Policies and Procedures Handbook

for

Master of Education (M.Ed.) Program

Education Graduate Office
101A Marsh Hall
http://www.concord.edu/education/node/8

304-384-6223
or
304-384-5155

TABLE OF CONTENTS

I.   FOREWORD

The following information is intended as a general statement of "Graduate Policies and Procedures" to assist the Education Graduate Program Coordinator in academic advising of candidates in the advanced program. This information is not intended to be a substitute for the Concord University Academic Catalog which is the authoritative source of information for all graduate candidates. The official version of the Catalog is available at: http://catalog.concord.edu/.

II.   MISSION STATEMENT

The mission of the Educator Preparation Program (EPP) at Concord University is to prepare educators who are competent, intentional, reflective, culturally responsive, leading, and empathic 21st Century Professionals. The EPP strives to provide all teacher candidates at the initial and advanced level with the knowledge, skills, and dispositions necessary to become effective teachers/leaders by offering the highest quality instruction and programs.

The advanced program strives to further develop and enhance the knowledge base of the practicing professional. As candidates progress through the graduate curriculum, the improvement, refinement, and practice of professional knowledge bases, skills, and dispositions are enhanced and refined.

The EPP collaborates with representatives from public schools, professional groups, government, and other programs within the University to prepare educators and to cooperate in the development of educational policies. The EPP also strives for the improvement of education at the local, state, regional, and national levels in that the improvement of schooling results in a more literate and enlightened citizenry. This in turn contributes to the proliferation of democratic values and enhances our position in the global economy.

Concord University was chartered as Concord State Normal School in 1872 for the purpose of preparing teachers for public schools. The name was changed to Concord State Teachers College in l931. In 1943, the name was changed to Concord College to reflect a transformation of the institution to a liberal arts college. In the summer of 2002, Concord was granted approval for the offering of graduate courses on a limited basis. Full approval of the Master of Education Graduate Program was granted in August, 2003. The development of a graduate program was in alignment with the overall mission to serve southern West Virginia and to provide a quality program for the practicing professionals in the region. In 2004, the name was changed to Concord University. In spring 2012, Concord University was approved to offer the Master of Arts in Education that leads to initial certification for individuals holding a baccalaureate degree from a regionally accredited institution in an approved content area as indicated in West Virginia Policy 5100. Additionally, a new content area specialization, Special Education (Multi-categorical), was added to the Master of Education Program in spring 2012.

The preparation of teachers continues to play a significant role at Concord University as approximately twenty-five percent of the candidates who graduate each year earn degrees in education. This history of commitment to teacher education combined with a current mission

statement that emphasizes high quality instruction creates a context of high expectations for the teacher education programs at Concord University. In response to that challenge, the EPP began an extensive effort at program articulation and development. This effort included faculty, candidates, administration, and public school professionals who came together in a spirit of collaboration to read, discuss, and write about their vision of the ideal teacher education program for Concord University.

The Teacher Education programs offers opportunities for candidates to obtain both a bachelor and master's degree in education. We pride ourselves on preparing our candidates to be 21st Century Professionals.

OVERVIEW OF THE M.Ed. Program

The M.Ed. Program is a 36-hour program specifically designed for licensed or license eligible teachers. * The program consists of a 15-hour Professional Education core and a 21-hour Content Specialization.

Additionally, graduate candidates may choose to enroll in graduate coursework for re-certification, to provide greater specialization within one's field, or to assist in professional advancement.

It is recommended that students purchase and become familiar with an APA citation manual. APA formatting and referencing will be required in ALL courses.

All candidates will be required to purchase a LiveText account. For information about LiveText, go to https://www.livetext.com/ and select "PURCHASE/REGISTER" from the menu on the top of the page.

Or with the consent of the Education Graduate Program Coordinator. However, enrolling in graduate courses without an Education degree will not lead to initial or advanced certification.

III.   ADMISSION TO THE M.ED. PROGRAM

Admission is based on a baccalaureate degree from a regionally accredited college or university, the grade point average, the scores on required examinations, and other information found on the application form.

A student may apply to the graduate program and take nine hours of courses before all requirements are met. However, an application and fee, transcripts, and a copy of the professional licensure are necessary for pre-admission. Failure to complete all admission requirements after nine hours of coursework may result in administrative withdrawal from the courses or credit may not be applied toward graduation in the degree program.

An official copy of your undergraduate transcript showing your degree and the date on which it was granted must be mailed directly from your undergraduate college or university to the Office of Admissions or accessed directly from a secure website by the Concord University Registrar. Concord alumni do not need to submit a transcript. Alumni transcripts are located in the Registrar's office. However, if you have attended more than one college or university, an official transcript

must be sent from that institution to the Office of Admissions in a sealed envelope or via a secure website. A hand delivered transcript is <u>not</u> acceptable.

Decisions on applications for admission to the M.Ed. program shall be based upon a careful consideration of the applicant's total record including GPA, Graduate Record Examination (GRE) or Miller Analogies Test (MAT) scores, *Grit Scale* self-assessment, and letters of recommendation.

All requirements must be met before <u>full</u> acceptance into a program is granted as follows:

- Hold a baccalaureate degree with a minimum 2.5 GPA from a regionally accredited institution,

- Be licensed or license eligible to teach,

- Submit a completed Graduate Application for the M.Ed. Program and the application fee,

- Provide a copy of professional licensure,

- Provide official transcripts for all undergraduate and graduate classes (with the exception of Concord University)

- Provide 2 letters of recommendation from individuals who have supervised, evaluated, or observed the applicant in a classroom setting,

- Submit a completed *Grit Scale* self-assessment, and

- Provide official Graduate Record Examination (GRE) general test or Miller Analogies Test (MAT) test scores.

   (Note: The GRE/MAT scores should reflect the 50th percentile or above. GRE scores must be a combined scaled score for verbal (150) and quantitative (149) of at least 150 and an analytical writing score of 3.5; or a score of 389 is required on the MAT.).

IV. <u>PROGRAMS OF STUDY</u>

- 36 hour Master of Education (M.Ed.) Program
     Educational Leadership and Supervision
     Reading Specialist
     Special Education

- 24 credit-hour Reading Specialist Certificate Program (Masters in education or closely related field required)

- 18 credit-hour Educational Leadership and Supervision Certificate Program (Masters in education or closely related field required)

- 24 credit-hour Special Education Multi-categorical Certificate Program (Masters in education or closely related field required)

M.Ed. Specialization Areas of Study:

Candidates may choose from CAEP/NCATE accredited programs in:

a) Educational Leadership and Supervision (Pre K – Adult)
b) Reading Specialist (Pre K – Adult)
c) Special Education (Multi-categorical K-6 or 5-Adult)
   Note: Candidates may also complete Special Education coursework that leads to an autism endorsement from the WVDE

Course descriptions and prerequisites can be found in the CU Catalog at http://catalog.concord.edu/ under "Course Descriptions".

MASTER OF EDUCATION (M.ED.) PROGRM:

Professional Education Core: *(REQUIRED FOR ALL M.ED. SPECIALIZATIONS)*

EDUC 510	Models of Curriculum and Instruction	3-hours
EDUC 520	Educational Research	3-hours
EDUC 530	Integrating Technology in the Teaching/Learning Process	3-hours
EDUC 540	Assessment & Evaluation in Education	3-hours
EDEL/RDNG/SPED 560	Action Research*	3-hours

Prerequisites for all 560 courses include the completion of 24 credit-hours including EDUC 520

Content Specializations:

Educational Leadership and Supervision (Pre K – Adult)

EDUC 525	Educational Trends and Issues	3-hours
EDUC 535	Theories of Educational Leadership	3-hours
EDEL 500	Public School Administration	3-hours
EDEL 550	Action Research/Internship I*	3-hours
EDEL 560	Action Research/Internship II*	3-hours
EDEL 570	Organization and Management of Public Schools	3-hours
EDEL 580	Public School Law	3-hours
EDEL 590	School and Community Relations	3-hours

*Note: EDEL 550 and 560 are required for candidates seeking an endorsement in Education Leadership and are both program core requirements. To afford candidates with real world administrative experiences, candidates will be required to complete field placement hours and internships associated with EDEL coursework.

ALL CANDIDATES SEEKING AN ENDORSEMENT FROM WVDE IN EDUCATIONAL LEADERSHIP ARE REQUIRED TO PASS PRAXIS II: EDUCATIONAL LEADERSHIP: ADMINISTRATION AND SUPERVISION TEST #5411.

REQUIREMENTS FOR ADMISSION TO EDEL 550 – Action Research/Internship I

- Must be hired in the public school system as a full-time licensed teacher.

REQUIREMENTS FOR ADMISSION TO EDEL 560 – Action Research/Internship II

- Must have successfully completed EDUC 520 – Educational Research with a grade of "C" or better.
- Must have successfully completed a minimum of 24 credit-hours of Master of Education coursework.
- Must be hired in the public school system as a full-time licensed teacher.

Reading Specialist (Pre K – Adult)

RDNG 510	Foundational, Historical and Contemporary Roles of the Reading Specialist	3-hours
RDNG 520	Reading and Writing in Content Areas	3-hours
RDNG 525	Literacy Research and Instruction for Culturally and Linguistically Diverse Students	3-hours
RDNG 530	Reading Assessment	3-hours
RDNG 550	Reading and Language Arts Instruction in the 21st Century	3-hours
RDNG 560	Action Research in Reading Education	3-hours
RDNG 570	Reading Practicum	6-hours

*Note: RDNG 560 is required for candidates seeking certification as a Reading Specialist and is a program core requirement. Prerequisites for RDNG 560 include the completion of 24 credit-hours (15 of those hours must be reading coursework) and EDUC 520.

ALL CANDIDATES SEEKING AN ENDORSEMENT FROM WVDE AS A READING SPECIALIST ARE REQUIRED TO PASS PRAXIS II: READING SPECIALIST TEST #5301.

REQUIREMENTS FOR ADMISSION TO RDNG 570 – Reading Practicum

- Must have successfully completed 15 credit hours of reading coursework.
- Must have successfully completed EDUC 520 – Educational Research with a grade of "C" or better.

Special Education (Multi-categorical K-6 or 5-Adult)
Note: Candidates already holding an endorsement in special education may earn the M.Ed. in special education, but do not have to re-take the PRAXIS II-Content Area Exam

SPED 503	Legal and Historical Foundations of Special Education	3-hours
SPED 505:	Assessment of Individuals with Disabilities	3-hours
SPED 510:	Teaching Reading to Students with Mild/Moderate Disabilities	3-hours
SPED 512:	Reading Strategies for the Inclusive Content Classroom	3-hours
SPED 518:	Positive Behavior Support (PBS)	3-hours
SPED 525:	Strategies for the Inclusive Mathematics Classroom	3-hours
SPED 555:	Advanced Methods/Strategies for Special Education	3-hours
SPED 560:	Action Research in Special Education	3-hours

ALL CANDIDATES SEEKING AN ENDORSEMENT FROM WVDE FOR SPED MULTI-CATEGORICAL ARE REQUIRED TO PASS PRAXIS II: Multi-Categorical Special Education (E/BD, MI, SLD, excluding Autism) Special Education: Core Knowledge and Mild to Moderate Applications: #5543

Candidates who already hold a master's degree from an accredited institution and teacher certification/licensure may pursue a content specialization in multi-categorical education by completing the 21 hours of special education content.

Required Courses for an Endorsement in Autism (6 hrs.)

SPED 515: Introduction to Autism Spectrum Disorder (ASD)	3-hours
SPED 516: Methods for Teaching Students with Autism	3-hours

ALL CANDIDATES SEEKING AN ENDORSEMENT FROM WVDE FOR AUTISM ARE REQUIRED TO HOLD A MULTI-CATEGORICAL ENDORSEMENT/CERTIFICATION.

NOTE: Electives-(Applies to individuals who already hold multi-categorical certification)
Candidates who already hold a multi-categorical certification will complete the 36 hour M.Ed. in SPED. These candidates select two (6 hours) of the following courses to substitute for SPED 512 and SPED 525.

SPED 515: Introduction to Autism Spectrum Disorder Spectrum (ASD)	3-hours
SPED 516: Methods for Teaching Students with Autism	3-hours
SPED 517: ASD: Inclusion Strategies for General Education	3-hours
EDUC 525: Educational Trends and Issues	3-hours
EDUC 535: Theories of Educational Leadership	3-hours
EDEL 500: Public School Administration	3-hours
EDEL 580: Public School Law	3-hours
RDNG 520: Reading and Writing in Content Areas	3-hours
RDNG 530: Reading Assessment	3-hours

Clinical/practicum experiences will be aligned with West Virginia Policy 5202 and the West Virginia Professional Teaching Standards (WVPTS). Clinical/practicum experience assessments are aligned with the Specialty Program Assessments (SPA). All appropriate clinical/practicum experiences must be successfully completed.

M.ED. CERTIFICATION (ONLY) PROGRAMS

Concord University offers three certificate programs:
- Educational Leadership and Supervision
- Reading Specialist
- Special Education – Multi-categorical

For unconditional acceptance, applicants must:

- Hold a master's degree in an education related field from a regionally accredited institution;

- Be licensed or license-eligible to teach;

- Provide a copy of professional licensure;

- Provide official transcripts for all undergraduate and graduate classes (with the exception of Concord University);

- Provide 2 letters of recommendation for program admission;

- Complete the self-assessment *Grit Scale*;

- Submit a completed Graduate Application for the M.Ed. Program and the application fee.

Educational Leadership & Supervision Certification ONLY Program (Pre K – Adult)
(18 hours) *Masters Required

EDEL 500	Public School Administration	3-hours
EDEL 550	Action Research/Internship I*	3-hours
EDEL 560	Action Research/Internship II*	3-hours
EDEL 570	Organization and Management of Public Schools	3-hours
EDEL 580	Public School Law	3-hours
EDEL 590	School and Community Relations	3-hours

To afford candidates with real world administrative experiences, candidates will be required to successfully complete all field experiences and internships associated with coursework.

ALL CANDIDATES SEEKING AN ENDORSEMENT FROM WVDE IN EDUCATIONAL LEADERSHIP & SUPERVISION ARE REQUIRED TO PASS PRAXIS II: EDUCATIONAL LEADERSHIP: ADMINISTRATION AND SUPERVISION TEST #5411.

WVDE Policy 5100 states that certificate candidates must have at least three years of teaching experience before certification will be awarded.

Reading Specialist Certification ONLY Program (Pre K – Adult)
(24 hours) *Masters Required

RDNG 510	Foundational, Historical and Contemporary Roles of the Reading Specialist	3-hours
RDNG 520	Reading and Writing in Content Areas	3-hours
RDNG 525	Literacy Research and Instruction for Culturally and Linguistically Diverse Students	3-hours
RDNG 530	Reading Assessment	3-hours
RDNG 550	Reading and Language Arts Instruction in the 21st Century	3-hours
RDNG 560	Action Research in Reading Education	3-hours
RDNG 570	Reading Practicum	6-hours

ALL CANDIDATES SEEKING AN ENDORSEMENT FROM WVDE AS A READING SPECIALIST ARE
REQUIRED TO PASS PRAXIS II: READING SPECIALIST TEST#5301.

Special Education Certification ONLY Program (Multi-categorical)
(24 hours) *Baccalaureate/Master's Required

SPED 503	Legal and Historical Foundations of Special Education	3-hours
SPED 505:	Assessment of Individuals with Disabilities	3-hours
SPED 510:	Reading Methods for Individuals with SLN	3-hours
SPED 512:	Reading Strategies for the Inclusive Content Classroom	3-hours
SPED 518:	Positive Behavior Support	3-hours
SPED 525:	Strategies for the Inclusive Mathematics Classroom	3-hours
SPED 555:	Advanced Methods/Strategies for Special Education	3-hours
SPED 560:	Action Research in Special Education	3-hours

ALL CANDIDATES SEEKING AN ENDORSEMENT FROM WVDE FOR SPED MULTI-CATEGORICAL ARE
REQUIRED TO PASS PRAXIS II: Multi-Categorical Special Education (BD excluding Autism, MI, SLD) #5543

V.   POLICIES/PROCEDURES

a.   Academic dishonesty:
Academic dishonesty is morally unacceptable as well as destructive to the learning
and teaching atmosphere. Academic dishonesty includes the giving or receiving of
improper help on examinations or assignments, falsifying documents, and plagiarism
(the act of stealing and using, as one's own, the ideas or the expression of the ideas of
another). Such dishonesty can lead to a variety of penalties— including but not
limited to failure of assignment, failure of course, loss of institutional privileges, and
dismissal from the University. A failing course grade as a result of academic
dishonesty will be recorded as an "F" on the grade sheet and the instructor will
inform, in writing, the Education Graduate Program Coordinator and the Vice
President and Academic Dean who notifies, in writing, the Registrar's Office and the
candidate. Course grades affected by academic dishonesty do not enjoy the privilege
of the forgiveness rule or the privilege of dropping the course with a grade of W (see
http://catalog.concord.edu/content.php?catoid=7&navoid=402&hl=academic+dishone
sty&returnto=search). Any recommendation by the instructor beyond an "F "in the
course must be submitted, in writing, to the candidate, to the Graduate Education
Coordinator, and to the Vice President and Academic Dean for transmittal to the
Judicial Steering Committee who will then initiate judicial procedure. Any failing
course grade or dismissal that results solely from academic dishonesty will be
identified as such on the candidate's transcript.

b.   Academic probation:
Candidates falling below the required 3.0 GPA will be placed on academic probation
during the next semester in which they are enrolled as an active student. If candidates
fail to maintain a 3.0 GPA during the next semester of enrollment, they will be
permanently dismissed from the program. Under an extreme case, if a candidate
would make a "D" in a course, the candidate would continue in the program on
probationary basis until the course was completed with a "B" or higher. The

candidate would be expected to take the course the next time it was offered in rotation. A grade of "C" or better is required in ALL graduate courses.

c. Add/drop classes:
To add or drop a class, contact the Division of Education Graduate Office with your request. If you are dropping all of your courses, a formal withdrawal from the University is required. If you are formally withdrawing from the University, you must contact the Academic Success Center at 304-384-6035.

d. Admissions Examinations:
The Graduate Record Exam (GRE) or the Miller Analogy Test (MAT) is required for full admission into the program. GRE scores are those issued by ETS® and sent directly to approved institutions and organizations designated by the test takers. To register for the exam, access a complete schedule of test dates, find a testing center near you, or access preparation materials, visit https://www.ets.org/gre.

The most current MAT information can be found at http://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html. Students must call the testing center for specific information about how to apply, directions, and fees.

Waiver of Admissions Examinations: GRE/MAT scores are not required for admission to the 24 credit-hour Reading Specialist Certificate ONLY Program, the 18 credit-hour Educational Leadership and Supervision Certificate ONLY Program, or the 24 credit-hour Special Education Certificate ONLY Program.

e. Advising:
The Education Graduate Coordinator is the acting advisor for all M.Ed. graduate candidates. If any candidate wishes to enroll in a course-load of more than nine credit-hours, prior approval must be obtained by the Education Graduate Coordinator.

f. Blackboard
The M.Ed. Program uses the Blackboard e-Education platform. The username is the same as your MyCU account. Your password is defaulted to your CU ID number (starting with 774). If you do not know this information, it can be found securely online by going to https://accounts.concord.edu/pm/.

It is the responsibility of the candidate to keep up with assignments, assessments, and modules as designated within course instructor's syllabi. The Blackboard platform can be accessed at https://elearn.concord.edu:8443/.

g. Disclaimer:
Concord University admits students of any race, color, sex, religion, and national or Ethnic origin, and does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities, as specified in federal and state laws and regulations.

h.   **Promise for Teaching/Leadership:**

The Division of Education is using the *Grit Scale* (Duckworth, A.L., Peterson, C., Matthews, M.D., & Kelly, D.R., 2007) as an assessment of candidates' "promise for teaching and or/leadership" at admission to the M.Ed. program and again during the capstone course (EDEL 560, RDNG 560, and SPED 560). This is a self-assessment that has no "right" or "wrong" answers. Candidates are asked to respond to each item as honestly as possible.

i.   **Disruptive Behavior:**

Disruptive behavior in the classroom/online will not be tolerated. If student conduct makes it difficult to continue the class satisfactorily, the instructor may warn the candidate of this fact. If objectionable conduct continues, the instructor may dismiss the candidate from the course with written notification of this action to the Education Graduate Coordinator and the Vice President and Academic Dean.

j.   **Division of Education Graduate Committee:**

The graduate committee for the M.Ed. is composed of the Education Graduate Coordinator and representatives from each content specialization in the Division of Education. Decisions made by the Education Graduate Committee are submitted to the University Director of Graduate Studies.

k.   **E-mail:**

https://cubanner.concord.edu:8443/cas/login?service=https%3A%2F%2Fcubanner.concord.edu%3A9005%2Fssomanager%2Fc%2FSSB%3Bjsessionid%3DSsn7YClh13tQpnLGvT96tRJXVNWMtQLVhn9JKBs72HcCBBQGtZH7%21210082198

All candidates are expected to access their *MyCU* e-mail accounts. E-mail accounts are set up by the computer center during the application/acceptance process. E-mail IDs include your last name, first initial of your first name, and date of birth (example: smithp31@mycu.concord.edu). Your initial password is your 774 #. You may change your password after the first access.

Candidates having problems logging in please call the computer center help desk at ext. 5291 or email cuhelpdesk@concord.edu.

l.   **Financial aid:**

Financial aid is available for graduate candidates who enroll in a full-course-load of six/nine credit-hours. Information on financial aid and student loans can be found on the web at http://www.concord.edu/financialaid/.

*Note***:** Candidates enrolled in the Certificate ONLY Programs do **not** qualify for financial aid.

Direct all questions regarding financial aid and student loans to the financial aid office at 1-888-384-5249 or 304-384-6069. Fax: 1-304-384-3084

m.   **GPA:**

Graduate candidates must maintain an overall GPA of 3.0 or better throughout the program. Candidates whose GPA falls below a 3.0 will be placed on academic probation. In order to graduate from the M. Ed. Program an overall 3.0 GPA is required. Candidates who are placed on academic probation for two consecutive semesters will be removed from the graduate program due to academic deficiency. In addition, candidates must earn the minimum grade of "C" to successfully complete a course.

n.   Graduation:
Graduate candidates must apply for graduation by downloading and submitting a Graduation Application at http://www.concord.edu/academics/sites/www.concord.edu.academics/files/files/Registrar/RegistrarOverview/masters_grad_application.pdf. A graduation fee of $50 must be paid to the business office, and the graduation gown is to be ordered at the Concord University bookstore. Once the business office and bookstore have signed the application for graduation, it is to be submitted to the Registrar's Office. A graduation audit will then be completed to ensure that all requirements for graduation have been met. Graduation requirements include completion of the 36 hour program with a 3.0 GPA within five years.

Hooding and Commencement:
All master's candidates will be expected to participate in the hooding ceremony during commencement. The graduating candidate will be hooded by the Education Graduate Coordinator and the CU Director of Graduate Studies.

o.   Letters of acceptance:
After submission of an application and required materials, an applicant will be considered for admission to the M.Ed. program. Applicants will receive a letter of informing them of the admissions decision and/or identifying any additional admission requirements which need to be submitted in order to be unconditionally admitted to the program. Once all admission requirements are met, applicants will receive a letter of unconditional acceptance to the Master of Education program. Applicants who are conditionally admitted may take up-to nine credit-hours of course work before unconditional admission to the program is required.

p.   Letters of recommendation:
Graduate candidates must submit two letters of recommendation for admission to the Master of Education Program. One letter must be provided by an individual who has supervised, evaluated, or observed the candidate in the classroom setting.

Note: The Educational Leadership Program requires the initial letter of recommendation to be completed by the county superintendent.

q.   Library Service:
The Library is centrally located between Marsh Hall and the student center. The facility has a seating capacity of 200 places, a total of 145,000+ volumes, and provides access to over 5,000 periodicals. The collection has been chosen with the

University Community in mind but members of the public are permitted use of the library's resources. A library card is required to borrow books.

The Library is a partial depository for United States government documents and maintains a significant special collection of West Virginia historical materials. The library's automated catalog uses Innovative "Millennium" software and aside from providing access to the book holdings of the University, provides information on the periodical holdings and information on the specific holdings of U.S. Government Documents. Wireless internet access is available within the library. Visit CU's library on the web http://www.concord.edu/library/.

r. **MyCU**

It is imperative that you login to your "MY CU" account to review information such as your email, blackboard, current class schedule, course grades, account and student loan information. To access "MY CU", please visit https://cubanner.concord.edu:8443/cas/login?service=https%3A%2F%2Fcubanner.concord.edu%3A9005%2Fssomanager%2Fc%2FSSB and click on MyCU/IT: New Account Information. Once on the MyCU/IT: New Account Information page select SSN in the drop down box and enter your Social Security Number and click continue; *this is a secure site and no information will be shared*. Here you will find your user name and Concord ID; you will need this information to log on to your "MyCU" email and Blackboard accounts. **You need to log into your accounts by the first day of classes.**

Candidates having problems logging in please call the computer center help desk at ext. 5291 or email cuhelpdesk@concord.edu.

s. **Online components:**

All courses require an online Blackboard component. The logon page can be found at (https://elearn.concord.edu:8443/). Your username is typically your last name, first initial of your first name, and date of birth (example: smithp31@mycu.concord.edu). The initial password is your student ID number (774#).

It is the responsibility of the candidate to keep up with assignments, assessments, and modules as designated within each course instructor's class and syllabus.

t. **Readmission:**

If the candidate has been admitted to candidacy, the five-year time limit continues in effect from the date of admission to candidacy. If this time has expired, the student must reapply for the program and file a written appeal to the Graduate Council. The student will appear before the Graduate Council to explain his or her written plan for timely completion of the program.

If a candidate is not enrolled for two or more consecutive semesters in an academic year, he/she must resubmit an application and $30.00 application fee in order to be readmitted to the University.

u. **Registration:**

It is strongly recommended that graduate candidates register for classes no later than two weeks prior to the beginning of each semester. Candidates can register by calling the Division of Education graduate office (304-384-6223) or emailing registration requests to liptakka@concord.edu. Once the course registration has been made, you will receive a confirmation via your Concord email.

v.   Removal from the program:
Candidates who are placed on academic probation for two consecutive semesters will be removed from the graduate program due to unsatisfactory academic progress. The candidate will be notified in writing and given the opportunity to appeal to the University in writing. If the appeal is denied, the candidate will be removed from the program. A hold will be placed on the candidate's ability to register for classes.

w.   Scholarships:
The Underwood-Smith Teacher Scholarship Program is a state funded program designed to enable and encourage outstanding candidates who demonstrate an interest in teaching to pursue teaching careers at the pre-school, elementary, middle or secondary school level. Scholarships, not to exceed $5,000 per academic year, are to be awarded on the basis of academic qualifications, program of study and interest in teaching. The intention is to enable the recipient to obtain a teaching certificate and to commit that individual to the pursuit of a teaching career in West Virginia. Information on the Underwood-Smith Teacher Scholarship Program can be found at https://secure.cfwv.com/College_Planning/_default.aspx.

x.   Student loans:
Student loans are available for full-time graduate candidates who enroll in at least six credit-hours per semester. For information on financial aid and student loans go to http://www.concord.edu/financialaid/ or contact the financial aid office at 1-888-384-5249 (Fax: 304-384-3084) or email finaid@concord.edu.

Note: Candidates enrolled in the Certification ONLY Programs do **not** qualify for financial aid.

y.   Textbooks:
Textbooks can be purchased at the Concord University Bookstore during business hours, or you may order online at http://www.bkstr.com/concordstore/home.

z.   Transfer credit:
An approved six hours of transfer credit can be applied to the program of study. All courses must have been taken within the past 5-years and course syllabi are to be provided to the Education Graduate Coordinator for review. Complete and submit the transfer of credit form:
http://www.concord.edu/graduate/sites/www.concord.edu.graduate/files/files/Request_for_transfer_credit.pdf.

aa.   Tuition / Billing:
Payment of tuition is due prior to the first day of class. Candidates who do not register at least two weeks prior to the beginning of the semester may not receive a tuition bill. If you have not received a bill, you can request one by calling the business office: 304-384-5234. Payment is to be mailed directly to the business office; credit card payments are accepted via telephone (MasterCard, Visa or Discover). Late fees will be assessed if payment is not made by the due date.

Tuition Rates:
Tuition rates and fees are subject to change. Please check the CU website at http://www.concord.edu/financialaid/node/2 for current tuition and fees.

For additional information, please contact:

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Concord University
Division of Education Office of Graduate Studies
Campus Box D116
PO Box 1000
Athens, WV 24712
304-384-6223
rlwhite@concord.edu or liptakka@concord.edu

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