

## Academic Policies and Procedures of Graduate Studies

### GENERAL ADMISSION REQUIREMENTS

The purpose of the admissions process is to evaluate the credentials submitted by an applicant. The admissions decision is made based on the probability of success of the applicant in graduate study. In addition to meeting the minimum standards for admission to a graduate program, all degree-seeking students must satisfy any additional requirements of the specific graduate program.

It is the responsibility of all admitted students to become familiar with departmental requirements of their individual graduate programs. Students should consult their advisors regarding such requirements to be met prior to graduation.

**Baccalaureate degree** — All United States citizens seeking admission to graduate study at Kutztown University must produce an official transcript as evidence of holding a baccalaureate degree from an institution of higher learning accredited by the appropriate regional accrediting agency. Applicants holding degrees from foreign institutions should, at their own expense, have their transcripts evaluated by a recognized transcript evaluation service. All applicants must possess a four-year undergraduate degree or its equivalent. Associate degrees and three-year degrees do not meet this requirement.

**Undergraduate Grade Point Average** — The expected minimum standard for the GPA for applicants for graduate study at Kutztown University is a 3.0 on a 4.0 scale. The undergraduate GPA is defined as “that statement appearing upon or derived from a calculation of the GPA associated with the applicant’s transcript that certifies the possession of a four-year, baccalaureate degree from an accredited institution of higher learning.” Other transcripts and evidence of additional post-baccalaureate work may be considered at the discretion of the Dean of Graduate Studies. In general, however, the undergraduate GPA of the baccalaureate degree is the primary criterion in this portion of the admission decision.

**Graduate Record Examination (GRE)** — The Graduate Record Examination (GRE) is required by some graduate programs. Other graduate programs require either the GRE or an alternate admissions requirement. Please consult the specific program description for further information about that program’s requirements. The GRE requirement may be waived at the discretion of the Dean of Graduate Studies for those applicants already holding a master’s degree. Further information regarding the GRE may be obtained from:

Graduate Record Examinations  
Sylvan Learning Center  
2211 Mack Boulevard  
Allentown, PA 18103  
Telephone: 610-791-5320  
FAX: 610-791-5321  
sadmin@fast.net

Graduate Record Examinations  
Educational Testing Service  
Box 6000  
Princeton, NJ 08541-6000  
Telephone: 1-800-GRE-CALL  
FAX: 610-771-7906  
<http://www.gre.org>

**Graduate Management Admission Test (GMAT)** — All applicants to the Master of Business Administration degree program must submit test scores from the Graduate Management

Admission Test (GMAT) or the GRE. Further information regarding the GMAT may be obtained from:

Graduate Management Admission Test  
Sylvan Learning Center  
2211 Mack Boulevard  
Allentown, PA 18103  
Telephone: 610-791-5320  
FAX: 610-791-5321  
sadmin@fast.net

Graduate Management Admission Test  
Educational Testing Service  
Box 6103  
Princeton, NJ 08541-6103  
Telephone: 1-800-GMAT-NOW  
FAX: 609-883-4349  
<http://www.gmat.org>

**Sufficient Academic Background** — Applicants must possess sufficient academic preparation for the proposed graduate program. Such preparation typically includes undergraduate course work in, or closely related to, the graduate discipline selected. Applicants concerned about this issue may wish to schedule a meeting with the Dean of Graduate Studies or the chairperson of the appropriate academic department to discuss any deficiencies.

## THE ADMISSION DECISION

An admission file for all applicants who meet the minimum requirements for acceptance into Graduate Studies at Kutztown University is forwarded to the appropriate academic department. The final decision to admit a student to a graduate degree program (i.e., regular or conditional admission) at Kutztown University is based upon an analysis of objective and subjective criteria by the program faculty.

**Objective criteria** used in the admission decisions are the undergraduate GPA, an official transcript of the baccalaureate degree, GRE, GMAT, or alternative program requirement.

**Subjective criteria** are used also in admission decisions. Such materials may include evaluation forms or letters of recommendation from former professors and immediate supervisors, a statement of personal and career goals and objectives, personal and social issues essays, and a brief autobiography (required for some programs). While not required, a résumé outlining the applicant's background and experience may be submitted with the application. Subjective information is encouraged, especially for those applicants who regard themselves as non-traditional students for various reasons.

## INTERNATIONAL STUDENTS

Kutztown University welcomes applications for graduate study from citizens of other nations. The following requirements apply to foreign students.

**International transcripts** — International applicants to a Graduate Studies program may be required to submit an evaluation provided by a recognized international educational service agency. If an agency is used, the cost of such service is the sole responsibility of the applicant. Kutztown University does not pay for certified or notarized transcript translations.

**Graduate Record Examination** — International students must submit test scores from the general portion of the GRE or the GMAT, if required by the program. Some programs allow for an alternative admission requirement. Please consult information under specific program.

**TOEFL Test** — The Test of English as a Foreign Language (TOEFL) is required for all international students for whom English is not their first language. A minimum test score of 550 on the paper version or of 79 on the internet version is required for admission. Individual academic departments or programs may require higher TOEFL scores. Information regarding the TOEFL examination may be obtained from:

TOEFL Services  
Sylvan Learning Center  
2211 Mack Boulevard  
Allentown, PA 18103  
Telephone: 610-791-5320  
FAX: 610-791-5321  
sadmin@fast.net

TOEFL Services  
Educational Testing Service  
Box 6151  
Princeton, NJ 08541-6151  
Telephone: 1-800-257-9547  
FAX: 609-771-7500  
<http://www.toefl.org>

International applicants may contact the Graduate Admissions Office at Kutztown University through e-mail at [graduate@kutztown.edu](mailto:graduate@kutztown.edu) or facsimile (FAX) communication. Such FAX contacts should always include the FAX number of origin (*including country code*) and the full mailing address of the applicant. The FAX number for the Graduate Office is (610) 683-1393.

**Immigration/Visa Information** — International students requiring additional information regarding visa/passport, immigration procedures, statements of financial support, etc., should contact:

Office of International Programs  
Kutztown University  
Kutztown, PA 19530-0730  
Telephone: 484-646-4256  
[international@kutztown.edu](mailto:international@kutztown.edu)

## CATEGORIES OF ADMISSION

There are three categories of admission:

- a. regular admission
- b. conditional admission
- c. professional credits admission

Any student accepted to take graduate course work at the University falls into one of these categories.

**Regular Admission** — Students admitted in this category have met all admissions criteria and are accepted as degree-seeking graduate students by Kutztown University and the appropriate academic program or department. Regularly admitted students take appropriate graduate courses for their fields of study and may also enroll in undergraduate courses as recommended by their advisors. Such undergraduate courses appear on an undergraduate transcript. Students in master's degree programs are subject to the time limitation of six years in which to complete the degree, except for degree programs in counseling, which have a limit of eight years.

**Conditional Admission** — Applicants who do not meet one or more of the minimum

admissions criteria may be accepted conditionally into a graduate program. Such students may later earn full admission into the appropriate academic department provided that they successfully complete the conditions cited in their individual conditional admission letters from the Dean of Graduate Studies. Special considerations, prerequisites, and/or academic courses may be associated with conditional admission. Ordinarily, the number of courses required as part of conditional admission do not exceed nine (9) semester hours. Examples of conditional statements are “the student must earn grades of B or better on his/her first nine semester hours of graduate credit” or “the student must complete the following three courses (as listed) with a grade of B or better.” Qualified applicants who present an undergraduate transcript but are unable to complete certain other requirements (e.g., the GRE or GMAT tests) may be eligible for “Conditional Admission.” Applicants who are offered this type of conditional admission are required to submit all remaining admissions materials within the first semester of enrollment.

**Professional Credits Admission** — Individuals who are interested in taking graduate courses but not enrolling in a master’s degree program may apply for Professional Credits Admission. Students are required to submit an application and an undergraduate transcript verifying degree conferral. An unlimited number of courses may be taken by a student in the Professional Credits category. These courses appear on a transcript. If, after taking courses for professional credits, a student decides to apply to a master’s degree program, up to nine credits of professional credits courses may be applied to the student’s degree at the discretion of the department.

**Simultaneous Degree Completion** — Graduate students seeking to complete two simultaneous graduate degrees will be required to complete at least 12 hours beyond the minimum credit requirements for the degree program with the most required credits.

**Second Degree Completion** — Post-graduate students returning for a second Master’s degree need to complete a minimum of 15 additional credits (regardless of the number of earned credits for the first Master’s degree) and complete degree requirements in effect at the time of matriculation for the second Master’s degree.

**Graduating Seniors Seeking to Enroll in Graduate Classes** — Graduating seniors who have applied to enter a Graduate Studies program may be eligible to begin graduate study early. Seniors with a minimum cumulative grade point average of 3.0 and/or special permission from the Dean of Graduate Studies, and needing no more than fifteen (15) semester hours of academic credit to satisfy the requirements of their designated and declared baccalaureate degree may, with the approval of the chair(s) of the department(s) offering the graduate course(s), apply to the Dean of Graduate Studies for permission to supplement their undergraduate courses with graduate courses at either the 400- or 500-level. Such graduate credits do not apply toward meeting the requirements of any baccalaureate degree, nor shall they affect the undergraduate transcript or undergraduate grade point average.

Graduating seniors seeking early enrollment in graduate courses must be registered for all undergraduate courses required for graduation with the baccalaureate degree prior to enrolling in approved graduate courses during graduate registration. Graduate credit for a maximum of nine (9) semester hours of graduate work taken while the student is an undergraduate will be awarded only upon verification of completion of the baccalaureate degree. Tuition for a mix of undergraduate and graduate courses will be charged at the rate established for post-baccalaureate certification students. Employee waivers of tuition will not apply for graduate courses.

Graduating seniors who wish to take advantage of this policy should schedule an appointment with the Dean of Graduate Studies and must complete the form, "Approval to Enroll in a Graduate Course by a Graduating Senior." It is the responsibility of the applicant to secure all required signatures on this form prior to enrollment.

## **APPLICATION PROCEDURES**

The Graduate Admissions staff coordinates the admission process for all applicants to graduate programs of the University. The Graduate Admissions Office is located in Boxwood House. Communications regarding the application process should be addressed to:

Graduate Admissions  
Boxwood House  
Kutztown University  
Kutztown, PA 19530  
Telephone: 610-683-4200  
E-mail: [graduate@kutztown.edu](mailto:graduate@kutztown.edu)

Only completed applications meeting all admissions requirements are forwarded to the academic departments for full admission consideration. It is the responsibility of the applicant to ascertain that all admissions criteria are met in a timely fashion.

The final decision regarding full or conditional acceptance of an applicant rests with the graduate faculty of the department in which the degree program is housed. The department chairperson notifies the Graduate Admissions Office of the application decision. The applicant is then notified by the Graduate Admissions Office.

**Applications for all graduate programs, except Counseling programs, are accepted and reviewed on a continuous basis.** For full consideration for Fall admission, applications should be received by August 1. For full consideration for MBA Fall admission, applications should be received by September 1. The MBA program runs on a trimester schedule and has a later Fall start date than the other graduate programs. For full consideration for Spring admission, applications should be received by December 1.

The following deadlines are applicable to students applying to the Counseling and Human Services programs:

Fall: Regular/Conditional Admission  
March 1 — last date for an applicant to complete an admissions file  
Spring: Regular/Conditional Admission  
October 1 — last date for an applicant to complete an admissions file

**The Procedure** — In order to expedite the processing of all applications, the applicant is required to submit the following items.

## Requirements for Regular Admission

- 1) **Application:** The application is available online at <https://www.applyweb.com/apply/pakutzg/>. The application is also available to download in a pdf format.
- 2) **Sealed Transcript:** An official transcript from the applicant's undergraduate institution(s). This transcript must bear the official seal of the university and the signature from the appropriate person at the issuing institution. All official transcripts must be in a sealed envelope from the issuing institution.
- 3) **Application Fee:** There is a \$35.00 application fee that is payable by credit card.
- 4) **Graduate Test Scores:** For those programs that require it, scores from either the GRE or the GMAT. Alternative requirements may be needed for specific programs. See program section for specific information.
- 5) **Evaluations:** Applicants for regular admission must submit a minimum of three evaluations (two for the MBA program) from persons who have taught or supervised them. Evaluation forms are available from the Graduate Office or by download from the website. **All evaluations must be sealed and bear the signature of the author.** Applicants for admission to all programs offered by the Department of Counseling and Human Services who have been out of school less than five years are required to submit at least one evaluation from a former professor attesting to the applicant's academic ability. All applicants for admission to the Master of Social Work program must provide three evaluations: one from an academic advisor, one from a former professor, and one from an employer.
- 6) **Additional Items for Applicants to the Department of Counseling and Human Services:** Applicants for regular admission to the Department of Counseling and Human Services must submit a helping incident relationship statement and complete a personal interview with a Department faculty member. The statement of Helping Relationship Incident should include: 1) Description the situation as it occurred at the time. 2) What did you do in the situation? 3) How did you feel about the situation at the time you were experiencing it? 4) How do you feel about the situation now? Would you wish to change any part of it? Applicants will be contacted for the interview during the semester of application and after the Statement of Helping Relationship Incident is received.
- 7) **Additional Items for Applicants to the Master of Social Work Program:** All applicants for the Master of Social Work program must submit a personal narrative statement, which should include the following two elements:
  - 1) In a two-page essay, discuss a current social problem which has an international impact. Describe the problem and develop solutions for alleviating that problem and preventing its occurrence in the future.
  - 2) In a three-page statement, please explain the role you expect your graduate studies to play in your professional and personal development. Be sure to state your employment history and goals as well as your personal motivation. Note your strengths and needs as a graduate student of social work.

## Requirements for Professional Credits Admission

- 1) **Application:** A signed and completed Application for Graduate Admission Form. The application is available in hard copy from the Graduate Office or online at <http://www.kutztown.edu/admissions/graduate-admissions.htm>.
- 2) **Sealed Transcript:** An official transcript from the applicant's undergraduate institution(s). This transcript must bear the official seal of the university and the signature from the appropriate person at the issuing institution. All official transcripts must be in a sealed envelope from the issuing institution.
- 3) **Registration:** Professional credit students may not register for MBA courses.

### Other Admissions Information

- 1) **Résumé:** Applicants are encouraged to submit a copy of their professional résumé. All applicants for the Master of Business Administration program are required to submit a resume.
- 2) **Statement of Goals:** A statement of goals is required for all applicants to the Master of Business Administration and the Masters in English program.
- 3) **Teacher's Certificate:** Applicants for graduate degrees in Elementary Education, Reading Specialist, and Secondary Education are required to submit a copy of their Professional Teaching Certificate.

**Transcript Procedures** — The applicant should contact his/her undergraduate institution and request information regarding procedures and costs associated with obtaining a copy of the undergraduate transcript. The issuing institution normally requires the completion of a form and the payment of a fee. The applicant's transcript may be mailed directly to Kutztown University.

Kutztown University graduates do not need to submit a transcript.

**Letters of Evaluation Procedures** — The applicant should give his/her reference a self-addressed stamped envelope. This envelope is addressed to the applicant, not Kutztown University. Upon receipt of minimum of three letters of evaluation, the applicant includes the unopened, sealed envelopes in his/her Kutztown University Graduate Application Envelope.

**Graduate Record Examination or Graduate Management Admission Test Procedures** — Transcripts of the GRE or GMAT scores are mailed or sent electronically directly to the University by the Educational Testing Service, provided that the applicant requests that scores be sent to Kutztown University.

**Language Test Procedures** — International students are required to submit the TOEFL test score. The score is mailed directly to the University by the Educational Testing Service, provided that the applicant requests that the score be sent to Kutztown University.

## TUITION AND FEES

For Tuition and Fees see the Bursar's Office at [http://www2.kutztown.edu/costs-and-financial-aid/tuition-and-fees-\(graduate\).htm](http://www2.kutztown.edu/costs-and-financial-aid/tuition-and-fees-(graduate).htm).

## FINANCIAL ASSISTANCE AND HOUSING

Kutztown University attempts, within the limitations of its resources, to provide financial assistance and housing for eligible graduate students. Students should estimate carefully all reasonable expenses needed for the successful completion of their degrees prior to initial enrollment.

**Graduate Assistantships** — A limited number of graduate assistantships are available to qualified students. The award and assignment of graduate assistantships are the responsibility of the Office of Graduate Studies. Those students seeking assistantships must meet these criteria:

1. enrollment in a minimum of nine graduate credits each semester.
2. commitment of 20 hours/week each semester to the assistantship, as scheduled by the department supervisor.
3. participation in only one assistantship per academic year.
4. signed FERPA agreement, ensuring confidential handling of student information.
5. cannot be enrolled in a practicum, student teaching, or internship.

The graduate assistantship entitles the student to a stipend of \$7500 per academic year and a waiver of tuition payments for nine graduate credits/semester, but does not waive the payment of the Health Center fee, Student Union fee, or the Instructional Equipment fee. Under the supervision of a faculty member or administrator, the graduate assistant works 20 hours per week during the fall and spring semesters. Assistantships are not available during the summer months. While subject to renewal, all graduate assistantships end with the close of University operations for the spring semester each year. The Dean of Graduate Studies evaluates and monitors all assistantships, receiving input both from graduate assistants and their supervisors. Inquiries should be addressed to the Dean.

**Other Financial Aid** — Financial aid in the form of loans is available to eligible graduate students who are enrolled either full-time (at least nine credits) or half-time (at least six credits). Eligibility is determined as follows:

1. All graduate students must be accepted into a Master's degree program. Professional credits students are not eligible for Stafford loans, but there are several alternative loans available to assist students with the cost of attendance. Stafford loans may then be acquired when a student is accepted into a Master's degree program.
2. All students who are seeking financial assistance must file the Free Application for Federal Student Aid.
3. Graduate students must be enrolled on at least a half-time basis, a minimum of six **graduate** credits per semester. For summer financial aid, Summer I and II credits may be added together to fulfill the minimum requirement of six credits.
4. Graduate students are subject to the federal academic progress policy in order to be eligible for federal loans. Any student planning to drop a course(s) during the semester or summer

should check with the Financial Aid Office to determine what effect it will have on aid in the current or future semesters.

Detailed information regarding financial aid may be obtained by contacting:

Office of Financial Aid  
209 Stratton Administration Center  
Kutztown University  
Kutztown, PA 19530-0730  
Telephone: 610-683-4077

**Graduate Student Housing** — On-campus housing is available in Dixon Hall. Year-round or semester plans are available. For further information contact:

Office of Housing and Residence Life  
104 Old Main  
Kutztown University  
Kutztown, PA 19530-0730  
Telephone: 610-683-4027

## **GRADUATE REGISTRATION**

The Office of the Registrar is responsible for all course registration procedures for graduate students. Graduate students should contact the graduate coordinator in the Office of the Registrar concerning all matters relating to initial registration, course or section changes, withdrawal, and academic transcript maintenance and graduation.

**Registration Schedules** — In most cases, registration may be accomplished through online registration. The schedule of graduate courses is available each semester from the Office of the Registrar, 115 Stratton Administration Center, 610-683-4485, and also online at <http://www.kutztown.edu/registrar/index.shtml>.

## **CLASS ATTENDANCE**

The following is the class attendance policy at Kutztown University: Regular attendance in class is expected of all students at the University. The individual instructor has both the authority and responsibility for managing student attendance. The instructor's policy regarding attendance for each course, including its potential effect on the final grade, should be written in the course syllabus or first day handout and communicated to students during the first week of the semester. While, as stated above, classes are conducted on the premise that regular attendance is expected, the University recognizes certain activities and events as legitimate reasons for absence from class.

Legitimate reasons for absence include, but are not limited to, death in the immediate family, documented illnesses, religious observance, academic field trips, participation in an approved performance or athletic event, military duties, direct participation in University disciplinary hearing, and jury duty. Nevertheless, the student bears the responsibility for fulfilling all course expectations in a timely and responsible manner. Instructors will if requested, without prejudice, provide students returning to class after a legitimate absence, with appropriate assistance and counsel about completing missed assignments and class material, depending on the nature of the work missed.

## **ACADEMIC DISHONESTY/HONESTY**

If a student has cheated, plagiarized, or committed other acts of academic dishonesty, the faculty member is to complete the Academic Dishonesty Form which is available at [www.kutztown.edu/admin/conduct](http://www.kutztown.edu/admin/conduct). An informal resolution process is initiated by the faculty member, who may impose sanctions up to and including failure of the course with a grade of "F." A formal process through the Office of Dean of Students exists for any egregious or multiple violations where University suspension or dismissal is a potential outcome. In all cases, faculty members are advised to consult with their department chair and dean.

## **GRADES AND TRANSCRIPTS**

The Office of the Registrar maintains a separate graduate transcript for all graduate students, even if the student holds a baccalaureate degree from Kutztown University. A separate grade point average (GPA) is calculated and maintained for graduate work beginning with registration and enrollment in the first graduate course.

**Graduate GPA Computation** — The graduate GPA is computed using all graduate courses attempted and grades received except in the case of a repeated course. See Course Repeat Policy below.

**Undergraduate Course Enrollment** — Graduate students enrolling in undergraduate courses that may be required prerequisites or optional courses have such courses recorded on the transcript as neutral credits. These credits are not used in computation of the graduate GPA or counted toward completion of the graduate degree.

**Change of Degree Program** — A graduate student generates one graduate transcript that is completed only upon graduation, when a final GPA is computed. Therefore, students who withdraw from one degree program and enter another at the University do not generate a new graduate transcript. All grades received in the previous curriculum continue in the cumulative GPA of the new curriculum.

**Graduate Grades** — Beginning Spring 2011, the system of grading at Kutztown University is as follows:

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
D	1.0
F	0.0

Please note: There is no A+, C-, D+, or D-. There is no “D” grade for graduate student grading in 400- and 500-level courses.

W	Withdrawal from the course
I	Incomplete
P/F	Pass/Fail (for certain specified courses in some graduate programs)

**Incomplete Grades** — An “I,” incomplete grade, indicates that the student has not satisfied all requirements of a given course. Beginning Fall 2012, an “I” grade no longer calculates as an “F” grade in the GPA. Graduate students receiving a grade of “I” in a graduate course have one calendar year from the date of the end of that semester to complete missing assignments or requirements that resulted in the incomplete. All grades of “I” are converted to grades of “F” if not changed within the grace period of one year with the exception of the graduate thesis course. It is the sole responsibility of the student to address all matters concerning the change of the incomplete “I” grade. A conversion grade of “F” is computed in the GPA exactly as a regular “F.”

**Graduate Course Repeat Policy** — Effective Fall 2009, a graduate or post-baccalaureate student can repeat a maximum of two courses for grade improvement. A student cannot retake the same course more than once. The most recent grade (regardless of whether it is higher or lower) will be used for the GPA calculation. A grade of “F” on a required graduate course mandates repetition of the course.

**Candidacy/Graduation Requirements** — A cumulative GPA of 3.0 is required both for candidacy and for graduation in all graduate degree programs. This policy also affects those students enrolled in dual degree programs. (Candidacy does not apply to the MBA Program.)

**Graduate Transcripts** — Students may obtain copies of their official graduate transcripts through Online Student Services or by submitting a written request to:

Office of the Registrar  
Attention: Graduate Student Records Coordinator  
Box 730  
Kutztown University  
Kutztown, PA 19530  
Telephone: 610-683-4419

All new graduate students pay a one-time \$50 Student Records fee which entitles them to free transcripts. However, each student is limited to five transcripts per day.

**Graduate Records** — All records in the student’s academic file are maintained for a period of five to seven years after the student’s last date of attendance. At the end of that time, these records are destroyed. Transcripts are maintained forever.

## **TRANSFER CREDIT**

Credit for graduate courses taken at other regionally-accredited institutions of higher learning must be approved for transfer to Kutztown University by the student’s academic advisor, the appropriate department chairperson, and the Dean of Graduate Studies and are subject to the restrictions cited below. (These policies also apply to matriculated Kutztown University graduate students who wish to take a graduate course at another institution for transfer into their Kutztown program).

**Acceptability** — Graduate courses approved for transfer are those courses identified as graduate-level courses. They must be equivalent to existing graduate courses at Kutztown University or must be allowed as approved electives in the field of study. Undergraduate courses are not acceptable for transfer to a Graduate Studies program.

**Limitation** — The maximum number of semester hours of graduate credit approved for transfer is to be determined by the graduate program, but the number of transfer credits is not to exceed 1/3 of the credits required for completion of the program. Note: Professional credits (i.e., graduate courses taken while not enrolled in a Master’s degree program) do not count as transfer credits.

**Grade Restriction** — No graduate course for which a grade of less than “B” or its equivalent was earned may be accepted as transfer credit.

**Credit-Only Transfer** — If approved, the credit hours transfer as neutral credits only. The course number and description of the transferred course are recorded on the student's transcript; however, the grade received is not recorded or used in the computation of the GPA.

**Degree Credits** — Credits earned as a part of a graduate degree may be accepted as transfer credit, subject to the above policies.

**Application of Credit from a Previously Earned Degree at Kutztown** — A graduate student who wants to use academic credits from a previously earned graduate degree at Kutztown University may seek approval to apply up to nine semester hours toward a second Master's degree program. These credits are defined as internal transfer credits. The approval of such credits is subject to the receipt of a signed recommendation from the chair of the recipient department indicating that the requested transfer credits are timely and appropriate to the second Master's degree curriculum. The final approval for transfer of previously earned graduate credits into a second Master's program is given by the Dean of Graduate Studies.

Newly admitted graduate students who are enrolling for a second Master's degree from Kutztown University should go to the Registrar's Office and complete the form "Application of Credit from a Previously Earned Degree." The responsibility of obtaining the required signature for this form rests solely with the individual graduate student.

The following policies apply to internal transfer credits:

1. Internal transfer credits are available only to those graduate students who are fully enrolled and currently accepted into a second Master's degree program at Kutztown University.
2. Internal transfer credit from a previously earned Master's degree is limited to not more than nine semester hours of graduate credit.
3. Internal transfer credits shall be restricted to those graduate courses in which a grade of "B" or better was earned.
4. Grades received on internal transfer credits shall not be used in the computation of the student's grade point average (GPA) of the second Master's degree. This means that University internal transfer credits are treated in the same manner as external transfer credits (from other accredited institutions of higher learning) in a given program and are therefore mathematically neutral in the determination of the GPA of the second Master's degree.
5. The granting of academic credit from a previously earned Master's degree at Kutztown University is a privilege, not a right, that may be granted only upon approval by the recipient academic department. The advisor, chair, or Dean of Graduate Studies may decline to approve the proposed internal transfer credits because the course or courses are not timely or the course or courses are deemed inappropriate to the curriculum of the second Master's degree.
6. The signatures of the student's advisor and the chair of the recipient department, therefore, attest their mutual convictions that the proposed transfer credits are reasonable, timely, and applicable to the second Master's curriculum.
7. The final authority for approval of internal transfer credits is the Dean of Graduate Studies.

**Transfer Procedures** — Graduate students seeking to transfer credits to the University may follow one of two procedures:

**Prior Review and Approval:** Students who anticipate the need to enroll in a graduate class at another university should procure and complete the form “External Transfer Credit Approval,” available from the Registrar’s Office or the Registrar’s Office website. The student attaches a copy of the syllabus or a copy of the catalogue description of the course being proposed as an external transfer credit. The student then secures the recommendation of the chair of the appropriate academic department and the Dean of Graduate Studies. It is the responsibility of the student to secure the necessary signatures. If recommended and approved, the student may then enroll in the course. Upon completion of the course, an official transcript from the external university must be procured by the student. The graduate student may elect to have the transcript mailed directly to the Registrar’s Office. Alternatively, the student may procure a copy of the transcript in a sealed envelope from the issuing institution and submit the unopened item in person at the Registrar’s Office.

**Ex post facto Approval:** Students who have already earned graduate credits at another university may seek *ex post facto* approval of their courses. In this procedure, the student procures and completes the form “Previously Taken External Credit Approval.” The student attaches a copy of the syllabus or a copy of the catalogue description of the previously taken course being proposed as an external transfer credit. An official copy of the transcript in a sealed envelope is also attached to the form. Unofficial copies of transcripts and transcripts stamped “student copy” are unacceptable for this procedure. The student then secures the recommendation of the chair of the appropriate academic department and the Dean of Graduate Studies. It is the responsibility of the student to secure the necessary signatures. If recommended and approved, the external transfer credit is then added to the student’s official record at Kutztown University.

**Change of Program** — Graduate students who have received approval to transfer credits into one degree program may not assume that those same transfer credits would be accepted in another program should the student make such a change. The Dean of Graduate Studies and the department chairperson of the new degree program would reevaluate the student’s transcript to date.

## **ACT 48**

Effective July 1, 2000, ACT 48 of 1999 requires all educators who hold a Pennsylvania public school certificate to complete 180 hours of continuing education every five years in order to maintain active certification. In order to remain compliant, educators must earn

- 6 Pennsylvania Department of Education (PDE) approved in-service credits or
- 6 college credits or
- 180 continuing professional education hours or
- any combination of these

Credits or courses must be related to the area of expertise or certification as defined by the act.

Anyone who has taken or plans to take a course or workshop which would be used toward this ACT 48 requirement, should refer to the College of Education, Act 48 website <http://www.kutztown.edu/academics/education/act48/contact.html>

## **RESIDENCY REQUIREMENT**

At least 2/3 of the credits meeting program requirements must be taken from the Kutztown University program offering the degree.

## **ADMISSION TO CANDIDACY**

Following admission and acceptance by both Graduate Studies and the academic department, the graduate student should determine in consultation with her/his academic advisor a reasonable date for making application for candidacy. The purpose of applying for candidacy is to ensure that the student and advisor work together to form realistic goals and objectives based on the student's personal and professional plans. Such goals and objectives should be congruent with an appropriately outlined schedule of course work, as well as research, internships, or thesis (if required). The role of the academic advisor is pivotal to candidacy. However, it is the sole responsibility of the graduate student to initiate application for candidacy. Neither the Graduate Office nor the advisor will contact the student concerning this matter.

Application for candidacy forms may be obtained from the academic department or Graduate Office. If a student anticipates the transfer of graduate credits from another institution, he/she should do so before applying for candidacy. It is generally to the student's advantage to apply for candidacy as early as possible. Application for admission to candidacy is not considered an application for graduation.

**Requirements for Candidacy** — Graduate students may file for candidacy if the following requirements have been met:

1. successful completion of between 12 and 24 semester hours of graduate coursework.
2. a cumulative GPA of at least 3.0.
3. resolution of all incomplete grades.
4. a correctly completed "Application for Candidacy" form, signed by both the applicant and the academic advisor.
5. a successfully completed qualifying examination by MSW students.
6. Note: MBA students are not required to complete an "Application for Candidacy" form.

**Time Requirement** — All graduate students must be admitted to candidacy at least one semester prior to anticipated date of degree conferral. A student expecting to graduate in the summer must be admitted to candidacy before the first session of the summer in which the degree is to be granted.

**Comprehensive Examination** — Graduate students may not take comprehensive examinations (required in some programs) prior to admission to candidacy.

## **AUDITING OF GRADUATE COURSES**

Registrations for the auditing of graduate courses will be considered tentative until the close of regular registration. (If the registration of regular students fills the class quota or if regular registrants occupy all facilities, graduate students who have registered for auditing will be withdrawn.) The student would register "not-for-credit" and would pay the full fee. The graduate

student would not be required to take examinations, would be allowed to take the course only with the approval of the instructor, and would not be given a grade in the course. Once the graduate student had enrolled “not-for-credit,” he/she could not change his/her mind part way through the course unless through special action by the Graduate Exceptions Committee. The student could take the course for credit at a later date, subject to the recommendation of the department offering the course and the approval of the Graduate Exceptions Committee.

## **APPLICATION FOR GRADUATION**

Application for graduation can be completed and submitted online by the designated deadline. After the deadline, it is the student’s responsibility to contact the Registrar’s Office and provide the appropriate information. Specific deadlines for such applications are noted each semester in the graduate course schedule. It is the responsibility of the student to submit this notification by the specified deadline.

## **SPECIALIZED INSTRUCTION AND NON-DEGREE GRADUATE COURSES**

Three types of alternative instruction are available to graduate students in some academic departments of the University: Individualized Instruction (“I.I.”), Independent Study (“I.S.”), and internships. These instructional modes allow graduate students to avail themselves of unique educational opportunities and to exercise greater flexibility in academic programs. Students should consult with their academic advisors regarding the availability of these alternatives. Each type of specialized instruction has some restrictions. Tuition charges for specialized instruction courses are the same rate per credit hour charged in the regular schedule of course offerings.

**Individualized Instruction** — In cases of documented need, graduate students may apply for individualized instruction (“I.I.”) of certain existing graduate courses. The appropriate request form may be obtained from academic departments. Approval signatures must be obtained from the instructor for the I.I. course, the chairperson of the appropriate department, the dean of the college in which the course is taught, and the Dean of Graduate Studies. The responsibility for obtaining these signatures, and for submitting the form to the Graduate Office at the time of registration for the semester in which the I.I. will occur, rests with the student. Individualized instruction is not a guaranteed right of any graduate student, and the option to offer or not to offer any course as I.I. is established entirely by the four approving signatures on the request form. The final approving authority is the Dean of Graduate Studies, who also makes final approval for any undergraduate courses taken by graduate students. The Dean of Graduate Studies does not approve any I.I. requests that do not have the approval of the proposed instructor, the chairperson of the appropriate academic department, and the college dean.

The following are requirements for Individualized Instruction registration:

1. the proposed I.I. course must be an approved, regular academic course and a required course in the student’s graduate curriculum.
2. the proposed course cannot be offered during the semester in question.
3. the graduate student must be a candidate or have filed for candidacy.
4. professional credit students or those who have completed fewer than 12 hours of graduate credit cannot register for an I.I.
5. only one graduate or undergraduate I.I. course is permitted per semester.
6. the I.I. request form must be signed by the proposed instructor, the department chairperson,

the college dean, and the graduate dean.

**Course requirements** — A graduate student enrolled for I.I. credit must meet with her/his instructor regularly for at least five contact hours per credit offered. Examinations, required readings, and all other academic work for the I.I. course is the same as that mandated for the course when offered in the regular schedule.

**Independent Study** — Independent Study (“I.S.”) offers a graduate student the opportunity to pursue an area of interest related to the discipline in depth, provided faculty expertise is available for the proposed I.S. course. In cases of documented need and upon submission of an outline for the student’s proposed Independent Study, the student may submit a request for an I.S. course. This request form may be obtained in academic departments. Similar to Individualized Instruction courses, these requirements apply:

1. approval signatures of the instructor for the proposed I.S. course, the appropriate departmental chairperson, the dean of the college in which the course is taught, and the Dean of Graduate Studies must be secured on the request form; this process is the responsibility of the graduate student.
2. once signed by all parties, the request form must be submitted to the Office of the Registrar at the time the student registers for the semester in which the I.S. will occur.
3. the academic department of the course proposal must have an I.S. course listed among its offerings (some departments choose not to offer this option).
4. an I.S. is not a guaranteed right; through the approval process, the University exercises the option to allow or not to allow the I.S. course in each case. The Dean of Graduate Studies does not approve I.S. request forms that do not have the approval of the proposed instructor, the chairperson of the appropriate department, and the college dean.

**Internships** — Unlike Individualized Instruction and Independent Study, graduate internships are often a required part of a graduate program. Internships provide graduate students exposure to conditions typical of the workplace associated with their respective academic disciplines. Because graduate internships may require special arrangements, a registration procedure similar to that for I.I. and I.S. courses is the rule.

Graduate students should consult their academic advisors prior to anticipated registration for an internship. If all requirements and prerequisites for the proposed internship have been met, the student must obtain an internship form from the academic department. This form must be signed by the instructor or coordinator of the internship, the chairperson of the academic department, the appropriate college dean, and the Dean of Graduate Studies. Approved internship forms must be submitted to the Office of the Registrar at the time the student registers for the semester in which the internship will occur.

**Non-Degree Graduate Courses** — Kutztown University offers a number of graduate courses that are not a part of a graduate degree curriculum. Such courses may be taken as electives, if approved, for personal edification, for professional certification, and/or as professional credits. The offering of such courses does not indicate that the University intends to offer a graduate degree in these disciplines.

## **THESIS, COMPREHENSIVE EXAMINATIONS, AND SPECIAL PROJECTS**

**Thesis Option** — Graduate students in many degree programs have the option of writing a thesis, based on original research, for six semester hours of graduate credit (in place of six semester hours of regular graduate course work). In some degree programs, the thesis is required rather than optional. Thesis credits may be taken in one or two semesters during any academic session of the University, including the summer sessions. Credit is awarded only for completed and approved thesis work. Partial credit is never awarded for an incomplete or unfinished thesis. Graduate students pursuing the thesis option must declare their intent no later than the date of candidacy application. This decision is subject to the approval of the student's academic advisor and is not normally made without review of a detailed outline of the proposed thesis topic. Once the thesis topic is approved, the student may register for thesis credits in the usual manner. (Tuition for thesis credits is the same as that charged per credit hour for any other graduate credit.)

Prior to the deadline for meeting all graduation requirements, students may choose to submit either a written or an electronic thesis. If students choose a written thesis, only one signed copy of the completed manuscript is required to be submitted to the Graduate Office. This copy will be forwarded to the Rohrbach Library for cataloging. Because this deadline date may vary, students should inquire regarding the deadline during or even prior to the semester in which the thesis is to be submitted.

**Electronic Thesis Information** — For directions on how to submit an Electronic Thesis please go to <http://www.kutztown.edu/academics/graduate/thesisForms.shtml>.

**Thesis Course Registration Form** — In addition to normal registration for six credit hours, the graduate student writing a thesis should file the approval form "Thesis Course Registration Form" with the Graduate Office. This form must be signed by the thesis director, the chairperson of the academic department, and the Dean of Graduate Studies. Please submit a copy of the signed Thesis Approval Form to the Registrar's Office.

**Thesis Guidelines publication** — Prior to considering the thesis option, the student should download a copy of the Thesis Guidelines from the website. This publication describes in detail the procedures and format of a properly-prepared thesis at Kutztown University. While not a style manual, this booklet does provide basic advice for producing a thesis acceptable to the Graduate Office. Graduate students should consult the Dean of Graduate Studies or Registrar's Office if the requirements of their theses are markedly different from the standards set forth in this publication. Failure to comply with the regulations cited in Thesis Guidelines may result in rejection of the thesis.

**Non-traditional thesis formats** — It is recognized that some thesis research is best conveyed in a non-traditional format. In most cases, alternative thesis formats should be approved by the Dean of Graduate Studies.

**Language and style** — Any thesis manuscript submitted to the Graduate Studies Office must conform to the language and style generally considered acceptable to the academic discipline in question. The graduate student bears sole responsibility for becoming familiar with these expectations. Failure to meet these criteria shall constitute grounds for rejection of the manuscript until all errors have been corrected.

**Approval signatures** — A thesis submitted to the Graduate Office must bear the signatures of the thesis advisor, the chairperson of the appropriate academic department, and the Dean of Graduate Studies.

**Binding charges** — Students may submit copies of the thesis for binding to the Registrar's Office and it is the responsibility of the student to pay the cost of binding. Please consult the Registrar's Office for current binding fees.

**Comprehensive Examinations** — Some graduate degree programs require the successful completion of a comprehensive examination. Such examinations may consist of written and/or oral components. Students failing a comprehensive examination are cautioned that such exams may be repeated only once. Only those students accepted into candidacy may take comprehensive examinations.

**Special Projects** — For some graduate degree programs, a specialized project is required or offered as an option. Such endeavors are not considered as being equal to writing a thesis but may carry reduced academic credit. Students should consult their academic advisors regarding special projects.

## **TIME LIMITATIONS**

A program of graduate study, including academic courses, individualized instruction, internships, research, and thesis should constitute a logical whole completed in a reasonable and timely fashion. All requirements for a graduate degree at Kutztown University must be completed within six years, eight years for Counseling programs, after the initial enrollment of the graduate student in either regular or conditional admission status. Only in extreme and unusual cases are exceptions made to this rule. Any such exceptions are granted by the Graduate Exceptions Committee, and all exceptions granted by the Committee require documentation by the student. Students should assume that exceptions to this rule are rare and are granted only after investigation of the supporting material that is filed with the student's appeal. In those cases, however, where it is known in advance that the student is unable to complete all graduation requirements within six or eight years, it is always advantageous to notify the Graduate Office before rather than after the fact. Initial inquiries regarding time extensions should be made to the Dean of Graduate Studies.

## CONTINUING MATRICULATION AND WITHDRAWAL

**Continuing Matriculation** — As indicated above, all degree-seeking graduate students should be aware of the need to complete their studies within a reasonable time period. Graduate Studies does not have a policy allowing a leave of absence. In order to finish a graduate degree within the time limitations required, the student should understand the advantages of continuing matriculation.

**Withdrawal Procedures** — When a student registers for classes, the student is responsible for those classes. To be relieved of this responsibility, the student must officially withdraw from those classes through the Registrar's Office. Failure to withdraw from a class for which a student registered, but is not attending, will result in a grade of "F" for that course.

The student initiates the process by obtaining a Withdrawal Form from the Office of the Registrar. After obtaining the signatures required, the student must file the form in the Office of the Registrar. It is the student's responsibility to submit this form. Any academic policy applied or refund due will be calculated according to the date the withdrawal form, with the student's original signature, is received in the Office of the Registrar.

Students will be permitted to withdraw from a course and receive a grade of "W" up to the tenth week of the semester. The "W" has no effect on the GPA. After the tenth week of the semester and through the last day of classes, a student who officially withdraws will receive a grade determined by the instructor.

The latest date for withdrawal from individual courses in a summer session will be published prior to the beginning of the specific session.

**Drop/Add Dates** — The drop period will extend to the 6th day in a typical semester and the add period will extend to the 7th calendar day. Normally, this would mean the drop day extends to the first Saturday of the semester and the add day to the first Sunday. These periods will be converted to percentages to apply to nontraditional semesters. The drop date occurs after 8.5% of the class days (excluding exams) and the add date is after 10% of the class days, adjusted to a whole number. This will allow students to attend at least one class period prior to the drop deadline; and, students to add a course after all course drops have been enacted.

This information can be found in the Master Schedule Books, both online and print copies and also on the Central Calendar via the web at: <http://www.kutztown.edu/calendar/index.shtml>

## REINSTATEMENT

Some graduate students with previously sound records of academic achievement may have been forced by circumstances beyond their control to have left the University without completing a graduate degree. Such former graduate students have graduate transcripts bearing credits no longer applicable to the current program. The Graduate Exceptions Committee (GEC) hears these appeals.

**Summary of Appeal Process** — Students who wish to file a petition before the Graduate Exceptions Committee should contact the Dean of Graduate Studies. The Dean will explain the appeal process and review the student's written appeal.

**General Policies and Procedures for Reinstatement** — The following policies and procedures govern reinstatement cases for graduate students seeking readmission to a Graduate Studies program and/or reinstatement of graduate credits:

1. application for readmission shall be considered by both the Graduate Office and the appropriate academic department to which the student is making application.
2. an application fee shall be charged for each readmission.
3. readmitted graduate students shall meet all requirements for their degree program in force at the time of readmission, as stated in the current Graduate Catalog or appropriate criteria and regulations published by the academic department. The phrase “time of readmission” is defined as that date appearing on the letter of readmission written to the student.
4. the Graduate Exceptions Committee of the University Senate shall hear all petitions for reinstatement of any graduate credits to be used toward the readmitted student’s degree.
5. the granting of a petition is a function of the GEC acting upon the merits of each individual petition and not a guaranteed right of the student.
6. the granting of a petition for reinstatement of graduate credits rests solely with the Dean of Graduate Studies, acting with the advice and consent of the GEC.
7. students may petition the GEC for a maximum of nine graduate credit hours to be reinstated.
8. the GEC may elect to grant all or only a portion of the petition.
9. the GEC shall hear only those petitions signed by the student, the student’s graduate advisor, the chairperson or graduate program director of the academic department (in the case of dual degree enrollment the signatures of both chairpersons are required), and the Dean of Graduate Studies. Disapproval of the petition by any one of the above persons shall end the petition without its being forwarded to the GEC.
10. the student must attach an appeal statement to this form stating the reasons for seeking reinstatement and explaining the original withdrawal from the graduate program.
11. the chairperson, or graduate program director, of the appropriate academic department must certify in a detailed written statement attached to the petition a) that she/he has interviewed the student; (b) that she/he has determined that the student’s knowledge and command of the courses in question is current; and (c) that the appropriate prefix, course number, and course titles are described on the petition. The details of ascertaining the student’s functional knowledge shall be left to the academic department.
12. all graduate courses and grades recorded prior to reinstatement shall remain on the graduate transcript and shall be used in the computation of the student’s GPA.

## **ACADEMIC DISMISSAL, GENERAL CONDUCT, AND DUE PROCESS**

**Academic Dismissal Policies** — Graduate students of Kutztown University are expected to maintain standards of academic achievement. Students failing to maintain satisfactory academic progress are subject to academic dismissal procedures.

First notice — Upon receipt of the first grade below “B” in a graduate course, the student will receive a letter of academic warning from the Dean of Graduate Studies, with copies forwarded to the student’s advisor and the chairperson of the academic department.

Second notice — Upon receipt of the second grade below “B” in a graduate course, the student will receive a letter of academic probation from the Dean of Graduate Studies, with copies forwarded to the advisor and the department chairperson. In cases where the student has received more than one grade below “B” in the same semester, academic probation will be imposed without academic warning.

Dismissal — Upon receipt of the third grade below “B,” the student will be dismissed from the Graduate Studies program. The Dean of Graduate Studies will write a letter of academic dismissal, with copies to the advisor, the chairperson of the academic department, and the Registrar of the University. This dismissal will occur upon receipt of the third grade below “B” even in those cases where the second and third grades below “B” were awarded within the same semester.

**Graduate Student Conduct Expectations** — All graduate students are expected to conduct themselves and their affairs in a responsible manner as members of the University community. In consultation with faculty and students, the University has developed standards for student conduct as well as for due process when a student is charged with violating those standards. Specific student conduct standards, University regulations, and due process guidelines are published regularly in the student handbook, *The Key*. A copy of this handbook is made available to each graduate student at the time of enrollment. Each graduate student is responsible for obtaining this handbook and for being aware of its contents, as well as for obtaining subsequent updates. Copies of *The Key* may be obtained from the Graduate Office during University business hours.

**Due Process for Graduate Academic Matters** — Due process procedures regarding graduate academic matters are under the jurisdiction of the Graduate Exceptions Committee of the University Senate. The GEC does not hear appeals concerning the assignment of grades in graduate courses. All appeals require that the student complete and sign the form, Notice of Intent to File an Appeal. This form may be obtained from the Graduate Office.

**Due Process for Extensions of Time** — As indicated earlier, all graduate students of Kutztown University are subject to timely completion of all graduate work needed for a given degree. Due process procedures for those unusual cases of extenuating circumstances are the purview of the Graduate Exceptions Committee.