fines or an excessive number of overdues will result in a loss of borrowing privileges. Unresolved charges will be turned over to the Revenue Office for collection resulting in a block on future class registrations and transcript requests.

11. The Library uses an electronic security system, which detects any materials that are not checked out. Individuals who attempt to leave the Library with materials that have not been checked out from the Library are automatically referred to the University Police.

12. Please refer to <http://mansfield.libguides.com/content.php?pid=269190&sid=2221928> Library Information, for a more detailed list of Library Operations and Policies/Guidelines as changes occur.

Food, beverage, and tobacco products may not be used in the Library.

#### **MU Center for Entrepreneurial Leadership (MCEL)**

The Center for Entrepreneurial Leadership (MCEL) provides non-credit experiences and learning opportunities to students and community members interested in new venture creation. MCEL produces a series of events including lectures, workshops, meetings with area entrepreneurs, and projects designed to encourage entrepreneurial knowledge and action. Working closely with the Collegiate Entrepreneurs Organization of Mansfield, MCEL provides opportunities for students to learn how to start a new business venture and participate in business plan competitions.

#### **Online Courses/Programs**

Mansfield University also offers the convenience and flexibility of taking online courses/programs at the undergraduate and graduate level. To learn more about online courses, visit our website at <http://online.mansfield.edu>.

Some online courses may require synchronous discussion boards or other synchronous assignments. Students registered for an online course should visit the website <http://online.mansfield.edu> for critical information, resources available, and directions relative to responsibilities in taking a course online at Mansfield University.

#### **Online Non-Credit Courses**

Mansfield University now offers Non-Credit courses online through Gatlin Education Services and ed2go. These programs are asynchronous web-based courses which means that there is no commuting to classrooms, and graduate students participate in the class when it is convenient for the them.

Career Training Programs offer coursework in a specific field of study. Following the completion of select programs, participants are prepared and eligible to sit for professional certification exams. The eLearning Center provides participants the ability to develop a specific skill or competency through Non-Credit courses to further a student's personal or professional development. Ed2go also offers six week online short courses which are facilitated by instructors.

Please visit the website at <http://online.mansfield.edu> to browse a complete list of courses which are available online.

#### **Petition**

- *Program Variance*  
Under special circumstances, curriculum requirements may be modified. A department chairperson may substitute or waive course requirements by informing the Registrar's Office in writing of the requested program change. Graduate students may petition the Associate Provost and Dean of Education, Professional & Graduate Studies for other program variances.
- *Waiver of University Policies or Regulations*  
For exceptions of University policy, students may petition the office of the Associate Provost and Dean of Education, Professional & Graduate Studies. Graduate students should contact the program advisor for assistance in preparation of a petition. Petitions are available online at <http://registrar.mansfield.edu/>.

#### **Repeating a Course Policy**

Students are limited to a total of two course repeats with a limit of one repeat for any specific course. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. Previous grades for repeated courses will appear on the transcript. If a student intends to repeat a course, they must complete the repeat a course form available online at <http://esd.mansfield.edu/registrar/forms/>.

#### **Residency**

A graduate student, is classified as a Pennsylvania resident for tuition purposes if she/he has a Pennsylvania domicile. Domicile is the place where the graduate student intends to and does permanently reside. Because the determination of whether a graduate student intends to reside indefinitely in Pennsylvania is subjective, documentary evidence, statements from disinterested persons, and the presumptions set forth below are considered:

1. Continuous residence in Pennsylvania for a period of 12 months prior to registration as a graduate student at an institution of higher education in Pennsylvania creates a presumption of domicile. A graduate student is presumed not to be a domiciliary if she/he has resided for a shorter period before attending an institution of higher education, but the graduate student may rebut this presumption by clear and convincing evidence.
2. Graduate students who are not United States citizens and have nonimmigrant visas or lack a visa are presumed not to be domiciled in Pennsylvania, but may rebut this presumption by clear and convincing evidence.
3. It is presumed a minor will have the domicile of the parent(s) or guardian(s). The age of majority for establishing a domicile for tuition purposes is 22. However, a minor may prove financial emancipation and thereby prove Pennsylvania domicile through clear and convincing evidence.
4. A United States government employee or a member of the armed forces who was domiciled in Pennsylvania immediately preceding entry into government service and who has continuously maintained Pennsylvania as the declared legal residence shall be presumed to have a Pennsylvania domicile. Nonresidents stationed in Pennsylvania for military service shall be deemed Pennsylvania residents.

5. A graduate student receiving a scholarship, loan or grant, dependent upon maintaining domicile in a state other than Pennsylvania, is presumed to be domiciled in the state from which financial aid is received.

A graduate student may challenge her/his residence classification by submitting a written appeal to the controller. If the graduate student is not satisfied, the decision may be appealed in writing to the Office of the Chancellor, State System of Higher Education, within 30 days. The decision of the Chancellor is considered final. The effective date of any reclassification, resulting from the student's challenge, is determined by the controller based on when the petition was filed. A graduate student who changes domicile from Pennsylvania to another state must promptly give written notice to the university.

For additional information on determining residency status and procedures, please visit the website <http://mansfield.edu/controller/residency>.

#### Summer School

The Summer School program is designed to meet the needs of a variety of students. A wide range of educational opportunities include credit courses for undergraduate, non-degree and graduate students as well as workshops, Act 48, travel abroad credit and non-credit courses, and seminars in the liberal arts, teacher education, and other fields of study. Summer courses include a vast array of online courses as well as traditional in-classroom experiences. Graduate students can visit the website at <http://mansfield.edu/summer/> to view online and on campus courses.

Continuing university students, including new students, who wish to accelerate their program of study will find both general education and other courses in a variety of academic disciplines. Students from other colleges and universities may take courses through Mansfield University. Students are advised to first ensure that the home institution will transfer credits earned.

Teachers and graduate students will find courses in the summer program to serve a variety of needs. Students may enroll to complete requirements for permanent certification, take refresher courses in a field of specialization, earn certification in a new field, or take academic coursework to meet ACT 48 requirements.

The policy regarding the number of credits for which a student may register during the summer sessions at Mansfield University is as follows: Students may not take more than six credits during either session (SU or SF), or more than 12 credits across the summer without the approval of the Associate Provost and Dean for Education, Professional & Graduate Studies or the Associate Provost and Dean of Arts & Sciences. The Registrar's Office will monitor the number of credits registered to enforce this policy. The student will be contacted to rearrange the summer schedule.

#### Teacher Certification Programs

The Teacher Education Unit prepares caring, knowledgeable, and effective elementary, secondary, music, art, and special education teachers, as well as reading specialists and school librarians. The Unit expects candidates and graduates to adhere to the Pennsylvania Code of Professional Practice and Conduct. Mansfield University teacher education programs have been approved by the Pennsylvania Department of Education under Chapter 354 and Chapter 49 regulations. Programs within the Unit are nationally recognized by many different professional organizations.

Two advanced, added certification degrees are offered on the graduate level through the Education and Special Education Department — Master of Education, Special Education Certification Concentration and Master of Science, Education with Reading Specialist Concentration. An advanced, added certification degree for students seeking Pennsylvania K-12 certification as school librarians is offered through the School Library and Information Technologies Department. The Education and Special Education Department offers courses that lead to initial certification on the undergraduate level only (see Undergraduate catalog <http://catalog.mansfield.edu/>).

The Teacher Education Unit is responsible for all teacher certification programs at Mansfield University regardless of the department that houses the program. The Unit is accredited by the National Council for the Accreditation of Teacher Education (NCATE) at both the initial and advanced levels. The Teacher Education Unit's theme is "Teacher as Reflective Decision Maker." Reflective decision making requires thinking skills and dispositions. The conceptual framework for initial programs incorporates Charlotte Danielson's (2009) Framework for Effective Teaching. This framework centers on four domains or areas of teaching responsibility: Planning and Preparation, The Classroom Environment, Instruction, and Professional Responsibilities. In advanced level programs, graduate students gain specialized knowledge, skills, and dispositions that build upon the professional foundations and abilities that were developed in the initial teacher preparation programs. Advanced programs are designed to meet the standards of state, national, and international professional associations.

#### **The Teacher Education Unit Mission**

*It is the primary mission of the teacher education unit at Mansfield University to prepare educators to serve the region, the Commonwealth, and the nation. Our graduates will be able to make reflective decisions that are grounded in accepted theory, research, and practice. These decisions will enable the teacher to adapt instruction to individual student differences and to changing conditions within schools and society.*

#### Transcript Requests

Official transcripts of courses taken at Mansfield University are prepared by the Registrar's Office and issued according to the following policies:

1. Students' records are confidential. Transcripts, therefore, are issued only at the written request of the student. Requests by telephone are not accepted.
2. Transcripts can be requested at <https://iwantmytranscript.com/> mansfield
3. No transcript is issued to or for a student who is indebted to the university until the debt has been paid in full.
4. Official transcripts of credit (s) earned at other institutions that have been presented for admission and evaluation become part of the graduate student's permanent record in the Registrar's Office and cannot be reissued or copied for distribution.
5. Official transcripts issued directly to the graduate student will only be released in a signed, sealed, embossed envelope. The envelope will bear the statement that if opened the transcript should be considered unofficial and the integrity of the document is not guaranteed by Mansfield University.
6. Unofficial transcripts (student copy) contain the same information as an official, but do not bear the authorized signature or seal of the university.
7. There is an \$8.00 transcript fee.

#### Transferring Credits

Mansfield University may accept a maximum of six (6) credit hours in transfer from a regionally accredited college/university if the courses:

1. would have been counted toward a graduate degree from the sponsoring institution.
2. are appropriate at Mansfield University as determined by the department offering the degree program and the grades are B or better (if the previous school awarded a "P" grade, and this is verified as equal to a B or better, then it will be accepted).
3. were taken within a seven year (five year for The School Library and Information Technologies and Nursing programs) time period prior to admission.
4. are included on an official graduate transcript received by Mansfield University.

A graduate student should contact the program advisor to determine whether or not the transfer credit will meet program requirements.

A "Request to Transfer Graduate Credit(s)" form can be obtained online at <http://admissions.mansfield.edu/media/files/Request%20to%20transfer%20graduate%20credit%28s%29.pdf>.

#### **The University Calendar**

The regular academic calendar consists of a fall semester that ends before Christmas and a spring semester that ends in early May. Mansfield University also offers two summer sessions from May to August. Winter session is scheduled from December 18, 2012, through January 14, 2013.

#### **Withdrawal from a Course**

After the drop period, students may withdraw from a semester course until 4 p.m. on the Friday of the tenth week of classes. For summer withdrawal dates, please refer to the Registrar's Office website. Graduate students must complete a course withdrawal form and have it signed by the course instructor. Once the form has the required signature, the form should be submitted to the Registrar's office. A "W" will be recorded in the permanent record and will not be included when calculating the grade point average (GPA). A graduate student who withdraws from all courses is automatically withdrawn from the University.

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