



The Elmira College Continuing Education and Graduate Studies *Catalog*

2022 - 2023
Academic Year

Revised September 28, 2022

Information in this Catalog is current as of the date of publication. Unexpected changes may occur during the academic year. The listing of a course or program in this Catalog, therefore, does not constitute a guarantee or contract that the particular course or program will be offered during a given year.

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INTRODUCTION

Elmira College Mission Statement

Grounded in the liberal arts and sciences, Elmira College provides a collaborative and supportive environment that enables students to become active learners, effective leaders, responsible community members, and globally engaged citizens. Proud of its history and traditions, the College is committed to the ideals of community engagement and intellectual and personal growth.

Mission Statement for Continuing Education and Graduate Studies

In support of the mission of Elmira College, the Office of Continuing Education and Graduate Studies promotes life-long learning through serving our community and region by providing a quality, distinctive, convenient, and affordable education. We assist our graduate students through successful completion of their academic and professional goals in a supportive, collaborative environment.

Disclaimer Regarding Programs, Course Offerings, and Other Requirements

The Office of Continuing Education and Graduate Studies presents in this publication the official policies, rules, regulations, programs, courses, and financial requirements of Elmira College's Master of Science (MS) and Master of Science in Education (MSED) programs with all due care and accuracy. Although information in this *Catalog* is current as of the date of publication, unexpected changes may occur during the academic year. Consequently, the listing of a course or program in this *Catalog* does not constitute a contract or guarantee that the particular course or program will be offered during a given year.

The College will announce changes in financial requirements well in advance, and will implement new academic requirements so that no student will be penalized by them. At the same time, students are responsible for their own academic programs, and are expected to cooperate with College officials in ensuring that all requirements are being met. Elmira College does not guarantee that discontinued programs or majors will be available beyond a reasonable length of time for completion of the program or major from the date of discontinuance.

In addition to the *Continuing Education and Graduate Studies Catalog*, extensive information about Elmira College programs, policies, and services may be found in *The Elmira College Catalog*.

ACADEMIC AND TERM CALENDARS FOR 2022-2023

I. General Academic Calendar

Summer 2022	June 7, 2022 to August 9, 2022
June 7	SUMMER 2022 NINE-WEEK SESSION BEGINS

June 15	Last Day to Register or Add Courses for Summer 2022 Nine-Week Session
June 15	Last Day to Withdraw to Have Courses Removed from Transcript for Summer 2022 Nine-Week Session
June 27	SUMMER 2022 SIX-WEEK SESSION BEGINS
June 30	Last Day to Register or Add Courses for Summer 2022 Six-Week Session
June 30	Last Day to Withdraw to Have Courses Removed from Transcript for Summer 2022 Six-Week Session
July 4	SUMMER 2022 HOLIDAY (Offices Closed)
August 9	SUMMER 2022 SESSION ENDS
August 11	Summer 2022 Final Grades Due by 1:00 p.m.

Fall 2022	August 29, 2022 to December 10, 2022
August 29	FALL 2022 CLASSES BEGIN
September 1	Last Day to Register or Add Courses for First Six-Week Term
September 1	Last Day to Withdraw to Have Courses Removed from Transcript for First Six-Week Term
September 2	Withdrawal Period Begins for First Six-Week Term (<i>Grades of "W" will be posted on the transcript.</i>)
September 2	Last Day to Register or Add Courses for Thirteen-Week Term
September 9	Last Day to Withdraw to Have Courses Removed from Transcript for Thirteen-Week Term
September 12	Withdrawal Period Begins for Thirteen-Week Term (<i>Grades of "W" will be posted on the transcript.</i>)
September 30	Last Day of Withdrawal Period for First Six-Week Term (<i>After this date, grade earned will be posted on transcript.</i>)
October 8	Fall 2022 First Six-Week Classes End
October 9-11	Fall 2022 Break
October 11	Fall 2022 First Six-Week Course Grades Due by 1:00 p.m.

October 11	Fall 2022 Mid-Term Grades for Thirteen-Week Courses Due
October 12	Fall 2022 Classes Resume
October 12	Fall 2022 Second Six-Week Courses Begin
October 17	Last Day to Register or Add Courses for Second Six-Week Term
October 17	Last Day to Withdraw to Have Courses Removed from Transcript for Second Six-Week Term
October 17-28	Academic Advising for Winter 2023 Term
October 18	Withdrawal Period Begins for the Second Six-Week Term (<i>Grades of "W" will be posted on the transcript.</i>)
October 31	Registration Begins for Winter 2023 Courses
November 1	Last Day to File for June 2023 Graduation in the Office of the Registrar
November 4	Last Day of the Withdrawal Period for the Thirteen-Week Term (<i>After this date, grade earned will be posted on transcript.</i>)
November 11	Last Day of Withdrawal Period for Second Six-Week Courses (<i>After this date, grade earned will be posted on transcript.</i>)
November 19-27	Thanksgiving 2022 Break
November 21-25	College Closed for Thanksgiving 2022 Break
November 28	Fall 2022 Classes Resume; Offices Reopen
December 3	Last Day of Fall 2022 Classes
December 5-9	Fall 2022 Final Exams
December 10	Fall 2022 Term Ends
December 12	Fall 2022 Final Grades (for Thirteen-Week Term and Second Six-Week Term) Due by 1:00 p.m.
December 23, 2022 to January 1, 2023	College Closed for Holiday Break

Winter 2023	January 9, 2023 to April 15, 2023
January 9	WINTER 2023 CLASSES BEGIN
January 12	Last Day to Register or Add Courses for the First Six-Week Term
January 12	Last Day to Withdraw to Have Courses Removed from Transcript for the First Six-Week Term

January 13	Withdrawal Period Begins for First Six-Week Term (<i>Grades of "W" will be posted on the transcript.</i>)
January 13	Last Day to Register or Add Courses for Thirteen-Week Term
January 16	College Closed for Martin Luther King, Jr. Day
January 20	Last Day to Withdraw to Have Courses Removed from Transcript for the Thirteen-Week Term
January 23	Withdrawal Period Begins for the Thirteen-Week Term (<i>Grades of "W" will be posted on the transcript.</i>)
January 26	Fall Degree Conferral
February 10	Last Day of the Withdrawal Period for the First Six-Week Term (<i>After this date, grade earned will be posted on the transcript.</i>)
February 18	Winter 2023 First Six-Week Classes End
February 18-26	Winter 2023 Break
February 21	Winter 2023 First Six-Week Final Grades Due by 1:00 p.m.
February 21	Winter 2023 Thirteen-Week Mid-Term Grades Due
February 27	Winter 2023 Classes Resume
February 27	Classes Begin for Winter 2023 Second Six-Week Courses
March 2	Last Day to Register or Add Courses for the Second Six-Week Term
March 2	Last Day to Withdraw to Have Courses Removed from Transcript for the Second Six-Week Term
March 3	Withdrawal Period Begins for Second Six-Week Term (<i>Grades of "W" will be posted on the transcript.</i>)
March 6-17	Academic Advising for Spring, Summer, and Fall 2023 Terms
March 20-23	Registration for Spring, Summer, and Fall 2023 Terms
March 24	Last Day of the Withdrawal Period for the Thirteen-Week Term (<i>After this date, grade earned will be posted on the transcript.</i>)
March 31	Last Day of the Withdrawal Period for the Second Six-Week Term (<i>After this date, grade earned will be posted on the transcript.</i>)

April 8	Last Day of Winter 2023 Classes
April 10-14	Winter 2023 Final Exams
April 15	Winter 2023 Term Ends
April 15-23	Spring 2023 Break
April 17	Winter 2023 Final Grades (for Thirteen-Week and Second Six-Week Courses) Due by 1:00 p.m.

Spring 2023 (Six-Week Term)	April 24, 2023 to May 31, 2023
April 24	Classes Begin for Spring 2023 Six-Week Term
April 27	Last Day to Register or Add Courses for Spring 2023 Six-Week Term
April 27	Last Day to Withdraw to Have Courses Removed from Transcript for Spring 2023 Six-Week Term
April 28	Withdrawal Period Begins for the Six-Week Term (<i>Grades of “W” will be posted on the transcript.</i>)
May 26	Last Day of Withdrawal Period for the Six-Week Term (<i>After this date, grade earned will be posted on transcript.</i>)
May 29	Memorial Day 2023
May 31	Final Grades Due for June 2023 Graduate-Level Completers by 2:00 p.m.
May 31	Spring 2023 Six-Week Term Ends
June 1	Faculty Degree Conferral Vote
June 4	Commencement 2023, 11:00 a.m. (Spring Degree Conferral Date)

*Please note: The Spring 2023 Nine-Week Term Schedule is excluded from this *Catalog* because no graduate-level courses are scheduled to run during that term. To find the Spring 2023 Nine-Week Term Schedule, please visit <https://myec.elmira.edu>, click on the “Registrar” tab, and scroll to the “Academic Calendars” section of the “Registrar Forms and Information” page.

II. Asynchronous Term Calendar (for MSED students only)

FALL ASYNCHRONOUS 2022	(September 5, 2022 to November 27, 2022)
September 5	Classes Begin
September 9	Last Day to Add/Register for a Course (by 11:59 p.m.)

September 16	Last Day to Drop Courses to Have Removed from the Transcript for the Fall Asynchronous 2022 Term
October 14	Mid-Term Grading Opens
October 17-28	Academic Advising for the Winter Asynchronous 2023 Term
October 18	Mid-Term Grading Closes
October 31	Registration Begins for Winter Asynchronous 2023 Courses
November 1	Last Day to File for June 2023 Graduation in the Office of the Registrar
November 21	Final Grading Period Opens
November 27	Fall Asynchronous 2022 Term Ends
December 2	Final Grades for Fall Asynchronous 2022 Term Due by 1:00 p.m.

WINTER ASYNCHRONOUS 2023	(December 5, 2022 to February 26, 2023)
December 5	Classes Begin
December 9	Last Day to Add/Register for a Course (by 11:59 p.m.)
December 16	Last Day to Drop Courses to Have Removed from the Transcript for the Winter Asynchronous 2023 Term (by 11:59 p.m.)
January 13	Mid-Term Grading Opens
January 17	Mid-Term Grading Closes
January 17-27	Advising for Spring Asynchronous 2023, Summer Asynchronous 2023, and Fall Asynchronous 2023 Terms
January 30	Registration Begins the for Spring Asynchronous 2023, Summer Asynchronous 2023, and Fall Asynchronous 2023 Terms
February 20	Final Grading Period Opens
February 26	Winter Asynchronous 2023 Term Ends
March 3	Final Grades for Winter Asynchronous 2023 Term Due by 1:00 p.m.

SPRING ASYNCHRONOUS 2023	(March 6, 2023 to May 28, 2023)
March 6	Classes Begin
March 10	Last Day to Add/Register for a Course (by 11:59 p.m.)

March 17	Last Day to Drop Courses to Have Removed from the Transcript for the Spring Asynchronous 2023 Term (by 11:59 p.m.)
April 14	Mid-Term Grading Opens
April 18	Mid-Term Grading Closes
May 22	Final Grading Period Opens
May 28	Spring Asynchronous 2023 Term Ends
May 31	Final Grades Due for June 2023 MSED Completers by 2:00 p.m.
June 2	Final Grades for All Other MSED Students from Spring Asynchronous 2023 Term Due by 1:00 p.m.

GENERAL ELMIRA COLLEGE INFORMATION, POLICIES, AND PROCEDURES

Charter and Curricula

Founded in 1855, Elmira College is chartered by the Regents of the University of the State of New York. Curricula are registered with the New York State Education Department and are approved for the education of veterans and dependents of deceased and one hundred percent disabled veterans. The College is authorized under federal law to enroll nonimmigrant alien students.

Accreditations and Memberships

Elmira College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104-2680, (267) 284-5000. Elmira College is registered for teacher education by the New York State Education Department and it is a member of the Association for Advancing Quality in Educator Preparation (AAQEP), P.O. Box 7511, Fairfax Station, Virginia 22039, (301) 276-5106. Pursuant to §52.21 of the Regulations of the Commissioner of Education, the educator preparation programs offered by Elmira College are considered to be continuously accredited for purposes of meeting the New York State requirement that all such programs maintain continuous accreditation.

Additionally, Elmira College is a member of the National Association of Independent Colleges and Universities, the Council of Independent Colleges and Universities, the Servicemembers Opportunity Colleges (SOC) Consortium and other national and regional councils and associations.

Faculty

Courses are conducted by members of Elmira College's full-time faculty and well-qualified part-time faculty of recognized attainment in their fields, enabling the College to provide a considerable breadth of course selection. Part-time faculty include professionals from education, business, and industry.

Advising

The principal function of academic advising is to assist both current and prospective students in developing and attaining their educational goals. Advisors interpret College policy and aid in the students' educational and personal development. The advisors help to make sure that students fulfill the College's goals, and advisors approve all registrations before they will be accepted by the Office of the Registrar.

Appointments for advising may be made by calling the Office of Continuing Education and Graduate Studies at (607) 735-1825 or by emailing graduate@elmira.edu. Advisement concerning financial aid is handled by the College's Office of Financial Aid, which may be contacted by telephone at (607) 735-1728 or by email at finaid@elmira.edu. Additional information regarding financial aid matters is also provided in this *Catalog*.

Student Responsibility

While the College will do all it can to assist students in planning programs that meet all of the graduation requirements, the ultimate responsibility for knowing and complying with these regulations and for meeting all requirements rests with the students.

Attendance

Because specific class attendance policies vary from one instructor to another, students are encouraged to be certain they clearly understand the policy of each of their instructors. In any event, regular attendance at all classes, both in-person and virtual, and other scheduled appointments, as well as active participation in courses offered in an asynchronous online format, is expected of all students. Any student who, in the view of the instructor, is absent from class excessively, may be required to withdraw from the class with a grade of WF. The instructor may assign a portion of the grade based on attendance and participation.

Absence from scheduled tests and examinations automatically incurs a grade of zero for that test or examination, unless other arrangements have been made with the instructor.

Faculty members may not change the time of final examinations without permission from the Director of Graduate Studies.

Veterans' Information

Veterans who wish to enroll at Elmira College should contact their local Veterans Administration field office or local office of the New York State Division of Veterans Affairs at the Veterans Affairs main web site at www.va.gov, or phone 1-888-GI-BILL-1 or 1-888-442-4551. The mailing address for the VA Regional Office is P.O. Box 4616, Buffalo, New York 14240-4616.

Elmira College participates in the Yellow Ribbon Program, which is a provision of the new Post-9/11 GI Bill.

In accordance with Title 38 US Code 3679 subsection (e), Elmira College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Elmira College will not:

- *Prevent nor delay the student's enrollment;
- *Assess a late penalty fee to the student;
- *Require the student to secure alternative or additional funding;

*Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students will be required to:

- *Produce copies of original and updated Certificate of Eligibility (COE) by the first day of class;
- *Provide written request to be certified with the VA, to be sent from your Elmira College email address to Registrar@elmira.edu;
- *Provide additional information needed to properly certify the enrollment as described in other institutional policies, such as change in course registrations and changes in majors.

Elmira College also partakes in the Tuition Assistance Program for Active Duty, National Guard and Reservist within their branch of service. Please contact your service branch Education Counselor, Education Services Specialist (ESS), or Education Services Officer (ESO) for more information.

The Department of Defense requires the return of unearned TA funds on a proportional basis through at least the 60 percent portion of the course regardless of the reason for withdrawal (service-related or otherwise). The return of any TA funds will be done directly to the military service, not to the service member. The requirement to return unearned TA funds on a proportional basis applies to the TA portion only. Any calculation performed by the institution would consider only TA program funds.

Elmira College is a member of Service Members Opportunity Colleges (SOC), a consortium of national higher education associations and institutional members. SOC functions in cooperation with the Department of Defense, the Military Services, including the National Guard and the Coast Guard, to help meet the voluntary higher education needs of service members. Certification is ultimately handled through the Office of the Registrar, McGraw Hall, room 113, (607) 735-1895.

New York State Immunization Requirement

Public Health Law 2165, passed in 1989, requires that college students show adequate protection against Measles, Mumps, and Rubella (MMR). The purpose of the legislation is to eliminate outbreaks among college and university students. All students born on or after January 1, 1957 are required to show proof of immunity unless exempt for medical or religious reasons.

In addition to the MMR verification, students must show proof of Meningitis vaccine or sign an informed consent to waive the vaccine.

Information of required documentation for the above-referenced vaccines may be obtained by contacting the Office of Continuing Education and Graduate Studies at (607) 735-1825, continuinged@elmira.edu, or graduate@elmira.edu. Alternatively, students may contact the Clarke Health Center directly at (607) 735-1750 or clarkehealth@elmira.edu.

All students must be in compliance prior to enrollment. The grace periods for new registrants are 30 days for New York State residents and 45 days for out-of-state residents after the first day of the term. Students failing to be in compliance by the end of the grace period will be withdrawn. In conjunction, the College reserves the right to withhold grades and course credit. There is a fee of \$100 for re-registration once immunization requirements have been met.

Student Records

The Family Educational Rights and Privacy Act of 1974 permits current or former students to inspect college educational records pertaining to them as individuals and to obtain copies for their personal use. Consent from a student is required before personally identifiable information can be released from the individual educational record in all cases except those specifically exempt by law.

There is certain directory information which Elmira College may release without the student's permission: name, address, date and place of birth, major field of study, degree program, dates of attendance, degree received, and telephone number. However, students may withhold directory information via MyEC within two weeks after the first day of class for the Fall Term of any year for continuing students, and within two weeks after the first day of class for the Winter Term for mid-year acceptances. Requests for non-disclosure of directory information will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually via MyEC. In the case of graduating students wishing to have directory information withheld subsequent to their graduation, a request for non-disclosure should be filed at the time of graduation.

The full College policy and procedure for exercising student rights under this law is published in *The Elmira College Code of Conduct*.

Student Conduct Matters

Student conduct is an area which straddles the line between autonomy for individual expression and interdependence of community membership. We believe that each student is a responsible member of the community and, therefore, subject to the consequences of choices of behavior. We think that ideal conditions for development are created when each individual in a community guides behavior by balancing the need for individual expression against the rights of peers. The primary desired outcome from any conduct incident is educational in nature. It is the goal of the conduct system to be supportive of the curricular and co-curricular environment at the College.

Students are expected to abide by local, state, and federal laws. The institution will not provide sanctuary for those who violate such laws, and the College reserves the right to go through the discipline process with those students charged with civil violations. While most disciplinary action will result from alleged infractions of College rules that occur while the student is on the campus, students involved in off-campus incidents may also be charged through the College's disciplinary procedures if it is judged that the alleged incident adversely affects members of the College community, interfered with the rights of local residents, jeopardized the College's positive relationship with the local community, or if there are grounds to believe that the student may pose a threat to the safety of others or to the integrity of the educational function of the College.

More specific, detailed information about the College's conduct system is provided in *The Elmira College Code of Conduct*, which is available online at www.elmira.edu and on MyEC. Questions about the conduct system or expectations of students should be directed to the Chief Conduct Officer.

Safety and Security

In Compliance with The Crime Awareness and Campus Security Act of 1990 as amended in 1992, the Elmira College Safety and Security Report is published annually. The report provides detailed information about the Elmira College Security Staff, relationships with local, state and federal law enforcement agencies, crime prevention education programs, procedures for reporting crimes and other emergencies, campus resources for victims of assault, including sexual assault, fire safety, and general campus safety. Statistics concerning crimes on campus for the most recent three calendar years are included in this report. A copy of the Elmira College Safety and Security Report may be obtained from the Office of Admissions. In compliance with Article 129-A of New York's Education Law, the Advisory Committee on Campus Security will provide on request all campus crime statistics as reported to the United States Department of Education. These statistics can also be obtained online by going to www.ope.ed.gov/security/.

Illegal Drugs

Possession, consumption, provision, or sale of illegal drugs or possession of drug paraphernalia is prohibited. Penalties associated with drug violations range up to and including suspension or dismissal. Additional information on this topic is available in the Policies and Procedures section of *The Elmira College Code of Conduct*.

Alcohol

New York State law prohibits the possession or consumption of alcohol by anyone under twenty-one years of age. There is an institutional expectation that all members of the College community will abide by the State law. Violators of the law will be subject to disciplinary action by the College up to, and including, the possibility of suspension and dismissal. Additional information on this topic is available in the Policies and Procedures section of *The Elmira College Code of Conduct*.

Weapons

All potentially dangerous weapons (e.g., firearms, replicas of firearms, bows and arrows, paint ball guns, air rifles, pyrotechnics, knives, air pistols, firecrackers, pellet guns, martial arts equipment, etc.) are prohibited everywhere on campus. Possession of a dangerous weapon anywhere on the College campus except by an individual with recognized peace officer status while on duty is a violation of New York State law. Furthermore, the use of any objects (causing them to be a weapon or to place others at risk) directed at people or buildings (e.g., throwing water balloons, snowballs, cans, bottles, swinging objects, etc.) that could result in injury to others or damages will not be tolerated by Elmira College. Violations will result in disciplinary action.

General Social Guidelines

The Elmira College Code of Conduct is considered to be an extension of both *The Elmira College Catalog* and *The Elmira College Continuing Education and Graduate Studies Catalog* and, therefore, part of the series of documents intended to govern life on campus. The College expects all students to be familiar with the information provided in this publication and to govern their conduct by the guidelines in it. A copy of *The Code of Conduct* is available on the Elmira College website and MyEC.

Relation to Civil Law

Elmira College cannot protect students or other members of the College community from prosecution under the law when there is a clear violation of Federal, State, or local laws. At times, Elmira College will also take disciplinary action when such violations have been committed.

Complaints Procedure

Elmira College students have the right to feel safe and productive in a learning environment. Information on the formal procedures for candidates filing complaints and seeking redress of grievances are as follows:

- A student may express a complaint to an Academic Advisor. The Academic Advisor will provide appropriate procedural steps or make suggestions to assist the student to resolve the complaint. If the complaint relates to harassment or discrimination based on age, color, race, gender, sexual orientation, religion, national origin or disability, the student may be guided by the procedures outlined in the Elmira College Code of Conduct. For Teacher Education Program complaints, contact the Office of Teacher Education at (607) 735-1922.
- Subsequently, if the student believes that the complaint has not been satisfactorily resolved, the student may meet with the Provost. The student may provide a written statement that describes the nature of the complaint. The Provost will either make a decision, communicated in writing, or forward the complaint to an appropriate individual, college official or committee. Information from other individuals involved with the complaint may be requested if necessary. The outcome will be documented and communicated to the student.

Non-Discrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975, and other state, federal, and local laws, Elmira College does not discriminate on the basis of age, color, race, gender identity or gender expression, pregnancy, familial status, sex, sexual orientation or expression, religion, national origin (ancestry), citizenship, military status, genetic information or disability in any phase of its employment process, and of its admission or financial aid programs, or any aspects of its educational programs or activities.

For concerns related to students contact the College's Title IX Coordinator, Larry Parker II, Director of Diversity, Equity, and Inclusion/Title IX Coordinator, Campus Compliance Officer at (607) 735-1748. For concerns related to employees contact Ms. Jessica Carpenter, Director of Human Resources, at (607) 735-1810 or e-mail jcarpenter@elmira.edu, McGraw Hall, room 115, the College's compliance officer for employees. More detail can be found in the Student and Employee Handbooks.

Academic Honesty

Honesty is essential to the proper functioning of an academic community and is the responsibility of each individual member. Therefore, this academic community has established and enforces rules governing violations of the principles of academic dishonesty.

Academic dishonesty is any treatment of or representation of work as if one was fully responsible for it, when it is in fact the work of another or works in which one has received unacknowledged assistance from others. Academic dishonesty is also any collusion or cooperation in the academically dishonest activities of someone else; an accomplice in academic dishonesty is also guilty of academic dishonesty.

Academic dishonesty is a serious violation that is counter to the purpose and aims of Elmira College. A complete statement of the college policy on academic honesty is set forth in *The Elmira College Code of Conduct* in the section of academic policy. For purposes of graduate-level study, the instructor, in collaboration with the Director of Graduate Studies and, if applicable, the Director of Teacher Education, will decide the consequences for any instances of academic dishonesty, and a formal letter will be sent to the student. Should a student wish to appeal an academic dishonesty decision, the student shall write a formal letter to the Director of Graduate Studies for review.

Copyright Policy

Elmira College complies with the United States Copyright Act of 1976 as amended, the Digital Millennium Copyright Act of 1998, and Technology, Education, and Copyright Harmonization Act of 2002. These laws recognize that all intellectual works in all media (books, articles, programs, data, pictures, music, video and the like) are automatically covered by copyright unless it is explicitly noted to the contrary, as in the case of licensing agreements or written permissions from copyright holders. Fair Use is a legal principle that provides certain limitations on the exclusive right of copyright holders, allowing reproduction of copyrighted works under certain conditions for educational purposes, such as criticism, comment, news reports, teaching, scholarship, and research. Unauthorized use of intellectual works is a federal crime and subject to civil damages and criminal penalties, which may include fines and imprisonment.

Elmira College administrators, faculty, staff, and students who make, acquire, or use unauthorized copies of intellectual works shall be disciplined as appropriate under the circumstances. Such discipline may include termination or dismissal. Elmira College faculty, administrators, staff, and students learning of any misuses of intellectual works within the College should notify College officials. Administrators, faculty, and staff should notify the Director of the Gannett-Tripp Library or the Manager of IT Department or the Director of IT User Services.

Additional information on United States Copyright laws and Fair Use is available at the Gannett-Tripp Library, the Nathenson Computer Center or the McGraw Bookstore.

Acceptable Computer and Network Use Policies

(Please note: Updates to these policies may be made throughout the year. Information Technology will disseminate announcements of any policy changes that take effect during the academic year, but it is the responsibility of the user to remain informed of the policies posted at this site. Anyone connected to the network is expected to abide by these policies at all times.)

In support of Elmira College's mission of teaching, research, and public service, Information Technology provides access to information resources, including computer networks and computer equipment to the College community. Computers and networks provide powerful communication tools and access to resources on campus and around the world. When used

appropriately, these tools increase the open exchange of information and advance the mission of the College. Inappropriate use of these tools, however, can infringe on the rights of others.

Appropriate use must always be legal and ethical, reflect academic honesty, uphold community standards and prevent the overconsumption of shared resources such as network bandwidth. Appropriate use must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' right to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

Users who connect to the Elmira College network must abide by the appropriate use policies described here and all relevant State and Federal laws, regulations, and contractual obligations. The use of the College's technology resources is a privilege that may be revoked if users fail to comply with these policies.

Elmira College supports freedom of expression and an open environment to pursue scholarly inquiry. The open sharing of information is encouraged, supported and protected. The College does not limit access to information due to its content, provided that such information is accessed and used in compliance with applicable law and Elmira College policies, procedures, rules and regulations.

As a member of the Elmira College community you must abide by the general guidelines listed above, as well as the specific responsibilities listed below.

You are responsible for:

- Registering your connection: Every computer, mobile device, or gaming device that connects to the Elmira College network must be properly registered with Information Technology and be properly configured for the network.
- Protecting Your Computer: Your computer must have current and updated antivirus software and system updates installed before it can connect to the Elmira College network. For specific information on how to protect your computer go to <https://www.elmira.edu/welcome-to-elmira/about-ec/offices/information-technology/information-security>.
- All network activity originating from your equipment: Every bit of information that comes from your computer, whether you generate it or not, is your responsibility.
- Protecting the privacy of your accounts: Never release your personal account information to friends, relatives, roommates, or others. Never share your password. Likewise, never use a computer account that you are not authorized to use or obtain a password for a computer account not assigned to you.
- Ensuring the security and integrity of your computer system: In cases where a computer is compromised ("hacked into" or "virus-infected"), the user's computer may be temporarily disconnected from the campus network to prevent an extension of the attack. Every effort will be made to inform the owner of the computer when such action is taken. Information Technology will provide the user with instructions on how to fix the compromised computer. Verification of problem resolution by Information Technology staff is required before the computer is reconnected to the network.
- Appropriate compliance with all copyright laws.

I. Policy Enforcement and Possible Penalties

Minor infractions of these policies are generally resolved informally by Information Technology staff with a written record retained. Repeated minor infractions or misconduct that

are more serious will be referred to the Provost for disciplinary action, or for faculty and staff, the appropriate College administrative authority. Cases that involve violation of the law may also be referred to local law enforcement agencies.

Misuse of computing, networking, or information resources will result in the loss of computing privilege and may include disciplinary action under College regulations and criminal prosecution under applicable statutes. In addition, illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment. The Department of Information Technology reserves the right to terminate a network connection or user account in order to prevent expansion of a threat to network security or in cases where a user's account is seriously degrading network performance. Information Technology staff will attempt to give advanced warning in these situations, but does not guarantee it.

II. Network Security and Privacy

Network data to and from your computer connection may be monitored to protect the network and users from viruses, hackers, and other malicious attempts to compromise the security of Elmira College's computing infrastructure. System administrators may access user files in order to protect the integrity of computer systems or to provide for the safety of any member of the campus community. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

Furthermore, network administrators reserve the right to monitor traffic on the network for troubleshooting and statistical analysis. Network administrators reserve the right to ensure that systems connected to our network meet some minimum standard of security through the use of, but not limited to, active system scans across our network. This policy is in effect to preserve the integrity of our network and the safety of our users.

III. Technical Support and Liability Release

For student owned computers or other computers not owned by the college, Information Technology staff will make every effort to support your computer's connection to the Elmira College network. You must accept the following liability release before a member of Information Technology staff is authorized to physically touch your computer:

“By accepting technical support from Information Technology staff, I expressly waive all claims against Information Technology and its agents for any damages to my computer system or data that are incidental to the technical support rendered by Information Technology. I understand that technical support I receive from Information Technology may void manufacturer warranties and I understand that Information Technology offers no verbal or written warranty, either expressed or implied, regarding the success of this technical support. I understand that I have the right not to accept support from Information Technology staff and to seek technical assistance elsewhere.”

IV. Harassment

You may not use Elmira College's computing and network facilities to harass, threaten or defame others. For example, repeated and unwanted email messages, instant messages, text messages, or any other electronic means of contact may constitute harassment. Likewise, email containing discriminatory material – for example, race-related or sex-related material is prohibited.

If the College discovers that discriminatory, harassing, or other prohibited material is being sent on the email system, the College will take appropriate action, including any appropriate disciplinary action.

V. Email

Elmira College students are required to review their elmira.edu email on a daily basis. Critical information from faculty and administration offices will be communicated to students using this email address. The College is not responsible for a student's not being aware of critical information sent by email and not accessed by the student. Internet communications are inherently not secure. The confidentiality of electronic mail (email) cannot be assured for legal, policy, and technical reasons. Technical reasons may include misaddressed mail, excessive mail storage, and corrupt mailboxes.

You are expected to respect the privacy of others by not attempting to access their email or other personal and confidential information.

Elmira College reserves the right to access email messages sent or received on its system in order to enforce the provisions of this policy, monitor compliance with the anti-discrimination and harassment laws and for other operational and compliance purposes. Email messages on the College's systems at elmira.edu are the property of Elmira College. No individual or group of individuals have any rights with respect to those messages.

When corresponding with others, you must clearly identify yourself. You may not alter electronic communications to hide your identity or impersonate another person. It is appropriate to use email to communicate with other users and to create mailing lists. However, because available computer capacity is finite, it is not appropriate for individuals to use email for mass communication to a large number of people (e.g., all Elmira College students).

VI. Nathenson Computer Center

People who use College computers for recreation such as games, social correspondence by email, and casual use of the Internet must readily give up the computers when they are needed by others for academic work.

Please bring your Elmira College ID card to the Computer Center to ensure that our facilities and resources remain available only to those enrolled at Elmira College.

Software that generates sound may disrupt others working in the Computer Center. Please check out headphones from the Information Technology Help Desk when you want to listen to computer-generated sound.

VII. Guidelines on the World Wide Web

The Internet is an important resource for communication, teaching, learning, scholarship, and student life. Elmira College provides Internet services to divisions and individuals for legitimate College business and for educational activity.

VIII. Revisions

The College reserves the right to change this policy if the need arises. You will be notified if revisions occur.

Individuals with Disabilities

These are the procedures for requests by individuals with disabilities for access to programs and activities. Elmira College, founded in 1855, has buildings that may not be accessible to individuals with disabilities. It is the policy of Elmira College to provide to individuals with

disabilities, access to programs and activities normally scheduled in non-accessible areas through the process of relocating programs and activities to an accessible area.

To facilitate this process of relocation, the following procedures are provided for receiving requests for access to programs and activities by individuals with disabilities. It is the responsibility of each office named to develop specific reasonable and timely accommodations to individuals requesting such reasonable accommodation.

Academic Programs and Activities

Individuals with disabilities should be aware that academic programs and activities scheduled in Watson Fine Arts Building, Carnegie Hall, Gillett Hall, terrace level of McGraw Hall and on upper floors of Fassett Commons, Kolker Science Building and Harris Hall are not accessible. Requests for academic programs and activities to be relocated should be made to Ms. Carolyn Draht, Associate Registrar & Academic Accommodations Coordinator, McGraw Hall 113, or (607) 735-1857 or accommodations@elmira.edu. Such requests should be made with reasonable notice.

Administrative Programs and Services

Individuals with disabilities should be aware that administrative programs and services scheduled on the terrace level and the second floor of McGraw Hall, and third floor of Hamilton Hall are not accessible. Requests for administrative programs and services to be relocated should be made to Ms. Carolyn Draht, Associate Registrar & Academic Accommodations Coordinator, McGraw Hall 113, or (607) 735-1857 or accommodations@elmira.edu. Such requests should be made with reasonable notice.

Students with Learning Disabilities

All students with learning or other disabilities are reminded that disclosure of a disability is voluntary, and the information is maintained on a confidential basis.

In order to receive services and accommodations, it is necessary that you provide the College with documentation attesting to the specific nature of your disability, and specifying any limitations and special accommodations required. This documentation and a consent form must be on file with the Associate Registrar & Academic Accommodations Coordinator before you begin classes at Elmira College.

Sign Language Interpreting Policy

Sign language interpreting accommodations involve a large commitment of institutional resources. Students receiving this accommodation will adhere to the following guidelines:

1. A student with a hearing impairment must submit a written request to Ms. Carolyn Draht, Associate Registrar & Academic Accommodations Coordinator, McGraw Hall 113, or (607) 735-1857 or accommodations@elmira.edu, for a sign language interpreter for each term the accommodation is requested. This request must include the name, number and section number, days of the week, and time of day for each class. Any change in schedule, either to add or delete accommodations, must be requested in writing to the Associate Registrar & Academic Accommodations Coordinator.

2. If a student is unable to attend class, a twenty-four-hour notice to the Associate Registrar & Academic Accommodations Coordinator or sign language interpreter(s) is required.

3. If a student does not show up for class, the sign language interpreter(s) will leave the class fifteen minutes after the class starts.

4. If a student has three or more recorded “no-shows,” her or his accommodations may be suspended.

5. The student will immediately notify the Associate Registrar & Academic Accommodations Coordinator in writing if a sign language interpreter is unsatisfactory (i.e., unsatisfactory ability to sign or caption, tardiness, absenteeism, unprofessional behavior, etc.).

Student Identification Card

Student photo identification cards are issued upon initial registration at the College by the office of Campus Safety. Identification cards grant a student use of the Gannett-Tripp Library and the Nathenson Computer Center, free admission to Elmira College theatre productions (student only), and student rates to Elmira College home athletic events (for the student and immediate family members). The card is also affixed with a magnetic strip, making it possible for students to participate in a Dining Services meal plan. This I.D. card may not be used as a charge card on campus. There is a fee of \$25 for replacing lost cards and a \$5.00 replacement charge for cards with visible damage. The student identification card must be presented upon the request of a College official.

Motor Vehicle Registration Policy

All students who attend in-person class sessions on Elmira College’s campus are required to register any vehicle which they have at the College. This permits Campus Safety to recognize legally or illegally parked vehicles. Students who refuse to register their vehicles will be subject to disciplinary action. Vehicle registration also assists Campus Safety in notifying owners when they have left their lights on or damage has been done to their vehicle. The College has the right to ticket cars parked on city streets, especially in critical areas.

Vehicles must be registered within twenty-four hours after they are first brought to campus. Application for vehicle registration may be obtained at the Campus Safety Office location at the Cory House, 710 Park Place, Elmira, New York 14901.

The following requisites for registration must be met for a motor vehicle to be registered:

1. The applicant and the vehicle must meet all requirements prescribed by the N.Y.S. Vehicle and Traffic Law for legal operation.

2. The motor vehicle to be registered must be operated by the applicant and owned either by the applicant or a family member.

Parking Permits

Virtually all parking on campus (except visitor areas) is by permit only. A parking permit (sticker) does not guarantee the holder a reserved space, only an opportunity to park within a specified area. Within each permit eligibility category, permits are issued on a first-come, first-served basis, and the College reserves the right to limit issuance so as to prevent exceeding the number of available spaces. Thus, it is important that those desiring parking privileges obtain their permits without delay. All vehicles except those with purple stickers (faculty and staff), must

register annually with the College; vehicle registration runs from August to August. Parking stickers are valid only for the areas for which they have been specifically designated. They must be affixed (as designed) to the window behind the driver of the vehicle. Parking stickers are not transferable. Lost or stolen stickers must be reported and replaced within twenty-four hours. The parking stickers issued by the College are the property of Elmira College. Any changes, tampering with, or misuses of the stickers may result in the withdrawal of the stickers.

Parking Regulations

No vehicle may be parked in an area at a time for which it does not have the appropriate parking permit. Parking in the following places is prohibited at all times:

1. On the sidewalk or a crosswalk.
2. On the grass or lawn.
3. In front of a driveway, doorway, or steps.
4. In front or rear of Twin Towers.
5. In all service driveways, loading zones, and access roads.

Also, no person shall park a vehicle on the grounds of the College in such a manner as to interfere with the use of a fire hydrant, fire lane, or other emergency zone; create any other hazard; or unreasonably interfere with the free and proper use of roadways.

Only authorized College vehicles and emergency vehicles (patrol cars, ambulances, fire trucks) are authorized to drive on the inner-campus roadways and walks. Insurance and safety regulations forbid parking of automobiles, motor scooters, and motor bikes inside or under cover of any building or extension of such building.

Enforcement and Penalties for Traffic and Parking Violations

All Elmira College students, staff, and visitors are expected to abide by the College and City rules and regulations with regard to traffic and parking or suffer the penalty as prescribed for any violation of these rules and regulations. All privileges may be withdrawn as the College may direct. The College has the right and will ticket cars parked on city streets.

The fines which may be imposed upon any person subject to these rules and regulations for any violations are listed on the parking ticket.

The registering of a vehicle at the College is held to constitute an agreement on the part of the registrant to abide by the College rules and regulations with regard to traffic and parking or suffer the penalty prescribed for any violations of these rules and regulations. All privileges may be withdrawn as the College may direct. The College has the right to ticket cars parked on city streets, especially in critical areas. The fines which may be imposed upon any person subject to these rules and regulations for any violation are listed on the parking ticket.

All fines are to be paid at the Business Office located in McGraw Hall. Tickets not paid within ten days of issuance will be charged a \$10 late fee.

Violation Appeals

The imposition of fines and penalties set forth above may be initially appealed to the Director of Campus Safety. Such appeals must be made in writing within three days of the violation by the registrant on an appeal form available at the Campus Security Office located at the Cory House, 710 Park Place, Elmira, New York 14901.

GRADUATE TUITION AND FEES

Changes below are effective for the Summer, Fall, Winter, and Spring Terms of the 2022-2023 academic year. Any increases go into effect each Summer Term and will be disclosed in registration information.

2022-2023 Tuition and Comprehensive Fees

Course tuition for MSED Programs (<i>per credit</i>).....	\$588*
Course tuition for MS in General Management (<i>per credit</i>).....	\$700
Audit tuition for MSED Program Course (<i>per credit</i>).....	\$294*
Audit tuition for MS in General Management Course (<i>per credit</i>).....	\$350
*Comprehensive fee for MSED Programs (<i>per credit</i>).....	\$35

Other Charges

Directed/Independent Study Fee.....	\$50
Unofficial Transcript.....	No Charge
Late Payment Fee.....	\$50
Returned Check Fee.....	\$50
Replacement ID Card Fee.....	\$25

Payment, as arranged with the Business Office, must be received in the Business Office within fourteen (14) days of the start of the term. **No registration is permitted unless a financial account is clear.**

Course fees are generally included in tuition charges. When additional charges are necessary, they will be announced prior to registration. Course fees are generally non-refundable.

Payment Options

Tuition is payable upon registration during any given term and must be received in the Business Office within 14 days of the start of the term. By arrangement with the Business Office, tuition may be paid on the Deferred Payment Plan. A per-term service charge will be applied for enrollment in this plan.

Check with the Business Office at (607) 735-1760 or businessoffice@elmira.edu for the schedule of payments for the Deferred Payment Plan.

Refund Schedule

Should a course be cancelled, all tuition and fees will be refunded. If the course is continued, a student is responsible for the full tuition. Tuition is charged until the date of official withdrawal, as indicated below.

Discontinuance of attendance or notice to the instructor does not constitute withdrawal. Application for withdrawal from a course or for change in class schedule must be made either through the Drop Course process in MyEC or through an official Drop-Add Form, which is available in both the Office of the Registrar and the Office of Continuing Education and Graduate Studies. Under no circumstances will fees be included as a refund.

In authorized withdrawal from a course or courses, tuition refunds are based on the entire amount of tuition charged, not on amount paid.

Traditional Courses

A traditional course is any in-person or blended three-credit course offered in six or more weeks.

Withdrawal	Tuition Refund
Before First Session	100%
After First Session.....	80%
After Second Session.....	60%
After Third Session	40%
After Fourth Session.....	30%
After Fifth Session.....	0%

Non-Traditional Courses

A non-traditional course is any in-person or blended course that is less than 3 credits.

Withdrawal	Tuition Refund
Before First Session	100%
After First Session.....	0%

For information related to tuition refunds in courses offered in an asynchronous online format, please contact the Office of Continuing Education and Graduate Studies at graduate@elmira.edu.

Notes on Withdrawal

1. The week of withdrawal is the week in which verbal or written communication is received by the Registrar's Office (or a later date if the notice so stipulates). The first week of classes is the week in which the first day of class falls. The class week starts at 12:01 a.m. on Monday.
2. The standard refund policy will apply to students who have been suspended or dismissed for disciplinary reasons.
3. All loans received through Elmira College will be pro-rated based on the college refund schedule if the student withdraws during the academic year. Refunds for Federal Title IV financial aid are governed by federal law and a federal refund schedule. Students who withdraw or take a leave of absence from the College during an enrollment period should contact the Bursar in McGraw Hall, room 127, (607) 735-1762. The Bursar completes the Department of Education worksheet for Return of Title IV funds using the withdrawal or leave date to determine the amount of federal aid the student is eligible to receive based on the percentage of time enrolled in the term. All days during the term (except for scheduled breaks of five days or more) are counted. Federal aid is pro-rated on a daily basis until the student has completed 70% of the term (at which time, the student has earned 100% of Title IV funds).
4. Elmira College will debit the student account for any Title IV program funds that the school was required to return. The refund policies for Title IV Funds and Elmira College are separate. Therefore, a student may still owe funds to Elmira College to cover unpaid institutional charges.

5. Elmira College does not automatically issue refunds unless required under Title IV (federal aid exceeds allowable billing charges), or the student graduates or withdraws. If a student does not request a refund, the credit balance will remain on the student's account to offset future charges. Questions concerning Title IV guidelines should be directed to the Office of the Bursar.

GENERAL INFORMATION ON GRADUATE-LEVEL STUDY

Statement of Purpose for Graduate Programs

The purpose of graduate education is to provide educational opportunities at the graduate and advanced studies level which are appropriate to the overall mission and resources of the College and which meet the needs of area residents and those individuals outside of this region who come here for graduate study.

The goal of the graduate programs is to offer quality instruction, resources, and services which will promote the personal and professional development of its students. Within this context, the programs encourage students to adopt certain intellectual ideals: that the creative process in whatever field should be valued; that scholars commit themselves to a free exchange of knowledge; and that knowledge and truth must be pursued for their own sake.

Further, the graduate programs attempt to foster in their students the following professional attitudes: that one assumes the responsibility for one's own continued education; that one deals with colleagues and faculty members with honesty and openness; that one commits oneself to lifelong education; and that one pursues educational goals with diligence and dedication.

Diversified programs of credit courses, degree programs, and special professional training programs offer individuals of all ages an opportunity to continue their education as a means of professional advancement and personal development. Through the graduate programs, Elmira College offers a wide selection of courses which serves the specific needs of:

1. Teachers seeking a degree or advanced study in order to build upon their earlier education and experience, examine theory and pedagogy, quantitative and qualitative research, and their application to and influence on student learning.
2. Employees of businesses, industries, and human service agencies, as well as individuals who wish to obtain an advanced certificate or to take courses for professional advancement.
3. Individuals who are not seeking a degree but want to further explore some field of study for purposes of personal or professional enrichment.

Programs Available to Graduate Students

After each field is the Higher Education General Information Survey (HEGIS) code number.

Master of Science in Education

Adolescence Education 7-12

0803

Literacy (Birth through Grade Twelve)

0830

General Education
0801

Master of Science
General Management
0506

Advanced Certificates
General Management
0506

Admission to Graduate Study (Matriculation)

Applicants must have completed a bachelor's degree from a regionally accredited institution recognized by the Council on Higher Education (CHEA). A minimum undergraduate cumulative grade point average of 2.700 is required for applicants seeking admission to the Master of Science in General Management. Candidates for the Master of Science in Education: Adolescence Education, the Master of Science in Education: General Education, and the Master of Science in Education: Literacy are required to have a 3.0 cumulative GPA in their undergraduate coursework to be admitted to the program. Additionally, candidates for the M.S. Education: Adolescence Education program are required to have completed an approved content major, such as Biology, Chemistry, English, Mathematics, Social Studies/History, or a related field.

For non-native English speakers, TOEFL (internet-based) scores are required. The minimum score for admission to graduate programs is 80, with no section score below 20.

All potential graduate students must be accepted for graduate studies prior to registering for courses. Interested applicants should contact the Office of Continuing Education and Graduate Studies for an initial interview with a graduate advisor. After consultation with an advisor, interested applicants may submit an online application by visiting <https://apply.elmira.edu/apply/>, creating a new user account, and responding to all prompts in the online application template. There is no fee to apply for graduate admission.

The following application materials should be submitted via the online portal no later than two weeks before the first day of the term in which the applicant wishes to start:

1. Completed Online Application.
2. Official transcripts from each institution previously attended for undergraduate-level study. (In some instances, official transcripts from graduate-level study may be required.)
3. Two letters of recommendation.
4. Documentation of provisional or initial teacher certification (MSED Literacy candidates only).

Decisions regarding acceptance are made once all application materials are received. Upon acceptance, students need to email the Office of Continuing Education and Graduate Studies to confirm their intent to begin the program in their term of preference. No enrollment deposit is required.

Full-Time Status

With the exception of the M.S. Education: Adolescence Education 7-12 program, which is a cohort model with an accelerated progression cycle, Elmira College's graduate programs are

designed for part-time study. However, MSED students who plan to be full-time should enroll in at least nine (9) credits for each of the asynchronous terms. MS in General Management students wishing to be full-time would enroll in at least nine (9) credits in the Fall and Winter terms and in at least six (6) credits in the Spring and Summer terms.

Degree Requirements

All students must complete the required number of credit hours of a registered program of graduate study (36 for the Master of Science in Management and the Master of Science in Education: Adolescence Education; 30-33 for the Master of Science in Education: General Education and the Master of Science in Education: Literacy), while maintaining a cumulative grade point average of 3.000. All credit hours counted for the degree must be completed within a seven-year time frame.

Residency Requirement

For the 2022-2023 academic year, the MSED programs are operating under NYSED's distance education flexibility and, thus, all courses will be offered in an asynchronous online format. Courses in the MS in General Management program will be in a mix of modalities (e.g., in-person, blended, and asynchronous online), but candidates in that program must complete a minimum of 6 credits of graduate coursework on the Elmira College Campus. This means taking a course on campus or working with a faculty member on special studies with at least four meetings on campus for each directed or independent study. If students are planning to use the thesis or directed or independent studies to satisfy this requirement, a petition must be submitted in writing to the Office of Continuing Education and Graduate Studies stating the rationale and providing a detailed plan which shows work on campus and the faculty member(s) involved.

FINANCIAL AID

Graduate degree-seeking (matriculated) students enrolled at least half-time (six credits per term) may apply for financial assistance in the form of loans (borrowed money that must be repaid with interest).

Contact the Office of Financial Aid with the number of credits you plan to complete each term and report any outside sources of aid (including teacher credits) if applicable prior to loan certification. Phone: (607) 735-1728, Fax: (607) 735-1718, Email: finaid@elmira.edu.

Eligibility is determined upon completion of the Free Application for Federal Student Aid (FAFSA). Filing the FAFSA on-line at www.fafsa.gov with an FSA ID for electronic signature is the fastest way. Once the FAFSA is processed, Federal Student Aid will send you a Student Aid Report (SAR) which is a summary of the information from your FAFSA.

You must be a United States citizen, permanent resident, or eligible non-citizen and must be in good academic standing and not currently in default on a federal student loan.

Federal Direct Unsubsidized Loans

You may borrow up to \$20,500 per school year. A Federal Direct Loan Master Promissory Note* (loan application) and Direct Loan Entrance Counseling must be completed at www.studentloans.gov.

Federal Direct PLUS Loan

If you need to borrow more than the maximum unsubsidized loan amount to meet your education costs; a credit check is performed during the application process. Financial Aid A Federal Direct PLUS Loan application and Federal Direct PLUS Loan Master Promissory Note must be completed at www.studentloans.gov. Master Promissory Notes are valid for ten years and completion is required only for the student's first loan certification.

You may not borrow more than the cost of education minus other financial aid as determined by the college. Four weeks should be allowed for approval of a loan. Generally, if the loan is for the academic year, the amount will be divided into at least two disbursements.

What is the interest rate?

The interest rate is determined annually for new loans that are made between July 1 of one year and June 30 of the following year. Each loan will have a fixed interest rate for the life of the loan. You are responsible for the interest during all periods. In addition to interest, you pay a loan fee that is a percentage of the principal amount of each loan. The fee is deducted before you receive any loan money, so the loan amount you actually receive will be less than the amount you have to repay. The current fees by loan type are available at StudentAid.gov/interest.

When will I begin repayment of my loan?

Repayment begins six months after graduation, withdrawing from school or dropping below half-time status.

Academic Requirements for Aid Eligibility

Failing to enroll for the credit hours specified in your award letter or a drop or withdrawal from a course may result in a decrease or cancellation of your loan. Students must meet grade point average requirements for continuance of aid.

CONTACTS

www.FAFSA.gov

Federal Student Aid Information Center to ask questions about student aid, to check on the status of a FAFSA or to request a duplicate Student Aid Report. Students may also call 1 (800) 433-3243.

www.StudentAid.gov

Find detailed information about federal student aid and the FAFSA application process. The site includes helpful publications and tools for managing Direct Loans.

www.StudentLoans.gov

Get more information about completing your Master Promissory Note, Direct PLUS Loan requests, and entrance counseling.

www.nsls.ed.gov

National Student Loan Data System (NSLDS ®)

For information about all of your federal student loans and federal grants, visit NSLDS. Note that NSLDS does not include information about any private loans you may have received.

ACADEMIC REGULATIONS, POLICIES, AND SERVICES FOR GRADUATE PROGRAMS

Seven-Year Rule

All coursework to be counted for a master's degree and for a Graduate Advanced Certificate at Elmira College, including the Project or Thesis, must be completed within a seven-year period. The date of the earliest course successfully completed or requested for transfer establishes the beginning of the seven-year time period. If a student does not complete degree work by the seven-year termination date, the initial coursework accepted will be disallowed.

The Project or Thesis must be completed within two years of registration or within the seven-year time limit, whichever comes first.

Transfer Credit

Students seeking transfer credit must seek prior approval from the Office of Continuing Education and Graduate Studies to determine whether their situation warrants an exception.

A maximum of 9 credits may be accepted in transfer and applied toward the Master of Science in Education or Master of Science in Management degree programs at Elmira College.

Elmira College evaluates transfer of coursework according to the following guidelines:

1. Courses considered for transfer credit must have been completed at the Graduate level and must have a minimum grade of "B."
2. Only coursework from institutions or organizations recognized by the Council for Higher Education (CHEA) is eligible for transfer. Grades of Pass or Satisfactory will not be accepted. Credit earned at international institutions will be considered upon receipt of an official transcript reviewed by a recognized agency.
3. Coursework accepted for transfer must conform to the graduate degree program in which the student is enrolled.
4. Coursework accepted in transfer is subject to the Seven-Year Rule.

Credits

The Elmira College credit unit is the credit hour, which is equivalent to the semester hour at other colleges. Earning one credit hour requires at least 750 minutes of instruction and another 1800 minutes of supplementary assignments.

Grading System

Grades for graduate students are given on the basis of the following letters and symbols. The quality point translation of the letter grade follows it parenthetically:

A (4.0)	C+ (2.3)
A- (3.7)	C (2.0)
B+ (3.3)	C- (1.7)
B (3.0)	F (0.0)
B- (2.7)	

Any grade below a C- is recorded as an F and has 0.0 value. Pass-Fail or Satisfactory-Unsatisfactory grades are not accepted for graduate study. Only grades earned at Elmira College will be included in the student's cumulative grade point average. Grade reports may be accessed via the MyEC portal.

Grade of Incomplete

An Incomplete grade ("I") is given at the discretion of the instructor when the student normally would have received a passing grade, but has been prevented from completing a course by an unforeseen emergency beyond her or his control. **The Incomplete grade must be removed within thirty days of the beginning of the term following that in which it was assigned.** An Incomplete not removed within the stipulated time period automatically becomes an F. An Incomplete grade received at the close of the Spring or Summer Term must be removed within thirty days after the opening of Fall Term.

An instructor who gives an "I" must accompany the grade with a statement of requirements the student must complete to remove the "I." Copies of this statement must be given to the student and the Registrar. When the stated requirements have been completed, the instructor who gave the "I" must notify the Office of the Registrar in writing of the new grade to be assigned.

Grade Point Average

Grade point average (GPA) is calculated according to the following formula:

$$\text{GPA} = \frac{\text{Sum of Quality Points (i.e. course credits x Honor Points)}}{\text{Sum of Quality Hours Earned (A-F)}}$$

Only credits received from Elmira College are included in this calculation. A student must maintain an overall grade point average of at least 3.000 in order to earn a master's degree or graduate certificate and remain in good academic standing. It is the student's responsibility to monitor their academic progress. Graduation honors are not awarded to graduate students.

Standards for Written Coursework

Mastery of language is a necessary precondition to clear thinking. Virtually all graduate courses demand of a student a certain amount of writing and the level of the writing is usually a valid gauge of the complexity, the subtlety, and the precision of a student's thinking. It follows that graduate students submitting theses, reports, research papers, and essays must go to great pains to develop their vocabulary to a point where they characteristically use the most precise (not merely the adequate) word; they should try to make the wording and phrasing and construction of each sentence and each paragraph reflect the complexity of the idea being expressed. Mindful of the function of writing as a means of efficient communication, graduate students should also observe those conventions which their readers expect, such as a standard format, conventional footnotes and bibliographical form, standard spelling, logic and consistency in the use of syntax, grammar and punctuation. When readers are free to take for granted the correct observance of these conventions, they are free to concentrate on the complexities and subtleties being expressed.

To implement this policy, graduate instructors may establish specific standards and procedures with respect to the content, format, documentation, and submission of written assignments.

Maintaining Matriculation and Program Reinstatement

A student is considered matriculated if they are enrolled in at least two terms per year. Students have up to one year from the end date of their last completed course to return to the program of study without having to reapply. After one year of inactivity, the student must contact their academic advisor to reapply.

As noted previously in this *Catalog*, all coursework to be counted for a master's degree or Graduate Advanced Certificate must be completed within a seven-year period.

Grade Changes

Once submitted to the Office of the Registrar, grades may be changed only under specific circumstances. Clerical and calculation errors may be corrected by the instructor and submitted to the Office of the Registrar until the end of the following term. Requests for grade changes resulting from other circumstances (such as illness, family death, miscommunication) should be brought by the instructor to the Educational Standards Committee for consideration. Grades may not be changed for the purpose of ensuring good academic standing. Once a course has been finished and the final grade submitted, the grade may not be changed by the completion of missed assignments or additional (extra credit) work. Complaints from students about grades must be registered with the Office of Continuing Education and Graduate Studies within six months of the date the grade was recorded by the Office of the Registrar, by following the steps described below.

Grade Appeal Procedure

1. The student must attempt to discuss the grade appeal with the instructor.
2. A written petition from the student must be directed to the Office of Continuing Education and Graduate Studies for review and action by the Educational Standards Committee.
3. A copy of the petition will be forwarded to the instructor with an invitation to respond in writing prior to the meeting at which the appeal will be considered. The written appeal must be submitted within six months of the date that the grade was recorded by the Registrar.
4. The student petition and the instructor's response will be reviewed by the Committee.
5. The Committee may request the student and the instructor appear before it for further clarification.
6. The Committee may determine, in light of evidence presented, that the assigned grade was correct, or it may recommend that the instructor review the assigned grade.
7. The Committee will notify the student petitioner and the instructor of the decision.
8. The committee's decision is final.

Repeating a Course

Students may retake a given course once in which the original grade was "B-" or lower. Both the original grade and the grade received when the course is retaken remain part of the student's permanent record. However, only the higher grade will be used in the computation of

the grade point average for all students not yet graduated from Elmira College. The student receives credit toward the total credit hours required for graduation only once.

Mid-Term Academic Warnings

Progress reports for all graduate students are submitted by instructors to the Registrar at the midpoint of Fall and Winter Terms. Students whose grades are reported to be lower than a “B” (3.000) are advised by email and should consult with their instructor and with an advisor from the Office of Continuing Education and Graduate Studies.

Academic Probation

The following circumstances will result in an academic probation: Completion of a term in which the cumulative grade point average falls below 3.000 for the first time or two terms in which the term grade point average is below a 3.000.

Academic Dismissal

The following circumstances may result in an academic dismissal:

1. A student will be dismissed when the student’s cumulative grade point average falls below 3.00 for the second time.
2. A student will be dismissed upon receipt of an “F” grade. The “F” grade is permanently recorded on the transcript and remains in the cumulative grade point average unless the student is reinstated and the course is retaken. If the course is retaken, only the higher grade will be used to calculate the cumulative grade point average, though both grades remain on the transcript.

Dismissed students may appeal to the Educational Standards Committee for readmission based on new information or special considerations. Written appeals shall first be sent to by the dismissed student to the Director of Graduate Studies, who will then forward the appeal, along with any supplemental information, to the Educational Standards Committee for consideration. Dismissed students may re-apply for admission after separation from the college for at least one term. Students who are granted readmission will be placed on academic probation until their cumulative grade point average is at or above 3.000.

Leave of Absence

A leave of absence temporarily interrupts a student’s program due to extenuating circumstances. Matriculated graduate students may request a leave of absence not to exceed three terms. Graduate students seeking a leave of absence must complete a “Request for Leave of Absence Form” (available in the Office of Continuing Education and Graduate Studies) and submit it to their academic advisor. The Director of Graduate Studies will make the final decision on requests.

Application for Graduation

Students who expect to complete degree requirements must submit an application for graduation by November of their graduating year. In order to participate in Commencement, a student must be within six credit hours of completing the degree at the time of Commencement.

Applications for graduation are available in the Office of the Registrar. Upon request, students completing degree requirements at the end of Fall, Winter, Spring, and Summer terms will be sent a Letter of Completion by the Registrar. The transcript will reflect the degree in late January for Fall completers, after Commencement for Winter completers, and in late September for Spring Term IIIa and Summer completers. Students completing their degrees at the end of Spring may request official transcripts which will reflect their degrees after Commencement.

Transcript of Grades

Official transcripts will be issued through the Office of the Registrar only. Students may print unofficial transcripts through the MyEC student portal. No certificate of work completed will be issued for a student who is not in good financial standing with the College. Transcript request forms are available in the Office of the Registrar as well as on elmira.edu and through MyEC.

Registration for Classes

Matriculated students may register for classes via the MyEC student portal after consultation with their advisor. New students will register via MyEC after meeting with their advisor and completing the admissions process. Audit students and non-degree students may register by sending the registration form and payment declarations forms (both available in the Office of Continuing Education and Graduate Studies) by email to continuinged@elmira.edu or graduate@elmira.edu or by dropping off the forms in-person to Alumni Hall, room 104.

To view the list of classes available, go to myec.elmira.edu. On the bottom of the screen, click on Course Search. The next page allows students to search by Term and has several ways to narrow the search for specific courses. Please contact the Office of Continuing Education and Graduate Studies for assistance.

Late Registration

Students are required to register prior to the beginning of each term. In some instances, students may be allowed to register up to the time of the second class, provided the course is of at least six weeks in duration, or up to the end of the first week of class for courses offered in asynchronous online format. Elmira College reserves the right to close a course if there is full enrollment. It is to the student's advantage to register early in the registration period.

Auditing Courses

A student may audit a course with the consent of the instructor. An auditor is expected:

- to attend classes,
- complete the assignments in consultation with the instructor, and
- participate in class discussions in a reasonable and productive manner.

A student who is auditing is not required to take examinations. Under no circumstances are credits given to an audited course.

Students entering Elmira College are expected to have the following skills relating to the operation of a computer: (1) Turning it on and off, use of the keyboard, a mouse and graphical interface and basic file organization; (2) Word processing including entering and editing text, setting margins, headers and footers, and printing; (3) Web skills, including operating a web

browser and using e-mail; and (4) The ability to learn how to use Canvas, the College's online learning management system.

In addition, textbooks are to be purchased online through a third party which requires a credit card to purchase.

Registration for students auditing a course will be permitted during the two weeks prior to the start of a term, on a space available basis and after Continuing Education and Graduate Studies obtains permission from the instructor.

Non-Degree Study

This option is for individuals who have successfully completed a Bachelor's degree from a regionally accredited institution and are interested in pursuing undergraduate or graduate coursework without earning a degree. Individuals may pursue this option for their own personal or academic development. There is no limit to the number of credit hours a student may take while pursuing Non-Degree Study. If Non-Degree students wish to matriculate in a graduate degree program, they must do so prior to completion of 12 graduate credits. They must make an appointment with an advisor and submit any required application materials to be considered for acceptance. All credits earned prior to matriculation may apply to a degree program in accordance with the seven-year rule provided the course(s) taken fulfill program requirements.

Directed Study

Graduate students may enroll in a directed study course if prior permission is received from the academic advisor and the instructor. Students must request names of appropriate faculty members to oversee the directed study. A maximum of 9 credit hours of Directed or Independent Studies is allowed in a master's program. A directed study is an approved Elmira College course pursued on an individual basis outside the classroom under close supervision of an Elmira College faculty member. If a student needs a specific course to proceed in a program of study, but the course required will not be offered in order for the student to complete the program on time, a student may arrange with the relevant professor to take that course on an individualized basis. However, if the course is regularly scheduled, the student must register for the course when it is offered. If a suitable substitute is offered, a request for the Directed Study will be denied. A Directed Study contract, along with an outline of study and the signature of the professor involved, must be submitted and approved prior to registration. A registration form with the course number 5540 preceded by the appropriate field code must be filed with the contract. A fee of \$50 is charged.

Independent Study

Graduate students may enroll in an independent study with prior permission of an advisor and instructor. Students must request names of appropriate faculty members to oversee the independent study. No more than 3 credit hours of Independent Study may be taken in any given term. A maximum of 9 credit hours of Directed or Independent Studies are allowed in a master's program. Independent Study is designed and structured by the student and the instructor to be pursued on an independent basis with the supervision of an Elmira College faculty member. The Independent Study is available to matriculated Elmira College students only with prior permission of the Office of Continuing Education and Graduate Studies. An Independent Study contract

must be completed. It includes a detailed syllabus describing the Independent Study, along with the signature of the instructor involved. It must be submitted and approved prior to registration. A registration form with the course number 5500 preceded by the proper field code must be filed with the contract. A fee of \$50 is charged.

Undergraduate Courses for Graduate Credit

A graduate student may register for a maximum of 9 credit hours of undergraduate coursework offered at the 4000 level with permission of the advisor and the instructor. A grade of at least “B” is necessary to obtain credit. Graduate students will be expected to carry out assignments beyond those expected of undergraduates. Enrollment requires permission and signatures of the instructor and of the Graduate Student Advisor. To register, the student should enter the undergraduate title and field code, but use the number 5580. In addition, the student and instructor must complete and sign the Directed Study Contract form, which may be obtained from an advisor in the Office of Continuing Education and Graduate Studies. Graduate tuition is charged.

Course Changes

Adding a Course

1. A student may add term-long courses during Fall and Winter and 12-week courses during the Fall, Winter, Spring, and Summer Asynchronous Terms (MSED students only)
 - a. through the first week of classes.
 - b. through the second week of classes with approval of the instructor.
 - c. after the second week of class only if unusual circumstances necessitate it.
2. A student may add term-long courses during Spring Term III, Summer, and six-week courses during Fall and Winter
 - a. prior to the second class meeting.
 - b. through the first week of classes with the approval of the instructor.
 - c. after the first week of classes only if unusual circumstances necessitate it.
3. A student may not add courses of less than six weeks duration once the class has begun.

Withdrawing from a Course

1. Students may withdraw from term-long courses during Fall and Winter and 12-week courses during the Fall, Winter, Spring, and Summer Asynchronous Terms (MSED students only):
 - a. Through the second week of classes, by dropping a course in MyEC;
 - b. After the second week of classes, but no later than the tenth week of classes, with the approval of the advisor using an Add-Drop form.
2. Students may withdraw from six-week courses offered in the Fall, Winter, Spring, or Summer Terms:
 - a. Through the fourth day of the term, by dropping a course in MyEC;
 - b. On the fifth day of the term and through the end of the fifth week of the term, with the approval of the advisor using an Add-Drop form.

Withdrawals require that students submit appropriately authorized drop-add forms to the Office of the Registrar. Discontinuance of attendance without an approved withdrawal from a course will result in the student receiving the grade earned as assigned by the instructor at the conclusion of the course. Students who because of medical reasons or other extenuating

circumstances, discontinue attending a course after the deadline, may appeal to the Educational Standards Committee for an administrative withdrawal from the course. Students whose appeal is granted will receive the same grade of “W” for the course as all other withdrawals. Administrative withdrawals may only be awarded by the Educational Standards Committee.

Students receiving financial aid should check with the Office of Financial Aid before withdrawing from a course. Students participating in intercollegiate athletics may no longer be eligible to participate without at least 12 credit hours in long terms and 6 credit hours in short terms. There is no charge for simply withdrawing from a course. The table at the bottom of the page describes the timing of when and how dropping or withdrawing from courses affects students’ transcripts.

	Thirteen-Week Term	Twelve-Week Asynchronous Term (MSED Students)	Nine-Week Term	Six-Week Term
Time during which course is removed from the transcript	Through the second week of the term	Through the second week of the term	Through the seventh day of the term	Through the fourth day of the term
Time during which a grade of “W” is posted on the transcript at the discretion of the instructor	Beginning with the third week of the term through the tenth week of the term	Beginning with the third week of the term through the tenth week of the term	Beginning with the eighth day of the term through the third day of the seventh week of the term	Beginning with the fifth day of the term through the fifth week of the term

Completion of Course Changes

Course changes are completed via the MyEC student portal during the Drop-Add period. After that, students must submit an authorized Drop-Add form to the Office of the Registrar.

Cancellation of Classes

Elmira College reserves the right to cancel any course which does not have an adequate enrollment, although classes are cancelled as infrequently as possible.

Weather Conditions

In-person class sessions will be cancelled because of weather conditions only when absolutely necessary. The decision to cancel classes will be made by 4 p.m. and local radio and television will be notified. Please listen and or watch local media for announcements. Announcements will also be made via the Elmira College website, MyEC portal, and via text alerts from Campus Safety.

GRADUATE PROGRAMS

Elmira College offers three Master of Science in Education (MSED) programs: Adolescence Education 7-12, Literacy: Birth to Grade 12, and General Education. Additionally, the College offers both a Master of Science (MS) and a Graduate Advanced Certificate in General Management.

MSED Adolescence Education 7-12 (HEGIS 0803)

The Master of Science in Education (MSED): Adolescence Education 7-12 program is an intensive cohort model designed for candidates who already have a Bachelor of Arts (BA) or Bachelor of Science (BS) degree in one of the following majors: Biology, Chemistry, Mathematics, English, Social Studies/History, or a related field. The Adolescence Education 7-12 program is unique in that it provides an intellectually rigorous program of study, taught by education faculty in collaboration with faculty from the liberal arts and sciences. Practicum experiences are enhanced by seminars focused on developing a deep and advanced knowledge of the content they will teach. The program culminates with a capstone student teaching and seminar experience. Upon successful completion of the Adolescence Education 7-12 program and initial certification exams, candidates are eligible for initial certification as a secondary education teacher in grades 7-12 in their content areas by the New York State Education Department.

The MSED: Adolescence Education 7-12 program is designed to enable candidates to complete all course requirements, including the practicums and capstone student teaching, in one calendar year. For more information, please contact graduate@elmira.edu.

Summer Term

EDU 5005 Education in a Democratic Pluralistic Society
EDU 5330 Instructional Design for the Inclusive Classroom

Fall Term

RDG 5300 Adolescent Literacy Throughout a Developmental Lens
EDU 5115 Curriculum Design for the Secondary Classroom

One of the following:

EDU 5102 Seminar and Practicum in Teaching Secondary Biology I
EDU 5132 Seminar and Practicum in Teaching Secondary Chemistry I
EDU 5142 Seminar and Practicum in Teaching Secondary English Language Arts I
EDU 5112 Seminar and Practicum in Teaching Secondary Mathematics I
EDU 5123 Seminar and Practicum in Teaching Secondary Social Studies I

Winter Term

EDU 5270 Content Literacy for Diverse Learners
EDU 5260 Principles of Assessment and Differentiation in the Adolescent Classroom

One of the following:

EDU 5202 Seminar and Practicum in Teaching Secondary Biology II
EDU 5232 Seminar and Practicum in Teaching Secondary Chemistry II

EDU 5242 Seminar and Practicum in Teaching Secondary English Language Arts II
EDU 5212 Seminar and Practicum in Teaching Secondary Mathematics II
EDU 5223 Seminar and Practicum in Teaching Secondary Social Studies II

Spring Term

EDU 5400 Student Teaching and Capstone Seminar (12 weeks)

Total credit hours = 36 credits

MSED Literacy: Birth to Grade 12 (HEGIS 0830)

The MSED Literacy: Birth to Grade 12 program is designed for individuals who possess or have recently applied for initial certification in any content area. Upon completion of the program and applicable New York State Education Department requirements, students apply on their own for professional certification in their original content area and are institutionally recommended by Elmira College for New York State initial and professional certification in Literacy: Birth-Grade 6 and Literacy: Grades 5-12.

Required Core Courses

EDU 5900 Principles of Educational Research

EDU/RDG 5047 Theory to Practice: Teaching Literacy in a Diverse Society

EDU 5330 Instructional Design for the Inclusive Classroom

One of the following:

RDG 5999 Thesis (3 or 6 credits) OR

RDG 6000 Graduate Seminar in Literacy (3 credits)

Literacy Specialization Courses

RDG 5350 Principles of Literacy Assessment and Intervention (Birth through Grade 12)

RDG 5300 Adolescent Literacy Through a Developmental Lens

RDG 5010 Perspectives of Literacy Acquisition

RDG 5430 Principles of Literacy Leadership

RDG 5400 Graduate Literacy Practicum I: Early Childhood and Childhood

RDG 5410 Graduate Literacy Practicum II: Midlevel and Adolescence

Total credit hours = 30-33 credits

MSED General Education (HEGIS 0801)

The MSED General Education program provides flexibility in designing a plan of study suited to individual academic and professional goals for both educators and non-educators. Although this program does not lead to institutional recommendation for New York State (NYS) initial certification, applicants who wish to pursue certification in an area may be able to take the courses they need in the program to apply to the New York State Education Department (NYSED) for initial certification through the individual evaluation pathway. Additionally, students holding NYS initial certification in an approved area (e.g., Childhood 1-6, Students with Disabilities 1-6,

Adolescence 7-12, Visual Arts, etc.) are able, upon completion of the General Education program and other requirements, to apply on their own for NYS professional certification in that area. Candidates should consult with NYSED and their local BOCES certification specialist to ensure they meet all requirements for professional certification.

Required Core Courses (18-21 credits)

EDU 5005 Education in a Democratic and Pluralistic Society
EDU 5300 Principles of Curriculum Design K-12
EDU 5900 Principles of Educational Research
EDU/RDG 5047 Theory to Practice: Teaching Literacy in a Diverse Society
EDU 5330 Instructional Design for the Inclusive Classroom

One of the following:

EDU 5999 Graduate Thesis in Education (3 or 6 credits)
EDU 6000 Graduate Seminar in Education (3 credits)

Professional Elective Courses (12 credits)

Students will select from the following course options in Group A below or, if they are seeking teaching certification, they may also select from the practicum and student teaching options in Group B upon approval of the Director of Graduate Studies:

GROUP A

RDG 5010 Perspectives of Literacy Acquisition
EDU 5115 Curriculum Design for the Secondary Classroom
EDU 5260 Principles of Assessment and Differentiation in the Adolescent Classroom
EDU 5270 Content Literacy for Diverse Learners
RDG 5300 Adolescent Literacy Through a Developmental Lens
EDU 5325 Critical Issues in Dis(ability) and Special Education
EDU 5335 Assessment for Student Learning in Special Education
RDG 5350 Principles of Literacy Assessment and Intervention (Birth through Grade 12)
RDG 5430 Principles of Literacy Leadership
EDU 5550 Creating Safe and Inclusive Learning Environments

GROUP B

EDU 5102 Seminar and Practicum in Teaching Secondary Biology I
EDU 5202 Seminar and Practicum in Teaching Secondary Biology II
EDU 5132 Seminar and Practicum in Teaching Secondary Chemistry I
EDU 5232 Seminar and Practicum in Teaching Secondary Chemistry II
EDU 5142 Seminar and Practicum in Teaching English Language Arts I
EDU 5242 Seminar and Practicum in Teaching English Language Arts II
EDU 5112 Seminar and Practicum in Teaching Secondary Mathematics I
EDU 5212 Seminar and Practicum in Teaching Secondary Mathematics II
EDU 5123 Seminar and Practicum in Teaching Secondary Social Studies I
EDU 5223 Seminar and Practicum in Teaching Secondary Social Studies II

RDG 5400 Graduate Literacy Practicum I: Early Childhood and Childhood
RDG 5410 Graduate Literacy Practicum II: Midlevel and Adolescence
EDU 5555 Practicum and Seminar in Students with Disabilities
EDU 5400 Student Teaching and Capstone Seminar

Total credit hours = 30-33 credits

Master of Science (MS) in General Management (HEGIS 0506)

The Master of Science (M.S.) in General Management requires satisfactory completion of 12 courses totaling 36 semester credits. There are no electives. The degree is comprised of performance-based learning experiences intended to develop the essential knowledge and skill competencies required for general managers. This graduate program is designed for individuals planning on a career in management, current managers and individuals with aspirations for career advancement. For helpful information regarding employment opportunities, prospective students are encouraged to visit the website of the U.S. Department of Labor's Occupational Outlook Handbook: www.bls.gov/ooh.

This program can be completed in as little as fifteen (15) months, over a two-year timeframe, or on a different progression cycle tailored to a student's individual circumstances and needs. For additional information, contact graduate@elmira.edu.

Core Courses (21 Credits)

MGT 5000 Evaluating Research in Management
MGT 5005 Human Resource Management and Development
MGT 5010 Planning and Project Management
MGT 5015 Leadership
MGT 5020 Organizational Economics, Budget and Finance
ITM 5000 Application of Technology in a Business Setting
MGT 6000 Graduate Seminar in Management

General Business Concentration (15 Credits)

MGT 5025 Business Ethics
MGT 5030 The Legal Environment of Business
MGT 5035 Managerial Economics
MGT 5040 Marketing Management
MGT 5045 Organizational Behavior

Total credit hours = 36 credits

Graduate Advanced Certificate in General Management (HEGIS 0506)

The Graduate Advanced Certificate in General Management provides a pathway of expertise in critical areas addressed by managers in various businesses and industries. The courses are commonly applied to a Master of Science degree. A certificate will be awarded to students who successfully complete all 15 credits with a minimum of a 3.000 grade point average. All courses must be completed within a seven-year period.

MGT 5025 Business Ethics
MGT 5030 The Legal Environment of Business
MGT 5035 Managerial Economics
MGT 5040 Marketing Management
MGT 5045 Organizational Behavior

Total credit hours = 15 credits

STATEMENT REGARDING NYS CERTIFICATION VIA INDIVIDUAL EVALUATION (For MSED General Education Students Only)

The Individual Evaluation pathway for New York State initial teacher certification is one of several ways that initial certification may be obtained. This option is designed for individuals with a bachelor's or master's degree in a liberal arts field who seek initial teacher certification in an area for which certification by individual evaluation is available. Since the New York State Education Department (NYSED) makes changes to available pathways based on teacher supply and demand information, interested candidates should consult NYSED's Search Certification Requirements webpage at [https:// eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do](https://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do) to determine whether the certificate titles they wish to pursue are available through the individual evaluation application process. Students are responsible for meeting all state certification requirements and must apply directly to New York State for certification. It is imperative to work with an academic advisor and a BOCES regional certification officer.

Please note that students pursuing initial certification through individual evaluation are not completing a state-approved and registered teacher preparation program leading to institutional recommendation for New York State initial teacher certification. Instead, they are completing courses that they need for fulfillment of state certification requirements, as confirmed through an independent transcript review by a state certification evaluator or a BOCES regional certification officer.

GRADUATE COURSE DESCRIPTIONS

EDU 5005 Education in a Democratic and Pluralistic Society 3 credits

This course is designed to help students understand and analyze the complex historical, cultural, political, and economic factors impacting education in the United States. Within this analytical framework, students will identify and critically analyze important issues, challenges, and policies that significantly shape American public education in a democratic and pluralistic society.

EDU-RDG 5047 Theory to Practice: Teaching Literacy in a Diverse Society 3 credits

Building on the understandings of how children acquire literacy, this course emphasizes literacy development from Birth to Grade 12 in a multicultural society. Theories, instructional procedures, and practices are examined to provide a practical foundation for advancing literacy in all learners. Literacy skills such as phonemic awareness, phonics skills, word identification, vocabulary skills, study strategies, and strategies for building comprehension and constructing meaning are also studied in light of cultural, political, and theoretical issues common to literacy education.

EDU 5300 Principles of Curriculum Design K-12 3 credits

An overview of trends in curriculum development in the K-12 setting from an historical and philosophical perspective. Current research and practice in curriculum development, implementation, and evaluation are examined.

EDU 5325 Critical Issues in Dis(ability) and Special Education 3 credits

This course examines the core understandings related to teaching diverse populations of students, including those with various disabilities. Content includes the social construction of disability and special education, major legislation and litigation, shifting notions in special and inclusive education, the nature and characteristics of various disabilities, and a thorough exploration of services and programs that can be implemented to help meet the educational, social and emotional needs of students. In this course, students will also explore the legalities of individualized education plans and 504 plans as well as components necessary for effective collaboration with parents, school personnel and other professionals.

EDU 5330 Instructional Design for the Inclusive Classroom 3 credits

An examination of the roles of inclusive/special education teachers in planning curriculum and instruction for academically diverse students in an inclusive K-12 setting. A particular focus is on differentiation of the curriculum to ensure that all students with/without disabilities learn at their highest potential.

EDU 5335 Assessment for Student Learning in Special Education 3 credits

This course examines the functions and uses of assessment in all special education environments, including assessment for instructional decision-making, IEPs and 504 plans, and the use of assessment to systematically address students' behavior needs. Methods of instructional and behavior assessments will be reviewed and will include assessment methods, evaluation, and targeted and ongoing feedback to students. Students will design standards-based assessments, as well as review and analyze assessment data for a variety of purposes including framing learning and/or behavior goals, progress monitoring and student self-assessment.

EDU 5400 Student Teaching and Capstone Seminar 12 credits

Student Teaching and Capstone Seminar is the capstone course for graduate-level students seeking teaching certification in the state of New York. During this course, pre-service teachers demonstrate their teaching knowledge, dispositions, and performances as they assume a substantial instructional load and are given responsibility to design, implement, and assess a wide range of learning experiences that are aligned with New York State Learning Standards. Whenever possible, teacher education candidates are placed in schools where they have the opportunity to work with diverse populations with varying developmental levels and identified special needs. Additionally, teacher education candidates attend seminars and workshops at Elmira College to discuss topics such as classroom instruction and management; student learning; child abduction prevention; alcohol, tobacco, and other drug abuse prevention; safety instruction; fire and arson prevention; child abuse identification and reporting; and Dignity for All Students Act (DASA).

EDU 5550 Creating Safe and Inclusive Learning Environments 3 credits

This course is designed to help participants in constructing caring and collaborative classroom environments that will meet the needs of all children, including those with developmental variations. Participants examine the complexities of teachers' day-to-day responsibilities and concerns, including classroom design, varied approaches to behavioral intervention, and the interplay among curricula, rules, expectations, routines, procedures, and children's behavior. Participants will examine the impacts of trauma on development and will learn strategies that focus on the development of supportive environments and practices. Addressing the concerns of both general and special education teachers, this course will focus on increasing participants' awareness and understanding of the social and emotional impacts on education through a combination of presentations, role-playing, discussions, analyses of multimedia content, and informal diagnostic procedures.

EDU 5555 Practicum and Seminar in Students with Disabilities 3 credits

Candidates will complete a minimum of 50 clock hours in a supervised educational setting that serves students with disabilities in all grades. Practicum experiences include collaborate with education professionals in providing supports for students with disabilities, administering progress monitoring assessments, analyzing data to make instructional decisions, implementing IEPs and 504 plans, developing and implementing instructional plans based on the Universal Design for Learning, and providing support for students enrolled in the host teacher's class or classes.

EDU 5900 Principles of Educational Research 3 credits

The introductory course to research, its methodology, and evaluation provides the knowledge and skills necessary to understand and interpret educational and field-related research, and to apply it to the solution of problems. This course introduces students to (a) various types of information including the major journals within the student's discipline; (b) the identification and specification of problems; (c) historical, descriptive, analytical and experimental methods; (d) statistics; (e) the nature of proof; (f) the implementation of research procedures including ethnographic research; and (g) the interpretation and presentation of the results. This course is required in the MSED Literacy and MSED General Education programs.

EDU 5999 Project or Thesis: General Education 3 or 6 credits

As one of the capstone options for students who intend to earn a Master of Science in Education (MSED) degree in General Education, matriculated students with a B average or better may elect to undertake the project/thesis after completing 27 credits of coursework. The project/thesis must be completed within two years from the time of registration and within the seven-year time limit of program completion. The project/thesis is designed and carried out under the supervision of a full-time faculty project/thesis advisor who serves as the first reader. Another faculty member serves as a second reader. Guidelines for the project/thesis are available from the Office of Continuing Education and Graduate Studies. **Prerequisites:** EDU 5900, 27 credit hours of coursework completed.

EDU 6000 **Graduate Seminar: General Education** **3 credits**
The graduate seminar in education, one of the capstone options, provides a setting for students to synthesize and share knowledge, skills, and attitudes attained in their programs of study in education. The primary course product may be a substantive research paper or portfolio that summarizes, synthesizes, and reflects on one's topic. **Prerequisite:** EDU 5900.

MGT 5000 **Evaluating Research in Management** **3 credits**
This course provides you with the ability to evaluate management research reports appearing in mass media and professional journals, and to integrate different sources as evidence on a topic. Covers the knowledge required for critically examining the competence, importance, and ethics of research.

MGT 5005 **Human Resource Management and Development** **3 credits**
This course is intended for those students who are planning a career in management in business. The course will look at Human Resource Management (HRM) and the role it plays in the successful development and growth of an organization. Analysis will be focused on the various aspects of HRM that grow both the organization as well as the individual members of that organization. The course will use appropriate readings, in-class discussions, experiential exercises, and final activities.

MGT 5010 **Planning and Project Management** **3 credits**
The course develops the knowledge, skills, and abilities required of a manager to conduct planning and project management tasks. Concepts of strategic, unit, operational planning and project management tasks will be studied and applied. The essential relationship of planning and budgeting will be examined. Skills will be developed to plan and manage innovation and change. Integration of planning and project management will be developed. Finally, a framework for planning continuous professional growth will be established.

MGT 5015 **Leadership** **3 credits**
This graduate course is intended for those who are planning to lead or interact with leaders. We will assess principal approaches to leadership and examine how they can be employed to improve leadership in real situations. Attention will be given to setting direction, clarifying the big picture, building a long-term vision, setting a strategy to create change, and employing negotiation and conflict resolution. Special attention will be given to the role of women in leadership and leadership ethics.

MGT 5020 **Organizational Economics, Budget and Finance** **3 credits**
This course, Organizational Economics, Budget and Finance, provides the student with an essential understanding of the key component of economics including market processes, consumer behavior and organizational economics as well as the budgeting process. The student will learn how to develop a budget including use of decision making as a critical tool in budget development. The student will also learn how to evaluate the financial status of a department or operating unit. The student will gain skills used to determine what, if any, corrective actions need to be taken. Students are taught skills regarding a variety of analytical methods that support sound

management and decision-making, including benefit-cost ratio analysis, variance analysis, and breakeven analysis. The course also covers topics including benchmarking, productivity improvement techniques, and methods for building cost standards. The student will also be introduced to reading and comprehending financial statements and reports in order to evaluate departmental or operating unit financial performance.

MGT 5025 Business Ethics 3 credits

This course provides an introduction to ethical business decision-making and the role of business in society. It examines the origins, justifications and applications of morality in the marketplace by reviewing actual cases, analyzing the results and formulating solutions to the problems encountered.

MGT 5030 Legal Environment of Business 3 credits

This graduate course refreshes, develops and expands the knowledge, skill and abilities required of a manager when encountering and resolving the many legal issues that confront the workplace each day as well as cutting edge material that gives the manager preparation for the current stresses in business and future considerations. Students will study the subject matter from the perspective of the business manager and leader through an in-depth understanding of how law impacts daily management decisions. Students will learn, from a strategic perspective, how the law provides ways for managers to minimize risk and create value, how to use the law to attain core business objectives, and how to spot legal issues before they become legal problems. Managers will learn to effectively handle the inevitable legal disputes that arise in the course of doing business such as labor issues, environmental and regulatory issues, tort and product liability situations and particularly the reporting responsibilities of today's business environment.

MGT 5035 Managerial Economics 3 credits

This course is designed to introduce the student to the fundamental ideas and analytical methods of economics, including modeling, regression analysis and game theory. Students will learn how these models and techniques can be used to improve business management.

MGT 5040 Marketing Management 3 credits

The course is designed to develop the competencies required to create a comprehensive marketing plan. All areas of marketing and their subcomponents will be explored. The student will be expected to submit an outline of his/her proposed marketing plan at the completion of the course.

MGT 5045 Organizational Behavior 3 credits

This graduate course is intended for those students who are planning a career in business management. We will be taking a look at Human Relationships and Organizational Behavior, and the role it plays in an organization. Analysis will be focused on the various aspects of Organizational Behavior in an effort to understand how and why an organization behaves. The course will use appropriate readings, class discussions, experiential exercises, activities, and an oral presentation.

MGT 6000 **Graduate Seminar in Management** **3 credits**

The graduate seminar is the capstone course for all MS in General Management candidates. Students will achieve the capstone learning objectives in a multi-disciplinary format. This course provides the setting for students to share knowledge, skills, and attitudes acquired throughout the program as well as synthesize and integrate their learning in the context of a collaborative management paradigm. Expert professionals will address the students in sessions regarding timely management issues and practices. Groups of students will be required to work together to solve problems designed by a team of experts and assigned as projects. The student is expected to present a portfolio of program accomplishments (e.g., papers, examinations, and presentations) after editing and making appropriate additions. The introduction to this portfolio will be a personal philosophy statement regarding the student's philosophy of management. This philosophy statement will be between 10 and 15 pages in length. The student will be expected to demonstrate how this philosophy is manifest in day-to-day operations and integrated with other management disciplines. This capstone portfolio will be evaluated by an interdisciplinary team of faculty.

RDG 5010 **Perspectives of Literacy Acquisition** **3 credits**

This course advances theories and practices of literacy acquisition and focuses on the challenges experienced by Birth through Grade Twelve learners as they begin acquiring literacy. Creating supportive literacy environments, the implications for future development and the applications for teaching and learning are also considered.

RDG-EDU 5047 **Theory to Practice: Teaching Literacy in a Diverse Society** **3 credits**

Building on the understandings of how children acquire literacy, this course emphasizes literacy development from Birth to Grade 12 in a multicultural society. Theories, instructional procedures, and practices are examined to provide a practical foundation for advancing literacy in all learners. Literacy skills such as phonemic awareness, phonics skills, word identification, vocabulary skills, study strategies, and strategies for building comprehension and constructing meaning are also studied in light of cultural, political, and theoretical issues common to literacy education.

RDG 5300 **Adolescent Literacy Through a Developmental Lens** **3 credits**

An examination of research-based literacy instruction for middle and high school level students. Developmental aspects of adolescent learners will be examined to provide a framework for understanding literacy instruction across the content areas. Emerging technologies will be examined and applied to literacy learning.

RDG 5350 **Principles of Literacy Assessment and Intervention** **3 credits**
(Birth to Grade 12)

An examination of the continuum of assessment administration, data analysis, and progress monitoring as connected to the process of developing and delivering plans of intervention for literacy learners based on individual needs.

RDG 5400 **Graduate Literacy Practicum I: Early Childhood and** **3 credits**
Childhood Education

A supervised field-based practicum providing professional experiences at the early childhood and childhood level in all aspects of literacy assessment, intervention, literacy instruction, and other activities associated with the role of the literacy coach and reading specialist.

RDG 5410 **Graduate Literacy Practicum II: Middle and** **3 credits**
High School Education

A supervised field-based practicum providing professional experiences at the middle and high school level in all aspects of literacy assessment, intervention, literacy instruction, and other activities associated with the role of the literacy coach and reading specialist.

RDG 5430 **Principles of Literacy Leadership** **3 credits**

An examination of the roles and professional responsibilities of educators serving as literacy leaders within a school setting. Specifically, the focus of this course is the role of the reading specialist and literacy coach within an elementary, middle, or high school setting.

RDG 5999 **Project or Thesis: Literacy (Birth Through Grade 12)** **3-6 credits**

As one of the capstone options for students who intend to earn a Master of Science in Education (MSED) degree in Literacy, matriculated students with a B average or better may elect to undertake the project or thesis after completing 27 credits of coursework. The project or thesis must be completed within two years from the time of registration and within the seven-year time limit of program completion. The project or thesis is designed and carried out under the supervision of a full-time faculty project/thesis advisor serving as a first reader. Another faculty member serves as a second reader. Guidelines for the project or thesis are available from the Office of Continuing Education and Graduate Studies. **Prerequisites:** EDU 5900 Principles of Educational Research, 27 credits of coursework completed.

RDG 6000 **Graduate Seminar: Literacy (Birth Through Grade 12)** **3 credits**

The Graduate Seminar in Literacy is the other capstone option for students enrolled in the Master of Science in Education (MSED) Literacy program. The graduate seminar provides a setting for students to synthesize and share knowledge, skills, and attitudes attained in their programs of study in education. The primary course product is a substantive research paper or portfolio that summarizes, synthesizes, and reflects on one topic in literacy. **Prerequisite:** EDU 5900.