



School of
GRADUATE EDUCATION

Handbook

September 2011

SCHOOL OF GRADUATE EDUCATION

STUDENT HANDBOOK

Preface

This handbook is for students in the SCHOOL OF GRADUATE EDUCATION (SGE). This student handbook will serve to introduce the Master of Education program and to provide you with information about curriculum, faculty, policies and procedures, and finances relating to the SGE. To obtain further information, students should contact the SGE Office. A copy of the handbook is published on the Ohio Valley University website. Students are responsible for knowing the information and observing the policies contained therein. The SGE reserves the right to make changes in policy and prices without prior notification. Any such changes affecting the SGE will be made available in subsequent issues of the student handbook and/or the university catalog.

Dr. Toni L. DeVore Chair
SCHOOL OF GRADUATE EDUCATION

SCHOOL OF GRADUATE EDUCATION PERSONNEL

Dr. Robin Buchanan – Faculty
Dr. Jim Bullock – VP Academic Affairs
Dr. Toni L. DeVore – Chair
Dr. Diana Rapp-Faculty
Dr. Charlotte Smith - Faculty
Dr. James Smith - Faculty
Bradley J. Wilson – Coordinator of Recruitment and Retention

CONTACT INFORMATION

Dr. Toni L. DeVore -Room 260, North Campus; Phone 304.865.6149; Email: toni.devore@ovu.edu
Brad Wilson - Room 221, North Campus; Phone 304.865.6177; Email: brad.wilson@ovu.edu
www.ovu.edu/SchoolofGradEd

OFFICE HOURS

The School of Graduate Education Program Office is open from 9:00 a.m. to 5:00 p.m. Tuesdays and Thursdays. Other hours are available by appointment.

WELCOME TO THE SCHOOL OF GRADUATE EDUCATION

MISSION AND PURPOSE OF THE UNIVERSITY

Ohio Valley University is a Christian, coeducational, liberal arts university offering master's, baccalaureate, and associate degrees in selected majors. At Ohio Valley University, we seek to transform lives in a Christ-centered academic community that integrates higher learning, biblical faith and service to God and humanity.

The School of Graduate Education at Ohio Valley University exists to serve the educational needs of our community by providing a Master of Education degree in Curriculum and Instruction that helps graduate students to achieve personal, professional, and academic goals in an environment conducive to learning and growth.

ACCREDITATION

Ohio Valley University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

WHO IS ELIGIBLE FOR OVU'S MASTER OF EDUCATION?

- Certified teachers desiring a credential or master's degree in Curriculum & Instruction
- Individuals working with professional development or adult/continuing education

DESCRIPTION OF THE PROGRAM

1. Non-certification (designed for certified teachers or those needing a credential in continuing education or professional development).
2. Non-thesis. The capstone course EDUC 645 Research in Instructional Design will include an Action Research Project.
3. The 36-hour program can be completed in 16 months. Courses will be offered online using Sakai, OVU's online course management system. Nine credit hours will be considered a full load.
4. Students may join the program at any time in the sequence of courses.
5. Students may transfer up to 9 credit hours to the program with permission of the Chair of the School of Graduate Education. Graduate transcripts may be submitted to see if previous graduate courses taken might equate to requirements in OVU's program.
6. All courses in the M.Ed. program earn three credit hours, and three or more courses are offered in each semester (fall, spring, summer).

ADMISSION PROCEDURES

1. Submission of the completed application form and supporting documentation as specified on page 2 of the form.
2. Payment of the non-refundable \$30 application fee.
3. Submission of official transcript certifying completion of a baccalaureate degree with cumulative GPA of 2.5 or higher from a regionally accredited institution.

CONDITIONAL ADMISSION

1. Submission of completed application form.
2. Payment of \$30 non-refundable application fee.
3. Submission of copy of a transcript certifying completion of a baccalaureate degree with cumulative GPA of 2.5 or higher from a regionally accredited institution.

ACADEMIC POLICIES

REGISTRATION AND ORIENTATION

A Super Session which includes registration, orientation to the program, and software training is held previous to the first week of each term. This session is for students beginning the program and is held in the Stotts Administration Building on the OVU Campus. For students who cannot attend, arrangements will be made to complete registration and orientation via remote communications. Students may add a course within seven days of classes beginning. Forms needed for student processing of any kind are available at <http://forms.ovu.edu>.

STUDENT LOAD

Students enrolled in the SGE are considered full-time with nine semester hours of course work each term. To qualify for financial aid, students must be enrolled for at least six graduate credit hours.

GRADES

Letter grades are given for all SGE course work according to the following designations.

- A** designates excellent work (4 quality points/semester hour).
- B** designates good work (3 quality points/semester hour).
- C** designates average work (2 quality points/semester hour).
- D** designates poor work (1 quality point/semester hour).
- F** designates failing work (0 quality points/semester hour).
- I** designates work has not been completed because of illness, emergency, or special circumstances.

ACADEMIC CALENDAR

The Master of Education Program operates on a semester hour basis with three groups of students beginning each year, typically in August, January, and May. There are two options for students. A cohort can complete the program in sixteen months by taking three courses per term; if students elect 2 courses per term they can complete the program in 24 months. The program operates on a year-round basis. A sample schedule is below.

	Three Course Track	Two Course Track
Fall 2011	EDUC 510 History & Philosophy of Education	
	EDUC 520 Advanced Educational Psychology	EDUC 530 Educational Research
	EDUC 605 The Teacher Leader	EDUC 610 Implementing Instructional Strategies
Spring 2012	EDUC 530 Educational Research	
	EDUC 533 Child & Adolescent Learning	EDUC 625 Graphic Communications & Education Technology
	EDUC 610 Implementing Instructional Strategies	EDUC 620 Curriculum Design and Development
Summer 2012	EDUC 620 Curriculum Design and Development	
	EDUC 625 Graphic Communications & Education Technology	EDUC 640 Creating an Effective Learning Environment
	EDUC 630 Improving and Teaching Thinking	EDUC 635 Education Assessment

*other classes maybe offered as needed

CURRICULUM

The following courses are required for the Master of Education.

EDUC 510 History and Philosophy of Education (3 credit hours). This course is an interdisciplinary study of the philosophy and history of education, with an emphasis on multicultural educational issues. The heart of the course is for each student to develop his or her own reflected upon philosophy of education and to approach this personal philosophy within the context of past and present formal philosophies of, theories of, and issues in education.

EDUC 520 Advanced Educational Psychology (3 credit hours). This course oversees several theoretical approaches to effective instruction and learning, namely, behavioral, cognitive, and developmental theories. Course content focuses on the various theoretical approaches in a way that enables learners to understand similarities and differences between them.

EDUC 530 Educational Research (3 credit hours). This is a survey course that addresses empirical and qualitative research design and research methodologies in education. A focus on action research in education is also a component of this class.

EDUC 533 Child and Adolescent Learning (3 credit hours). This course examines the characteristics of children's development and ways in which these developmental passages impact the student's ability to learn and grow. Emphasis is placed on the impact of various factors as they relate to student learning and achievement.

EDUC 605 The Teacher Leader (3 credit hours). Not only must the teacher of today enhance and improve student learning and achievement, but in many cases step into the role of teacher leader. In order to influence school culture, build and maintain successful teams and help equip potential teacher leaders, the teacher of today must develop additional skills and attitudes to help find ways to create a positive climate and a sense of community.

EDUC 610 Implementing Instructional Strategies (3 credit hours). This course focuses on the advanced development of skills related to the teaching/learning process. Students construct knowledge of educational psychology and apply this knowledge to pedagogy.

EDUC 620 Curriculum Design and Development (3 credit hours). This course addresses foundations of curriculum theory, design, development, teaching, and learning. A primary model is *Understanding by Design*.

EDUC 625 Graphic Communications and Educational Technology (3 credit hours). This course applies research findings and design criteria to graphic communication design for text materials and interface design for computer-based materials. Course content will emphasize techniques for preparation of a variety of materials employing text and graphics using computer graphics, desktop publishing, and multimedia authoring programs.

EDUC 630 Improving and Teaching Thinking (3 credit hours). This course addresses a framework for engaging students in active, critical thinking in content area subjects in the regular classroom. Because we live in a global society, it is imperative that students learn to base their thinking on reasoned judgment and elements of critical thinking. The course will place a strong emphasis on moral and ethical decision-making.

EDUC 635 Educational Assessment (3 credit hours). This course is designed to promote understanding and use of principles and practices of assessment and evaluation in education. Educators will learn to identify, develop, and use assessment strategies and instruments effectively. Key aspects of the course include interpreting tests and assessment results for evaluating student performance and progress and for making sound educational decisions. This course is a prerequisite or co-requisite of EDUC 645

EDUC 640 Creating an Effective Learning Environment (3 credit hours). Students explore and investigate current practices and strategies for promoting meaningful learning for all members of the school community. Emphasis is on factors and conditions that enhance learning within the school's circle of influence, including differentiated instruction, response to intervention, and technology for learning.

EDUC 645 Research in Instructional Design (3 credit hours). This course applies teaching and learning theory as the foundation for developing engaging instruction. It pulls together theory, concepts, and strategies to provide a broad understanding of the fundamentals of learning from the conceptual stage to the development and delivery stages. The study will focus on knowledge and skills necessary to create effective courses, training programs, and learning units. EDUC 635 Educational Assessment is a prerequisite or co-requisite for this course.

FACULTY

Faculty members who teach in the SCHOOL OF GRADUATE EDUCATION all hold a doctorate. Some will be full-time OVU faculty, and some will be professionals from elsewhere in the academic community, who have a relationship with OVU.

TRANSFER OF CREDIT

A maximum of nine credit hours may be transferred into the Master of Education program. Graduate transcripts from other institutions may be presented to OVU for review to determine equivalencies with required courses in the M.Ed. program. Credit will be granted as approved by the Chair of the School of Graduate Education. No credit will be given for any class that was taken more than seven years prior to enrollment at OVU. Additionally, credit will be awarded only for classes, within the last seven years, whose content can be validated as current.

LIBRARY

Online access to ebooks and databases will be made available to students by the OVU Library Director, who will give each student a username and password.

GRADUATION REQUIREMENTS

Students must attain a 3.0 grade point average on the 36 hours of required coursework to qualify for the M.Ed. degree. Students may not have more than two grades of C in these courses, and courses may be repeated only once. Coursework must be complete within seven years of admission to the program. Graduating students will be expected to participate in the commencement ceremony on campus in May and must apply for graduation by the February prior to commencement. If unable to attend the commencement ceremonies, students must petition the Vice President of Academic Affairs for permission to graduate in absentia. Diplomas will be mailed to the student upon completion of work and once the student's bill is paid in full.

GRADE REPORTS

Once students have received a grade report, an official transcript (including those grades and all previous courses and grades) will be available and will be sent upon request. Transcript requests must be made in writing to the registrar's office. Check with the registrar's office for the required fee per transcript. Official transcripts should be sent directly from Ohio Valley University to the requested schools, employers, or agencies. Students may also request their own personal official transcripts to be mailed to them. Transcript requests should contain: student's name (including maiden name), student's identification number, specific dates of attendance, and names and addresses where the transcripts are to be sent. If specific terms or specific course grades are to be

included, that information should be noted, so that the transcript is not sent before the data is posted to the record.

GRADE APPEAL PROCEDURE

A student who believes that a final grade is unjust may ask that the grade be reviewed and changed. This appeal policy is as follows:

1. The student should first meet with the teacher concerned and present an appeal in writing. This must be done within one week after the grade has been officially communicated to the student. The teacher may take up to one week to deliberate this appeal and communicate a decision to the student in writing.
2. If the matter is not resolved after meeting with the teacher, the student may appeal in writing to the OVU Vice-President of Academic Affairs (VPAA). If the VPAA is involved, the Chair of the SGE will receive the appeal. This second appeal must be made within one week after the teacher's response to the first appeal.
3. The VPAA will convene an ad hoc Grade Appeal Committee consisting of three faculty members, one student, and one staff member. The teacher and student may refuse any two of the appointees, after which they must accept who is appointed. Within one week of their appointment, this Grade Appeal Committee will meet with the parties concerned to hear testimony from the student, teacher, and any other prominent witnesses.
4. The Grade Appeal Committee's decision will be final and will be communicated officially to the student, the teacher, and the registrar's office within 24 hours of the conclusion of the meeting. Neither the student nor the teacher involved may appeal this decision, since both will have had full opportunity to testify before the committee, unless they can demonstrate in writing to the president that improper procedures were followed.
5. Neither students nor faculty members may bring legal counsel or other advisors to committee hearings. All hearings will be taped for the record.

All other academic appeals should be presented in writing to the Chair of Graduate Studies in the form of a petition. The Chair will investigate the matter and have the final authority in determining whether or not the appeal is granted.

INCOMPLETE GRADES

Incomplete work should be completed within six weeks of the date the *I* is assigned. If work is not satisfactorily completed, the student may not be permitted to enroll in the next term. An *I* (incomplete) grade becomes an *FI* if work is not completed. Incomplete grades are only given because of illness, emergency, or special circumstances.

A faculty member may submit a grade of Incomplete for a student who meets the following criteria:

- The student could not complete assigned work for the class because of an extraordinary life-event that prevented the student from completing the course work within the semester dates.
- The student has requested the appropriate form for a grade of Incomplete (I) through the Chair of the School of Graduate Education, completed it and emailed the request to the Chair and the course instructor.

- The Chair of the School of Graduate Education has approved the request to receive a grade of Incomplete.

The request form for a grade of incomplete requires a student to provide written documentation about the circumstances that led to the incomplete work in a specific course or courses. A student should submit a request for an incomplete grade to the Chair seven days prior to the last day of classes to be considered for the award of an incomplete.

The request form must be emailed to the the instructor of the course and the Chair of School of Graduate Education. The Chair of the School of Graduate Education will review the request, notify the student whether the request was approved and notify the registrar's office. A grade of I (incomplete) becomes a grade of FI (failure to finish an incomplete) if the course work is not completed within six weeks after the close of the semester.

WITHDRAWAL FROM THE UNIVERSITY

Withdrawal from the program will jeopardize any financial aid for the rest of that academic year. Students should check with the Financial Aid Office regarding federal and state regulations affecting their Financial Aid status. The student has a grace period of six months after the last day of class before repayment of loans must begin.

Students may drop or withdraw from a course any time through the last class day of the term. During a regular semester, courses may be dropped without penalty through Friday of the twelfth week; the student's grade report and transcript will show a grade of W for such withdrawals. Courses dropped after Friday of the twelfth week and the Friday before final exam week may be dropped with penalty; the student's grade report and transcript will show a grade of either W or F, depending on whether the student is passing or failing at the time of the withdrawal. A course may not be dropped after the last class day of the term.

FINANCES

GENERAL INFORMATION

So that financial aid eligibility may be determined in a timely manner, students should contact the OVU Financial Aid Office as soon as possible prior to enrollment. Students who call with requests will be mailed a program financial assistance packet that includes the FAFSA and the necessary steps to apply. This can also be done online.

TUITION AND FEES

Tuition and fees are due at the beginning of each program term. Special consideration regarding employer reimbursement programs and application of federal financial aid will be given on a case by case basis. The application fee is paid at the time of application.

Application Fee \$30.00--non-refundable, paid at time of application.

Tuition \$350.00 per credit hour

Technology Fee	\$50.00 per course.
Graduation Fee	\$125.00--charged prior to graduation ceremonies.
Course Materials Variable by course.	Students are responsible for purchasing required materials.
Transcript of Academic Record	\$6.00
Returned Check Charge	\$25.00

** All prices and policies are subject to change without prior notice.

TUITION PAYMENT

Tuition is due at registration for each term; the OVU Business Office administers all student billing and collections. Accommodation by Business Office personnel may be made for students with employer reimbursement programs, student loans, or special circumstances. Visa, MasterCard, and Discover are accepted for payment of tuition and fees.

FINANCIAL ASSISTANCE

Federal financial aid is awarded based upon a variety of factors, but most often on the basis of program and/or demonstrated financial need. Listed below are some of the most common forms of gift assistance.

FEDERAL PELL GRANT

Provided by the federal government and administered by the university, this grant is based upon financial need.

VETERANS' BENEFITS

VA benefits are available to those who qualify. Eligibility is determined by the Veterans' Administration and potentially eligible students should contact their local Veterans' Administration representative.

EMPLOYEE REIMBURSEMENT PROGRAM

Students should contact their company's personnel office to investigate this source of financial assistance.

FEDERAL EDUCATIONAL LOAN PROGRAM

There are two types of Direct Stafford loans. The Federal Direct Subsidized Stafford loan is based on financial need as determined by the FAFSA. If need is determined, the government subsidizes or pays the interest while the student is enrolled at least half time. The Federal Direct Unsubsidized Stafford loan is given to cover the cost of education when the student exhibits no financial need. The student is responsible for any interest that accrues, but has the option to pay the interest quarterly or to allow it to be capitalized into the principal of the loan. As with the subsidized loan, interest is variable and repayment begins six months after the student ceases to be enrolled at least half time.

REFUNDS

A student shall normally be assessed tuition charges by the term. Before two weeks elapse in a course, a student is eligible for a one-hundred percent refund of tuition charges. After the two weeks of a course, a student is eligible for a fifty percent refund of tuition for the course. After five weeks of a course elapse, there are no tuition refunds.

Revised September 2011