



MARQUETTE
UNIVERSITY

MASTER'S PROGRAMS
POLICIES & PROCEDURES
HANDBOOK
2007-08

SCHOOL OF EDUCATION
Department of Educational Policy and Leadership

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OFFICE OF THE DEAN
SCHOOL OF EDUCATION



Dear Master's Student,

Welcome to the master's degree and certificate programs in the School of Education at Marquette University. Our faculty and staff are committed to supporting your growth as a professional in your school, institution, or organization through our high quality academic programs and the personalized attention you will receive. As a student, you will matter to us.

Your work at the university will be deeply relevant as well as demanding and stimulating. It will be done in an educational context that balances theory, research, and practice. You will be expected to pursue scholarly excellence, aspire to leadership, and seek the betterment of the human condition. To those ends, we will challenge you to think and act in a critical, passionate, creative, and socially just manner.

It is important to note that your educational experience here can be significantly enriched by participation in intellectual and cultural events that fall outside of your normal coursework. Our hope is that you will avail yourself of the many extracurricular learning opportunities that exist at Marquette.

We believe that a Marquette education will set you apart. If we are successful in our efforts, you will be a lifelong learner, reflective practitioner, and tireless human advocate. Put another way, you will "Be the Difference."

We look forward to assisting you with your course of study and one day being able to claim you as one of our many distinguished alumni.

Sincerely,



William A. Henk, Ed. D.
Professor of Education and Dean
School of Education



We welcome you to our master's degree and certificate programs in Educational Policy & Leadership!

We are committed to providing you with stimulating intellectual opportunities to enhance your mastery of the knowledge, skills, and dispositions that lead toward excellence in education. We believe our courses and our own understanding will benefit from your contributions as you engage fully in the intellectual activities we have to offer. Students in our master's programs are expected to familiarize themselves with the contents of this handbook.

We wish you much success,

The faculty and staff of the Educational Policy & Leadership Department

DEPARTMENTAL FACULTY

2007-2008

FULL TIME FACULTY:

Terry Burant, Ph.D. (University of Arizona)
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Sharon Chubbuck, Ph.D. (University of Illinois)
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Kathleen Clark, Ph.D. (University of Minnesota)
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Ellen Eckman, Ph.D. (University of Wisconsin)
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Jeffrey LaBelle, Ed.D. (University of San Francisco)
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John Kuykendall, Ph.D. (Indiana University)
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Robert Lowe, Ph.D (Stanford University)
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William Pink, PhD (University of Oregon)
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Martin Scanlan, PhD (University of Wisconsin)
martin.scanlan@marquette.edu

INTERESTS:

Early Field Experiences in Teacher Education
Teaching as Moral Practice
Teacher Fashion and Identity

Critical Literacy
Disposition Development in Pre-service Teachers
Social Justice in Teacher Education
Whiteness Studies

Comprehension Processes and Instruction
Dialogic Instruction

Women in the High School Principalship
The Role of the Principal
The Co-principalship
Leadership in Educational Organizations

Second Language Learning
Immigrant Experiences in American Schools

Student persistence
Minority graduate student experiences
Undergraduate college student expectations

Race, Class and Schooling in Historical Perspective

Teacher/Administrator Thinking about Learning,
Curriculum & Pedagogy
Professional Development and School Reform
Urban Education

Social Justice and Bilingual Education
Social Justice in Catholic Schooling
Social Justice and Disability

Heidi Schweizer, PhD (University of Iowa)
heidi.schweizer@marquette.edu

Distance Education
Online Learning Environments
Integrating Technology in K-12 Classrooms

Joan Whipp, PhD (University of Wisconsin)
joan.whipp@marquette.edu

Teaching and Learning in Online Environments
Faculty Use and Integration of Technology in Higher Education
Disposition Development in Pre-service Teachers
Teacher Learning and Change

PART-TIME FACULTY

Linda Allen, PhD (Oakland University)
Specializations: Early Literacy; Phonemic Awareness

Louis Birchbauer, PhD (University of Wisconsin)
Specialization: Superintendency

Kathleen Cepelka, PhD (Marquette University)
Specializations: Educational Leadership; Politics of Education; K-12 Catholic Education; Teacher Education

Karen Evans, PhD (University of Arizona)
Specializations: Literacy Development in Elementary Settings; Elementary Teacher Education; Teacher Research

Fredrika Harper PhD (University of Wisconsin)
Specializations: Learning Theory Applied to Instruction; Curriculum Design in K-12 Settings

Jeffrey Janz, PhD (Marquette University)
Specializations: College Student Personnel Leadership; Business Administration in Higher Education

Sarah Larsen, PhD (Marquette University)
Specializations: Superintendency; Curriculum Design in K-12 Settings

Lauren Leslie, PhD (University of Iowa), Emeritus
Literacy Assessment and Instruction
Children with Reading Difficulties

Mark McCarthy, PhD (Marquette University)
Specializations: College Student Personnel Leadership; Student Organizations

Judy Mueller, PhD (Marquette University)
Specialization: Personnel Leadership in K-12 Schools

Melinda Skrade, PhD (Marquette University)
Specializations: History of Education

GRADUATE STUDENT 2007-2008 Calendar

Fall Term

August 21	Welcome Back & Orientation for Education Students 5:00-7:00pm Lunda Dining Room Alumni Memorial Union
August 23	University-wide Graduate School Orientation – for new students 4:00 - 8:30 p.m. <i>Tony and Lucille Weasler Auditorium</i>
August 27	First Day of Classes
September 3	Labor Day, No Classes
September 4	Late Registration ENDS
November 30	Final day for withdrawal with grade of W
November 22-26	Thanksgiving Break, No Classes
December 15	Last Day of Classes

Spring Term

January 14	First Day of Classes
January 21	Martin Luther King Day, No Classes
January 22	Late Registration ENDS
March 13-23	Spring Break, No Classes
April 11	Final day for withdrawal with grade of W
May 3	Last Day of Classes
May 17-18	Baccalaureate and Commencement

EDPL MASTER'S PROGRAMS POLICIES AND PROCEDURES

ORIENTATION AND INFORMED CONSENT REQUIREMENT

Upon admission, all students are required to attend an orientation session, which will be held before the beginning of classes each semester. At that time, students will have the opportunity to become more familiar with program requirements, meet program faculty, connect with other entering graduate students, plan their program of study and have their questions answered.

This Handbook serves as a type of contract between the University and the student. If a student fulfills his/her program requirements, which are outlined in this handbook, then the University will award that student with a master's degree or recommend the student for licensure in one of EDPL's advanced certificate programs. Given the importance of these requirements, students in the programs are expected to familiarize themselves with the contents of this handbook.

FINANCIAL AID

"Financial aid is available to Marquette University graduate students who have been admitted to a degree program" (Marquette University Graduate Bulletin). Please refer to the Bulletin for further details and a list of possible financial aid options. If you have further questions, please call FINANCIAL AID INFORMATION and APPLICATION STATUS (TIPS Line) at (414) 288-7390 or visit the OFFICE OF STUDENT FINANCIAL AID.

Special scholarships available to full-time teachers in the Milwaukee area are:

THE MILWAUKEE AREA TEACHERS SCHOLARSHIP

Full-time teachers in Milwaukee area public and private schools can apply for the Milwaukee Area Teachers Scholarship (MATS), which pays ½ of the regular graduate tuition for three credits per term. Application for this scholarship must be made each semester by the published deadlines: February 15 (for fall), April 15th (for summer), November 15 (for spring).

THE CATHOLIC SCHOOLS PERSONNEL SCHOLARSHIP (CSPS)

Teachers working in Milwaukee archdiocesan schools are eligible for the Catholic Schools Personnel Scholarship, which pays two-thirds of tuition charges up to six credits per term. Application for this scholarship must be made each semester by the published deadlines: July 15 (for fall), November 15 (for spring), April 15 (for summer).

More information about these scholarships is available from the Graduate School. Contact Tom Marek at 414-288-5325.

APPROXIMATE COST FOR EDPL MASTER'S DEGREES 2007-2008

PROGRAM:	COST @ \$595/credit:
M.A. Curriculum & Instruction (30 credits)	\$17,850
M.A. Curriculum & Instruction w/ Reading License (33 credits)	\$19,635
M.Ed. Secondary Education w/ teaching certification (37 credits)	\$22,015
M.Ed. Educational Leadership w/ leadership certification (33 credits)	\$19,635
M.Ed. Educational Leadership with concentration in College Student Personnel (33 credits)	\$19,635

TUITION PAYMENT

Graduate students registering for classes in the Department of Educational Policy and Leadership MUST adhere to the following requirements (as stated in the Marquette University Graduate Bulletin):

Payment of tuition and other fees is due approximately 15 days prior to the beginning of classes for fall and spring terms. A STUDENT'S REGISTRATION IS NOT COMPLETE UNTIL ALL TUITION AND FEES ARE PAID. Students who do not pay in full or make acceptable payment arrangements with the Office of the Bursar by the due date will be subject to a late payment fee.

If a student has an unpaid bursar account at the end of any term, the student will not be permitted to enroll for a subsequent term. A student is not entitled to receive an official transcript of credits or a diploma from the registrar until all tuition, fees, and housing have been paid.

PAYMENT ARRANGEMENTS

If a student is not able to make full payment approximately 15 days prior to each term and the beginning of classes, the following payment arrangements should be made:

1. *Enrollment in a university-approved Installment Plan (AMS and Knight Tuition Payment Plans)*
2. *Enrollment in the Marquette University Payment Plan*
3. *Payment by a university-approved Third Party Sponsor (ROTC, Foreign Embassies, companies directly billed)*
4. *AND of course – Payment of all fees in full approximately 15 days prior to the beginning of classes each term. Cash and checks are acceptable methods of payment.*

Note : All financial aid recipients are required to enroll in the Marquette University Payment Plan, AMS, The Knight Tuition Payment Plan, be covered by a third party sponsor, or make payment in full and request a refund when all financial aid has been applied to the account.

A 50 percent discount on tuition (only) is available to individuals 62 years of age and older taking graduate courses for credit and/or audit. This opportunity is offered on a space-available basis to students who have the proper background and prerequisites for the course(s) in question. This discount is not available to anyone who takes the audit-only student discount.

A 50 percent discount on tuition (only) is available to individuals who enroll as audit-only students in undergraduate and graduate courses. Individuals taking course(s) for credit during any of the modules are ineligible for this discount. This opportunity is offered on a space-available basis during late registration of the module to students who have the proper background and prerequisites for the course(s) in question. Interested individuals should contact the OFFICE OF THE BURSAR at (414) 288-7157. This discount is not available to individuals who take the senior citizen discount.

*Tuition, fees and housing specified here and elsewhere in this bulletin are subject to change.
(Marquette University Graduate Bulletin)*

ACADEMIC STATUS - CONTINUOUS ENROLLMENT REQUIREMENT

PLEASE NOTE: Beginning with the FALL 2007 term, ALL certificate seeking students MUST maintain continuous enrollment.

Every graduate student enrolled in a doctoral, master's, or certificate program, must be enrolled as a full-time, half-time, or less than half-time student each fall and spring term to maintain his or her status. Registration in the summer is only required if the student intends to graduate in August. A full-time load consists of 7 or more academic credits; half-time consists of 4-6.99 academic credits; and less than half-time consists of less than 4 academic credits. All degree graduate students must enroll in adviser-approved academic course work, independent study, field placement, graduate assistant teaching or research, thesis, professional project, or dissertation credits, or graduate standing continuation credits. **Degree and certificate students who fail to enroll for a fall or spring term will be discontinued and must apply for readmission to the Graduate School.**

Options for continuous enrollment include:

1. **Thesis, Dissertation, or Professional Project Continuation Courses** (less-than-half-time, half-time, or full-time status) - Students who have completed all credit requirements for their degree, but need to continue work on their thesis, dissertation or professional project may retain graduate status by enrolling in one of these courses.
2. **Field Placement Continuation Courses** (less-than-half-time, half-time, or full-time status) - *Students who have completed all credit requirements for their degree, but still must participate in a practicum or internship experience may retain graduate status by enrolling in Field Placement Continuation.*
3. **Teaching Assistantship, Research Assistantship, and Fellowship Courses** (full-time status) - *Graduate assistants and fellows MUST maintain full-time status; therefore any GA who enrolls in 6 academic credits in a term may earn full-time status by enrolling in a non-credit GA or TA course.*
4. **Graduate Standing Continuation Course** (less than half-time status ONLY) - *This option is designated as less than half-time, cannot be used in conjunction with other courses, and will not qualify an individual for financial aid.*

Although Continuous Enrollment is a *status*, it is something for which the student must register via CheckMarq, just like any other course. The student must also complete the appropriate form, which is used to justify the Continuous Enrollment status that will be awarded the student. The Continuous Enrollment Form requires the consent and signature of the student's advisor as well as the Director of Graduate Studies, and results in a Permission Number being given to enable the student to register via CheckMarq.

ALL continuous enrollment courses shall be graded Satisfactory or Unsatisfactory and charged \$100. Each course is non-credit.

NOTE: CONTINUOUS ENROLLMENT FORMS ARE AVAILABLE ONLINE AT:

<http://www.grad.mu.edu/forms/index.shtml>

PROCEDURES FOR CONTINUOUS ENROLLMENT REGISTRATION:

Students enrolling in Continuous Enrollment must register to activate their desired status. Prior to registration, all students must secure departmental consent for Continuous Enrollment. Follow these procedures:

- Step 1:** The student must download the appropriate continuous enrollment form and fill in the basic information.
- Step 2:** The student must procure approval and a signature from his/her adviser/supervising faculty member.
- Step 3:** The student must procure a signature from the Director of Graduate Studies.
- Step 4:** The department will grant the student the appropriate Permission Number that will allow him/her to register for the proper course/section of Continuous Enrollment:
- Step 5:** The student must register for the appropriate course/section of Continuous Enrollment using normal CheckMarq registration procedures.
- Step 6:** A copy of the completed and approved Continuous Enrollment Form must be forwarded to the Graduate School Office.

ADVISING

Upon admission to the master's program, each student is assigned a faculty member who serves as the student's academic adviser. The faculty member's role is to advise the student on his or her master's program throughout his or her graduate career. Students can change advisers if a better fit between adviser and student can be obtained with another faculty member. This is done by first discussing the change with both current adviser and potential new adviser. If a change then seems preferable, a formal request needs to be submitted in writing to the Director of Graduate Studies. Approval by the Director is necessary for the change to be enacted.

ACADEMIC STANDING

Students who are currently enrolled or admitted into the master's program are expected to maintain an average of at least a "B" (3.0 cumulative GPA) in all graduate level courses. The faculty will review any student who fails to maintain a minimum 3.0 grade point average in any given semester, and this may serve as grounds for termination from the program. Students must also obtain grades of "BC" or better in order for courses to count for credit in their programs of study. Courses may be repeated once if grades of "C" or lower are earned the first time the course is taken. A student receiving a grade of "F" in any course (or a "C" or lower in a repeated course) will be reviewed by departmental faculty, and this may also be grounds for termination from the program.

INCOMPLETES

The Department of Instructional Policy and Leadership **STRICTLY adheres to the policy on temporary grades as stated in the graduate bulletin and described below:**

TEMPORARY GRADES – X, I, or IX

Graduate students who do not complete course requirements during the term in which the class is offered may be given one of the following temporary grades after consultation with their instructor: X, when one or more examinations are missed; I, when the course work has not been completed; or IX, a combination of mixed examinations and incompletes in course work.

A request to change an X, I, or IX to a permanent grade, or a request for an extension of time, must be submitted to the Graduate School before the deadline listed in the Academic Calendar. **It is the student's responsibility to initiate this process with the course instructor before the deadline date, which is approximately six weeks into the next fall or spring term.**

For X, I, or IX grades accrued during the summer session, they must be changed before the deadline date, which is approximately six weeks into the next fall term. X, I, or IX grades that are not changed or extended by the Graduate School will become permanent grades on the student's record.

In adhering to this policy, it is important for students to keep in mind:

1. **STUDENTS ARE RESPONSIBLE** for both consulting with the instructor and initiating the temporary grade and eventual change to a permanent grade.
2. The **DEADLINE** to change from an X, I, or IX OR to request an official extension comes approximately **6 weeks into the following semester**. As a professional courtesy, students are asked to **submit the required work to the course instructor for review at least two weeks before this 6-week deadline. If you have not resolved the incomplete by the deadline, you will need to retake the course in order to receive credit.**
3. **If an extension is granted**, students must complete work by the end of the term in which the extension is requested and granted.
4. **Failure to complete work for a changed grade during the allotted time WILL result in a permanent X, I, or IX on the academic record.**
5. For courses that are **prerequisites** for others, it is important for students to **complete the prerequisite BEFORE taking subsequent courses in the sequence**. Students will be administratively dropped from a course if they have not removed a temporary grade before attempting to take the next course.

ACADEMIC INTEGRITY

The EDPL Department, along with all of Marquette University, holds a strong commitment to high standards of academic integrity. We acknowledge the importance of protecting others' intellectual property, of creating original work, and of maintaining a high level of honesty. Any occurrences in violation of this commitment, such as plagiarism, falsification of records, or cheating, will be taken seriously and will result in disciplinary consequences that may range from re-doing an assignment to failing a course to expulsion from the program. See the Marquette University Graduate Bulletin for further description of this policy.

INDEPENDENT STUDY

At both the graduate and undergraduate level, EDPL supports serious academic inquiry into topics not offered in courses or offered only occasionally (less than once per year). The following guidelines for Independent Study will be observed:

1. Independent Study can NOT be a substitute for any course that is offered at least annually.
2. It is the responsibility of the student to initiate and complete all necessary paperwork and approvals necessary for Independent Study.
3. Mentoring an Independent Study is at the discretion of faculty members in the department. In general, a faculty member only mentors independent studies in areas of expertise and does not mentor more than one per year.
4. An independent study course can only be approved by the department chair or director of graduate studies if the course supports a degree or licensure student's REQUIRED program of study.

ATTENDANCE

Marquette University has no absentee policy. We recognize, however, that emergencies do arise. Therefore, one excused absence is allowed during the semester. If a student is absent for two or more classes, s/he may be dropped from the course.

Attendance is expected for the entire class period. Coming late to class or leaving class early is not acceptable. Students who are chronically late to class or leaving class early may also be dropped from the course.

GRADUATION

All master's degree and certificate students are eligible for graduation upon completion of their programs!

Students must complete all program course work and other requirements within a six-year period. During the last semester of a student's program he/she MUST be enrolled in course work or continuous enrollment (this includes the summer term for students who intend to graduate in August).

It is the student's responsibility to **apply for graduation**, and to do so by the deadlines listed in the **Graduate Bulletin**. Reminders are also sent to each graduate student via **MUGS News** (the Graduate School's e-newsletter, which is sent to students' eMarq accounts). This application can be submitted online through the Marquette University Graduate School web site. (<http://www.grad.mu.edu/graduation.html>).

Students should take note of the deadlines, which usually fall in February, June and September. Students planning to graduate in August have the option of participating in the May graduation ceremony. If this option is selected, students must apply for graduation by the May deadline. Students who select this option must meet with their academic adviser before applying for graduation to discuss whether all requirements will be completed by the summer graduation deadline.