

**Master of Science in Education  
Master of Arts in Teaching**

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**Handbook for Master's Students**

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**2025-2026**

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**Wilkes University**

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Wilkes-Barre PA 18766**

**Updated September 2025  
Student Handbook – Policies**

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*(Master of Science in Education / Master of Arts in Teaching)*

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# Wilkes University Governance

## Mission

To empower our students with transformative educational experiences, civic values and transferable skills through mentoring, individualized opportunities and innovative teaching and scholarship in an inclusive environment.

## Vision

Wilkes University will provide exceptional educational experiences that transform students and develop innovations through scholarly activities that lead to national recognition and shape the world around us.

## Values

*Mentorship: Nurturing individuals to understand and act on their abilities while challenging them to achieve great things.*

*Scholarship: Advancing knowledge and stimulating intellectual curiosity and creativity through research and discovery across all disciplines.*

*Diversity, Equity and Inclusion: Celebrating diversity among individuals and ideas and ensuring that our community provides equitable, inclusive and accessible opportunities to thrive.*

*Innovation: Supporting new ideas and programs through sustainable, impactful practices.*

*Community: Fostering relationships and a sense of belonging through a culture of care, respect and support.*

*Service: Engaging ourselves and our communities through active citizenship and collaborative partnerships.*

*Stewardship: Affirming our commitment to intentionally honor University traditions and responsibly secure the evolution of Wilkes and its mission.*

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# **Graduate Education Department Mission**

The mission of the Graduate Education Department at Wilkes University is to provide the educational community with opportunities to become leaders in classroom instruction and in the administration of schools. As such, the Graduate Education Department seeks to promote the highest levels of intellectual growth and career development through a collaborative environment that supports teaching in a diverse learning environment, while valuing commitment to the educational communities it serves.

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## **Institutional and School of Ed Student Learning Outcomes**

Students will attain the listed learning objectives by completing the key instructional assignments, activities, or assessments as evidence of learning in this course.

### **Institutional Student Learning Outcomes (ISLO)**

Students will:

1. Demonstrate a comprehensive understanding of appropriate theories, methods and standards specific to the field of study;
2. Demonstrate appropriate application of the methods, skills and techniques specific to the field of study;
3. Demonstrate the ability to engage in the process of systematic inquiry appropriate to the field of study;
4. Demonstrate effective written communication skills in the field of study;
5. Demonstrate effective oral communication skills in the field of study; and
6. Demonstrate understanding of integrity and ethical practice.

### **School of Education Learning Outcomes (SELO)**

Education students will develop and demonstrate the following learning outcomes as appropriate to their selected level and field:

1. The knowledge, skills, and scholarship appropriate in their chosen field of study.
2. Effective written and oral communication skills.
3. Information literacy that fosters intelligent and active participation in the educational community.
4. Technical competence and pedagogical skill to infuse technology in support of the teaching and learning process.
5. The ability to make informed decisions based on accurate and relevant data.
6. Actions reflecting integrity, self-respect, moral courage, personal responsibility, and the ability to understand individual differences to meet the needs of the students and communities served.
7. Collaborative skills that promote teamwork.

### **Graduate Education Student Program Outcomes (GEPO)**

1. The student will develop the knowledge, skills, and scholarship that are appropriate to the educational program.

2. The student will demonstrate effective written and oral language skills appropriate to knowledge acquisition and professional responsibilities of the discipline.
3. The student will demonstrate data driven decision-making skills.
4. The student will demonstrate an understanding of diversity by applying differentiation to the educational process.
5. The student will understand the critical role of collaboration in creating an effective educational process.

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## Accreditation

Wilkes University is an accredited member of the Middle States Association of Colleges and Schools, and its graduate and professional programs are approved by the Department of Education of the Commonwealth of Pennsylvania.

## Course Registration/Financial Information

### Course registration

Our [online course schedule](#) is posted in the months before each new semester begins. Generally, registration opens during these time frames:

- Early October for spring courses
- Early February for summer courses
- Early June for fall courses

Please check our [course schedule](#) for specific registration dates.

### Online Registration

Students can register for classes online, using our convenient course portal.

- Visit [portal.wilkes.edu](http://portal.wilkes.edu)
- Log in using your Wilkes email address and password
- Click the Student Services tab
- Click on Register or Add/Drop Classes and follow the prompts

First-time students will need to create a user name and password:

- Visit [MyWilkes](#)
- Log into using firstname.lastname as your username. The first initial of your last name (capitalized) and first initial of your first name (lower case) followed by the last six (6) digits of your WIN will be your password. Example:
  - o Student: Jane Doe
  - o WIN: 900123456
  - o Username: Jane.Doe
  - o Password: Dj123456

Once you're logged in, click the Student Services tab and "Register or Add/Drop Classes" to register.

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## Drop, Withdrawals, & Refunds

**Prior to the start of class:** Logon to the [Wilkes Portal](#). Please review the [Graduate Bulletin](#) for details.

### During the First Week:

Students may withdraw from a course during the first week without penalty by informing their instructor and/or advisor and submitting the appropriate Etrieve form (“Drop a course during the first week of the semester”) available at:

<https://www.wilkes.edu/academics/registrar/forms/index.aspx> No grade will be attributed, and the course will not appear on the transcript. After the first week, students who withdraw will receive a grade of "W" and will be responsible for a portion of tuition, as outlined in the table below. It is the student’s responsibility to complete the Etrieve form to maximize potential tuition refunds.

A “W” indicates a formal withdrawal after consultation with the instructor and advisor. It is not a grade and does not reflect academic performance. Once a student has withdrawn from a course, they may not access course materials. Doing so may result in withdrawal from the university.

Withdrawing from a course is only permissible before the course schedule is 66% complete. For a 7 week course, a withdrawal may be granted through the end of Week 5. For a 12 week course, a withdrawal may be granted through the end of Week 8. After the course schedule is 66% complete, a withdrawal "W" will not be granted unless there is a valid medical reason. Poor academic performance, inactivity in the course, or grade concerns do not qualify.

### Failure to Withdraw Properly:

If a student does not officially withdraw via the Etrieve form, a grade of "0" will be assigned by the instructor.

### Financial Implications:

Tuition refunds are based on the percentage of the course completed, as shown below. This policy applies to all graduate-level, credit-bearing courses, regardless of format or schedule.

*Note: All university fees are non-refundable.*

| <i>Percentage of course completed</i>  | <i>Tuition Adjustment (Less Fees)</i> |
|--|---------------------------------------|
| <i>0-13% course completed (includes first class session for all courses)</i> | <i>100%</i>                           |
| <i>14-20% course completed</i>   | <i>75%</i>                            |
| <i>21-27% course completed</i>   | <i>50%</i>                            |
| <i>28% course completed through end of course</i>                            | <i>0%</i>                             |

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# Wilkes University Financial Clearance Policy

Wilkes University requires that all students obtain financial clearance no later than two weeks prior to the start of each semester.

Failure to receive financial clearance by this deadline will result in the cancellation of your course schedule. If financial clearance is received after cancellation, re-registration in the same course sections is not guaranteed.

To ensure a successful and uninterrupted semester, students must complete one of the following actions to obtain financial clearance:

## Ways to Obtain Financial Clearance

### 1. Pay Your Balance in Full

- Pay online via the Wilkes student portal: [portal.wilkes.edu](http://portal.wilkes.edu) using an electronic check or credit card
- Mail your payment to:  
Wilkes University Student Lockbox  
P.O. Box 824696  
Philadelphia, PA 19182-4696
- Pay in person at the Bursar's Office, Miller Hall

### 2. Apply for and Receive Financial Aid

- Ensure you have an approved financial aid award or loan that equals or exceeds your semester account balance

### 3. Enroll in a Payment Plan

- Must be enrolled in the plan prior to the start of the semester
- For summer terms, installments are due on June 1, July 1, and August 1
- Any missed installments must be paid at the time of enrollment

### 4. Submit a Signed Employer or Third-Party Deferment Agreement

- Forms are available on the Student page of the Wilkes Portal

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## Contact Information

### Bursar's Office

Miller Hall, 32 W. South St.  
Phone: 570-408-4960  
Email: [billing@wilkes.edu](mailto:billing@wilkes.edu)

### Financial Aid Office

Capin Hall, 165 S. Franklin St.  
Phone: 570-408-7709  
Email: [gradfinaid@wilkes.edu](mailto:gradfinaid@wilkes.edu)

To view your invoice, make a payment, enroll in a payment plan, or add an authorized user, visit the "My Account" section of the Wilkes Portal: [portal.wilkes.edu](http://portal.wilkes.edu)

## Financial Aid

Click here to learn more about Financial Aid options for [graduate students](#).

## Full-time Student Status

A graduate student's status as full- or part-time is determined by the number of graduate credits the student carries in a semester. Nine graduate credits per semester is the minimum number of credits a graduate student may carry to be considered a full-time graduate student. A graduate student registered for at least six credits, but fewer than nine credits, is considered a half-time student. A graduate student registered for fewer than nine graduate credits in a semester is considered a part-time student.

## Tuition and Fees

View the current Tuition and Fees schedule, please click this [link](#).

## Managing Your Billing Account

Regardless of the payment method, students are responsible for their bill being paid and submitting any and all forms required for that payment. To access your account and find all forms, students should follow these steps:

- Log on to <http://portal.wilkes.edu>
- Enter your Wilkes username and password
- Click on the **Student** tab
- Under **My Account** section the following services are available:
  - View Invoice
  - Account Summary
  - Pay on Account
  - eRefund
  - Installment Payment Plan

- o Tuition and Fee Rates
- o Voluntary Student Health Plans
- o Authorize Users
- o Tuition Deferment

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## Transfer Credits

A maximum of six credits toward a master's degree or 9-18 credits of post-master's graduate work for terminal degrees, completed at another U.S. regionally accredited university or college may be applied toward the requirements for the program specific degree. Acceptance into a graduate program is necessary before credits can be considered for transfer to the program of study. Students seeking to transfer courses from another institution may be requested to produce a course syllabus and coursework so that a final determination can be made. Academic officers who are agents of Wilkes University may review the syllabus to determine if the course contains graduate-level learning objectives, a sufficient number of contact hours (40-45 for a three-credit course), and an appropriate content outline containing assessments and assignments that clearly delineate student performance.

Wilkes University does not transfer credits for 1) courses titled as workshops; 2) other courses that are determined not to meet academically rigorous standards; 3) courses that do not align with the goals and objectives of existing Wilkes University courses; or 4) courses taken as Pass-Fail, unless the "Pass" can be substantiated by the former institution as being equivalent to a grade of B (3.0) or better.

A transfer credit form must be submitted and an official transcript provided in order for credits to be transferred. Approval for any transferred credits toward a degree program must be granted by the respective program. Transferred academic work must have been completed within six years prior to the date of admission to the graduate program at Wilkes University with a grade of B (3.0) or better. Grades earned in transferred courses are not included in the computation of the cumulative grade point average at the University.

Current Wilkes graduate students who seek to take a graduate course at another accredited university or college, in order to transfer the credits into their respective program at the University, must complete a "Pre-Approval Form" prior to registering for the course. All completed forms for transfer of credits should be submitted to the respective department. An official transcript must be requested from the other institution as soon as it is available and should be sent to the Student Services Office.

A student cannot be approved for graduation until all transfer credits are approved by the respective program, an official transcript has been received at Wilkes University from the institution granting the credit, and the approved transfer credits are posted to the Wilkes University transcript. All paperwork must be received prior to each semester's Wilkes graduation clearance deadline.

Students CANNOT substitute other courses for any of the required core courses in any program without the express written consent of the program. [Back to Table of Contents](#)

## **Time Limit on Program Completion**

Satisfactory completion of all requirements for a master's degree is to be done within six calendar years of date of initial application. ([Found on FAQ on Graduate Education website](#))

## **Course Format and Delivery**

Wilkes University's learning management system is Desire2Learn (D2L) also known as LIVE. Desire2Learn allows for 24/7 student access to course material through <https://live.wilkes.edu/> If you experience any difficulties, please contact the HELP Desk at [helpdesk@wilkes.edu](mailto:helpdesk@wilkes.edu) or by calling 1- 570-408-4357 (HELP) or 1-866-264-1462.

Students can find help guides for D2L by visiting:

<https://www.wilkes.edu/academics/technology-teaching-learning/student-resources.aspx>

## **Course Technology Integration**

The course management system that Wilkes University uses for online courses is Desire2Learn.

**Required Hardware:** To access e-learning courses, a multimedia-class computer with Internet connectivity is required. To find more specific requirements (for PCs and Macs) review Wilkes University's eLearning Technical Support Pages.

**Required Software:** Please consult Wilkes University's eLearning Technical Support Pages for information about specific Internet browsers. If you are unsure what Internet browser version you are running and which plug-ins or ancillary players are currently installed on your computer, visit the Browser Tester. The following software applications are necessary for this course: Word, Excel, PowerPoint, access to either Windows Media Player or QuickTime.

**Help Desk:** For technical assistance, go to

<http://wilkes.edu/about-wilkes/offices-and-administration/information-technology-services/index.aspx>

## **Academic Expectations**

Online courses require students to participate in discussions and interact with their classmates through dialogue and reflection. Students are expected to follow the discussion guidelines and rubrics posted by the instructor. Discussion posts must occur within the timeline provided by the instructor. Discussions cannot be "made-up" after the due date. Late discussion posts will not be accepted and no points will be awarded for late posts.

In cases of emergency, students should contact the instructor to request an extension for a course deadline. The instructor reserves the right to set absolute due dates with no option for extension, and by default all assignment due dates are assumed to be absolute unless prior permission for an extension has been granted.

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## **Field Work & Internships**

Some courses in the Master's curriculum require field work with field-based projects related to the objectives of the course.

Internship courses and student teaching (MAT) will be completed at or near the end of the major coursework under the direction of a mentoring administrator at a site-based location. See individual program handbooks for specific details.

For anyone not associated with a school and/or district, state and federal clearances are required. Please see your program advisor for details.

## **Application for PDE Certification and Endorsement**

All certifications are processed by PDE through their TIMS website. It is the student's responsibility to complete a TIMS application to apply for PDE credentials within a 5 year period from the time of graduation. This ensures that all current competencies are met for the credential. Students who wait beyond this period may be ineligible for certification and will need to reapply and complete any additional coursework up to and including their entire program to meet compliance requirements with current PDE competencies.

## **Academic Integrity Policy**

Wilkes University holds the following principles to be essential to responsible, professional behavior for employees and students: honesty, trustworthiness, integrity and dignity, as well as respect and fairness in dealing with other people, a sense of responsibility towards others and loyalty toward the ethical principles promoted by the University through our mission, vision and values. It is important that these principles and the tradition of ethical behavior be consistently demonstrated and carefully maintained.

The School of Education at Wilkes University is highly invested in demonstrating the critical importance of these principles for the students in our programs. All faculty members are charged with upholding the high professional standards that will become the foundation for the professional development of our students. Any suspicion of academic dishonesty that is detected by faculty or staff is addressed as outlined in the procedure found at [School of Education- Graduate Level Academic Integrity Policy](#).

A quality education requires that students are as aware of their ethical responsibilities as they are their program content. Students must assume personal responsibility to ensure that their work is original and that it is properly referenced. The American Psychological Association's Manual of Style is used as the guide for proper citation of work that is referenced by students in their research and writing.

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## **Identity Authentication**

The university and students share a joint responsibility to ensure that each student's contribution in an online course activity comes from that student alone. For the student this responsibility has two parts: Students are responsible for positively ensuring that every contribution to an online course created with the students' Wilkes University computer account is made by the student alone. Contributions covered under this policy include: written assignments; quiz and exam submissions; discussion forum postings; live participation in text-based chat sessions, phone conferences, and videoconferences. If a student allows another person to write or make any kind of submission to an online activity in the student's name, then this constitutes cheating and will be treated as a violation of academic honesty.

Students are responsible for ensuring the integrity of their Wilkes University computer account security by following the actions required of them by the university's IT Security Policy (Appendix A: Security Guidelines for Electronic and Technology Resources) and the Acceptable Use Policy. These actions include keeping passcodes private, updating passcodes when required by the university network, and reporting breaches of the security policy to the IT Help desk.

## **Course Expectations & Late Work Policy**

**Synchronous sessions:** Attendance at all graduate sessions is expected, as is punctuality and adherence to deadlines and dates set for assignments and presentations. Students are responsible for all content and assignments due when absent. The instructor must approve anticipated absences in advance. It is an expectation at the graduate level that absences from class should only be taken for emergencies or mandatory work requirements. If the absence is due to a sudden or unexpected event, the student should contact the instructor as soon as possible following the class session. Students at the graduate level should expect that an absence from a class session in which a major assignment, presentation, or assessment is scheduled could result in a significant consequence or additional requirements as determined at the discretion of the instructor.

**Online courses or asynchronous sessions:** Student participation is expected on a frequent basis from the date the course opens and throughout the course. Assignments must be submitted by the required date. Discussions follow a weekly unit protocol that initial postings are due on a certain day, responses are due on a certain day, and assignments are due on a certain day. Exceptions to this practice will be noted in the syllabus. Late discussions are not accepted for partial credit after the dates set for each unit.

**Late Assignments:** Assignments submitted after the due date will result in point or grade reductions, which can vary depending on the nature of the assignment and the instructor's policies. Late assignments are typically graded down one grade increment for each day after the due date, unless the student has contacted the instructor before the due date to ask for an extension. Granting extensions for assignments and the acceptance of late work are at the discretion of the instructor.

***Penalties levied by the instructor in accordance with this policy are not subject to grievance by the students.***

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## Writing

All students are expected to follow the most current APA guidelines for giving credit to and citing Internet and non internet sources and references. Please be aware that points will be deducted for reference citations that do not follow APA format or do not give due credit to all relevant sources, whether used as a reference or quoted directly.

References will be cited within the body of the assignment, as well as on a separate reference page following APA format.

Recommended Reference Text:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

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## Grading Scale

| Grading Scale |    |           |  |
|---------------|----|-----------|--|
| 4.0           | A  | 94-100%   | Academic achievement of superior quality   |
| 3.5           | B+ | 87-93%    | Academic achievement of good quality   |
| 3.0           | B  | 80-86%    | Academic achievement of acceptable quality in meeting graduation requirements          |
| 2.5           | C+ | 75-79%    | Academic achievement of adequate quality but below the average required for graduation |
| 2.0           | C  | 70-74%    | Academic achievement below the average required for graduation                         |
| 0.0           | F  | Below 70% | Failure. No graduate course credit   |

A grade of "X" indicates assigned work yet to be completed in a given course. Except in thesis work, grades of "X" will be given only in exceptional circumstances. Grades of "X" must be removed through satisfactory completion of all course work no later than four weeks after the end of the final examination period of the semester in which the "X" grade was recorded. Failure to complete required work within this time period will result in the conversion of the grade to 0. An extension of the time allowed for the completion of work should be endorsed by the instructor in the form of a written statement and submitted to the Registrar.

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## Transcripts

To request a transcript:

1. Log in to the portal at <https://portal.wilkes.edu> using your username and password.
2. Click on “**Student**”, then “**Student Services.**”
3. Scroll down on the left side and click “**My Transcripts.**”

From there, you can view your unofficial transcript or request an official one.

A transcript of work completed at any college or university other than Wilkes University must be obtained directly from that institution.

## Appeal of Grade Policy

Communication necessary in the appeal process may be in person for on-campus students or via digital or video-conferencing technology for off-campus students.

Grades themselves are not generally grievable. More often students challenge grades based on a deviation from course policy or grading practices outlined in the course syllabus. Students who have a clear and justifiable grievance with reference to a grade should first seek resolution with the instructor and subsequently with the Department Chairperson/Director. It is expected that they will consult with the faculty member in an effort to resolve the dispute. The Chairperson/Director may also exercise the option to involve others in the discussions with the faculty member. Students should refer to program handbooks for specific information related to their program.

If satisfaction cannot be obtained, the student has the right to appeal to the Dean of the respective college or school. The appeal must be made no later than the end of the fourth week of the ensuing fall or spring semester. The Dean may consult with the Department Chairperson/Director and may establish an Appeal Committee of three faculty members - at least one of whom shall be from the department of the faculty member concerned, if possible. If a committee is formed the Committee Chairperson will be appointed by the Dean. The Committee Chairperson will notify the faculty member of the appeal and the composition of the Committee.

The Appeal Committee will review the student’s complaint, interview the faculty member, and study the evidence presented by both parties. If necessary, the Committee may interview the student, other students or faculty in its efforts to determine the facts.

The Committee will make a report to the Dean in which it reviews the issues and recommends a solution. In most cases this will be a recommendation to uphold the grade awarded by the instructor or to alter the grade that the student received. In some cases recommendation may be to present the student with other alternatives such as the completion of additional work before a final grade is determined.

The Dean will inform the faculty member and the student of their final decision (and the recommendation of the Appeal Committee if one was used). If the appeal process results in programmatic dismissal, the student shall have the right to appeal the dismissal to the Provost.



The Provost will review the dismissal and any information submitted as part of the appeal and render a final decision.

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## **Academic Standing and Dismissal**

### **NOTE BEFORE READING THIS SECTION:**

There may be more stringent programmatic requirements regarding this policy. Students should be sure to review the appropriate section of this bulletin pertaining to their respective program. In order for a student to maintain good academic standing in graduate programs, the student must maintain a GPA of 3.0 or higher at and after the point of completing 9 credits in his/her respective program. The 9 credit probationary allowance provides a student the opportunity to demonstrate his/her academic ability. After completing 9 credits, a graduate student whose GPA drops below a 3.0 will be dismissed from his/her respective program. Students who are dismissed may retake a course or courses as a non-degree student, which provides for the opportunity to replace one or more of their deficient grades. If the student is successful in moving his/her GPA above the 3.0 level, he/she may re-apply for acceptance into his/her program.

Only courses with grades below a 3.0 may be taken for grade replacement. If a student elects to take a course for grade replacement, the higher grade earned will be counted in the calculation of the GPA. For example, if a student earns a 2.0 and replaces the grade and earns a 2.5, the higher grade (2.5) would be used in the GPA calculation. Courses may be repeated for grade replacement only one time. Note: Students must also meet all degree requirements in addition to maintaining an acceptable GPA.

Individual programs/departments may have more stringent academic progression requirements than those prescribed by the general policies. Students are urged to review program-specific academic progression requirements that may be described in the section of this bulletin pertaining to their respective program.

A student who has been dismissed from a graduate program may request a review of the dismissal case by the Provost. The Provost will review the dismissal and any information submitted by the student and render a final decision.

## **Graduation**

Graduate students are responsible for signing up for a graduation or certification audit no later than 90 days prior to the Commencement Exercise at which they plan to graduate. This is completed by registering for GRD-000-B (0 credits, graduation fee applies regardless of your intent to participate in the ceremony) or Certification – CERT-000-A at the beginning of the final term before graduation. Students should consult their academic advisor with any questions about the process. Late registration for GRD-000-B will result in an additional fee.

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## **Student Conduct**

Graduate students are obligated to observe the regulations governing all Wilkes University students.

Any disciplinary cases arising from a lack of observance of these regulations will be adjudicated by the Dean or designee of the appropriate college or school and, as necessary, the Office of Student Life. Appeals from the decisions of the Dean may be made in written form to the Provost.

Please refer to your academic program or department for policies regarding student conduct and additional grievance procedures.

## **Anti-hazing Policy**

Wilkes University defines hazing as “any action or situation created on or off-campus which recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a student for the purposes of, including, but not limited to, initiation or admission into or affiliation with any organization operating within the University.”

Examples of hazing includes, but are not limited to:

- Any brutality of a physical nature, such as whipping, beating, branding, forced or coerced calisthenics, or exposure to the elements;
- Brutality of a mental, emotional or sexual nature;
- Forced or coerced consumption of any food, alcohol, drug or other substance;
- Requiring the carrying of items such as rocks, bricks, pumpkins, etc.
- Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism;
- Sleep deprivation;
- Excluding an individual from social contact for prolonged periods of time;
- Forced or coerced conduct which is illegal, indecent, obscene, or could result in extreme embarrassment;
- Any other forced or coerced activity which could adversely affect the physical health, safety, mental health, or dignity of an individual or group;
- Any other conduct prohibited as hazing under applicable State or Federal law.

This policy applies to all University organizations, groups, and individuals and is equally applicable on and off campus. Organizations are defined as: “A fraternity, sorority, association, corporation, order, society, corps, club, team, social or similar group, whose members are primarily students or alumni of the organization, or the University.”

Any alleged act of hazing brought to the attention of University officials will be fully investigated and those individuals and/or groups accused will be brought before the University’s Student Affairs Council for adjudication.

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Examples of sanctions that may be imposed upon individual students are:

- Disciplinary suspension or dismissal;
- Disciplinary probation;
- Attendance at educational programs or other training;
- Restitution; and/or
- Participation in alcohol, drug, or other counseling services

Examples of sanctions that may be imposed upon organizations that knowingly permit, authorize, or condone hazing are:

- Revocation or suspension of the organization's existence or recognition;
- Cancellation of some or all the organization's activities or events; and/or
- Decrease in, or restriction of, the organization's privileges.

## **Graduate Disciplinary Process**

Individual programs and departments have an academic graduate disciplinary process specific to each program. Students are encouraged to review the program-specific academic disciplinary processes outlined in their department bulletins that pertain to their respective programs.

If academic disciplinary action results in a student's suspension or dismissal, a student who has been suspended or dismissed from a graduate program may request a review of the case by the Provost. The Provost will review the dismissal and any information submitted as part of the appeal and render a final decision.

## **Grievance Policy/Internal Complaint Procedure**

The purpose of this policy is to serve as a guide for students who wish to file a complaint about any aspect of Wilkes University's operations/policies/procedures or about the actions of any student, visitor, or employee of Wilkes University. This policy is to be implemented only when dealing with circumstances not covered by existing academic or student conduct procedures.

### **Procedures and Guidelines**

1. Complaints, other than those being filed against persons, should be directed, in writing, to the appropriate Administrator (Director/Dean)/Department Chair/Faculty Member). It is the responsibility of that person to address the situation and, if possible, see that it is corrected. This must be done within a reasonable amount of time which will of course, depend upon what must be done to rectify the situation. The Administrator (Director/Dean)/Department Chair/Faculty Member should inform the student in writing of the measures that were taken or are being taken to address the issue. If a student does not receive a response from the Administrator, Department Chair, Faculty Member within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or the Provost.
2. Complaints being filed against a person, should be directed, in writing, to that person's immediate supervisor. If it is an anti-harassment complaint (including sexual harassment and sexual misconduct) the procedures, outlined in the [Equal Opportunity, Harassment, and Nondiscrimination Policy](#) should be followed. Information regarding these procedures can be found at: [wilkes.edu/titleix](http://wilkes.edu/titleix). If the complaint is not one of

anti-harassment, then it is the responsibility of the supervisor to address the issue with the respondent. The supervisor must inform the student, in writing, of the measures that were taken or are being taken to address the issue. If the student does not receive a response from the supervisor within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or Provost.

3. In all instances of a student filing a complaint, the student must be assured in writing that no adverse action will be taken against the student for filing a complaint.
4. All documentation regarding a complaint, as well as its disposition, must be securely stored in the office of the person who received the complaint and acted upon it. These records must be maintained for a period of six (6) years from the date final action was taken on said complaint.
5. If a student feels that a response to a complaint is unacceptable and/or unreasonable, the student may bring the complaint to the immediate supervisor of the person who initially acted in response to the matter. If a student does not receive a response from that supervisor within two weeks from the date of originally filing the complaint with that person, the student may then bring the complaint to the appropriate Vice President or Provost.

## **FERPA & Student Records**

Wilkes University, in full compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), shall make educational records available to students upon request. Likewise, in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without written consent of the student.

Wilkes University has established a policy on access to and release of student information for compliance with provisions of this Act. This policy is published on the Office of the Registrar/Recorder page of the web site at [www.wilkes.edu](http://www.wilkes.edu).

## **Disability Support & Accommodations**

Both [university policy](#) and the [Americans with Disabilities Act](#) require that students with documented disabilities receive reasonable accommodations in order to access the academic courses, programs, and activities of the University. The Disability Support office helps to provide the support and accommodations for self-identified students with documented disabilities. Students with a variety of difficulties and needs use our services such as those with learning disabilities, ADHD, mobility issues, visual or hearing impairments, anxiety and depression, just to name a few. We provide classroom accommodations on a case-by-case basis customized for each student based on his or her documentation. We also have tutoring/supplemental instruction services and a learning specialist to help students further develop study skills.

If you are an individual with a disability, contact our Disability Support office as early as possible. In order to receive accommodations, you must provide appropriate documentation of your disability. As documentation takes time to gather and review, it is in your best interest to

provide your documentation as early as possible so that appropriate accommodations can be set in place when they are needed.

Wilkes University Disability Support Services (DSS) is part of the Office of Academic Success at Wilkes University and is located on the third floor of Conyngham Hall.

Office of Academic Success  
Conyngham Hall  
Wilkes University  
84 West South Street  
Wilkes-Barre, PA 18766  
Phone: 570-408-4150  
1.800.WILKES.U, ext. 4150  
Fax: 570-408-4061

### DSS Procedures for Obtaining Academic Related Accommodations

Students who require accommodations should meet with the Disability Support Services (DSS) coordinator as early as possible to discuss their needs and submit the necessary documentation. Students should follow the procedures listed below each semester:

- Contact the DSS coordinator to schedule an appointment to complete the Accommodation Intake Form. The DSS office is located on the 3rd floor of Conyngham Hall or call x4150.
- DSS staff will review the Accommodation Intake Form and documentation. If the documentation supports the need for the requested accommodations, the student will obtain accommodation letters.
- Present the accommodation letter to each professor and meet with him or her at the start of each semester to discuss needs and to arrange for implementation of the accommodations.
- Discuss with professors specific arrangements for testing accommodations (i.e. whether or not you will take the test in class or at the DSS offices). Notify the DSS coordinator of all tests and accommodation arrangements well in advance of each test. Without advance notice, it may not be possible to provide the accommodation for the scheduled test date.
- For accommodations requiring considerable planning and preparation (e.g., sign language interpreters and books on tape), it is strongly recommended that requests be made at least four weeks before the start of the first class. Such notice will help alleviate unnecessary delays.

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## Graduate Student Mental Health Support

Wilkes University has a partnership with Uwill, a leading provider of student mental health and wellness services.

Uwill offers all **graduate students** at Wilkes free immediate access to teletherapy through its easy-to-use online platform. This private, secure, and confidential service allows for our graduate students to access up to four solution-focused therapy sessions as well as a variety of wellness resources, available on-demand on topics that include relationships, academic thriving, stress management, self-esteem, nutrition and more.

To schedule teletherapy, graduate students will need to create a profile with Uwill by visiting their website and registering using their Wilkes email address.

Once completed, they may choose a therapist based on their preferences, including availability, issue, gender, language, or ethnicity. From there, the student will be able to schedule an appointment with a therapist with day, night, and weekend availability.

Should students have issues accessing Uwill resources, they may contact [support@uwill.com](mailto:support@uwill.com).

**Any student in crisis can** seek assistance through the Wilkes University CHAT Line at 570-408-2428 for support. Students in the US can also call 988 for crisis assistance.

## Act 48 or Act 45

Wilkes University will automatically submit (90) Act 48 credits to PDE approximately 4-6 weeks after students receive final course grades. Students can check credits recorded at the PDE site: <https://www.perms.pa.gov/screens/wfpublicaccess.aspx>

If a student is seeking Act 45 credits (if available for the course), the student should email Renee Sipple- [renee.sipple@wilkes.edu](mailto:renee.sipple@wilkes.edu) to have their Act 45 credits uploaded to PDE.

## Academic Services

Wilkes offers an online library service that you can access from home. The library is available online at [E.S. Farley Library](#). Students can search the online catalog, browse periodical databases, view full-text articles, submit an interlibrary loan, ask a reference question, and much more.

The online article search is available to anyone currently enrolled in or affiliated with Wilkes University. All article searches are free. Click on the database that you would like to search at [E.S. Farley Library at Wilkes Education](#).

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Wilkes Library Guides (LibGuides) provide discipline-specific research assistance, subject guides, and useful resources are available. [Graduate Education LibGuide](#)  
Please note that if students are not on Wilkes campus, a log in to some of the databases may be required using the Wilkes email username (without “@wilkes.edu”) and password to gain access. Those databases followed by an \* require a special password, whether on campus or off campus. Please contact the library reference desk at 570-408-3215 for additional information. Students should contact the Wilkes Help Desk to obtain forgotten passwords.

## **Social Networking Policy**

The social media policy enforced at the university can be found at <http://www.wilkes.edu/about-wilkes/offices-and-administration/marketing-communications/web-services/social-media-policy.aspx>

## **Bookstore**

A list of textbooks can be found on the [Graduate Education website](#). All textbooks, supplies, and logo merchandise is available for purchase on the [Barnes & Noble web site](#).

## **University Identification Cards**

Wilkes University provides a photo identification card (University ID card) to all of its eligible employees and students; additionally, University approved contracted personnel will be issued a temporary University ID card. The University ID card will be used to identify all persons affiliated and employed by the University in order to facilitate safety and security; allow the cardholder access to specific areas, services and resources; and provide other privileges as designated by the University and/or its departments. All persons affiliated and employed by the University are required to carry their University ID card at all times. The University ID card is intended to serve as proof of an individual's status with the University. Depending on one's status with the University, access and privileges are restricted based on specific requirements. All eligible employees, students and University approved contracted personnel who have been issued a University ID card or temporary University ID card are required to provide the card when properly requested by an agent of the University. If the person refuses to furnish the University ID card he/she will be removed from the building/ premises and/or subject to disciplinary action. Each University ID card is the property of the University, anyone who alters or intentionally mutilates the University ID card; who uses the University ID card of another; or who allows his/her University ID card to be used by another is subject to disciplinary action.

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If a card is lost or stolen it can be replaced. The individual must pay a fee at the Cashier's window between 8:00 a.m. and 4:00 p.m. Monday — Friday. An ID card will then be created and issued at that time.

Resource for online photo submission:

<https://www.wilkes.edu/academics/graduate-programs/pdfs/Online-Photo-Submission-Information-2018.pdf>

Wilkes University's ID Card Center is located at the University Police Department, ground floor, 148 S. Main St. The ID Card Center's operating hours are Monday – Friday 8 a.m. to 8p.m.

## **Statement of Disclaimer**

The statements in this bulletin are for the purposes of information. The University reserves the right to change any provisions or requirements, including tuition and fees, any time within the student's term of residence. No contract is created or implied. Students must fulfill all prevailing degree or program requirements.

## **Statement of Nondiscrimination**

Wilkes University is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals' abilities and qualifications. Wilkes University prohibits discrimination in its educational programs, employment, admissions or any activities on the basis of race, color, national or ethnic origin, age, religion, disability, pregnancy, gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local laws.

Consistent with this principle, Wilkes University will comply with state and federal laws such as the Pennsylvania Human Relations Act or other applicable state law, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Ethnic Intimidation Act of 1982 (P.L. 537-154) and other laws that prohibit discrimination.

As a recipient of federal financial assistance for education activities, Wilkes University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender, including in admissions and employment. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and this Policy.

All members and visitors of the Wilkes University community have the right to raise concerns or make a complaint regarding discrimination under this Policy without fear of retaliation. Inquiries about this Policy statement may be addressed to the University's Title IX Coordinator in person, by mail, by telephone, or by email, using the contact information listed below. A report may be made at any time (including during non-business hours). Anonymous complaints may also be made by clicking here.

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## **TITLE IX COORDINATOR**

Elizabeth Leo, Esq.  
elizabeth.leo@wilkes.edu  
570-408-7788

## **DEPUTY TITLE IX COORDINATORS**

### **For Students**

#### **Dr. Philip J. Ruthkosky, Ph.D.**

Dean for Student Success  
Office of Student Affairs  
Passan Hall 308  
Wilkes-Barre, PA 18766  
(570) 408-4108  
philip.ruthkosky@wilkes.edu

Inquiries about Title IX may be directed to Wilkes University's Deputy Title IX Coordinator, the Assistant Secretary, or both. The Assistant Secretary can be contacted at U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, or (800) 421-3481. For further information on notice of non-discrimination, you can find the [address and phone number of the OCR office that serves your area here](#) or call 1-800-421-3481.

## **Federal and State Act Compliance**

The Wilkes University Police Department (WUPD) prepares, publishes, and distributes this annual report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The "Clery Act"). This document is prepared in compliance with Act 73 of 1988 of the Commonwealth of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC §1092(f). This report is available in hard copy format upon request, during normal business hours, at the University Police Communications Center, 148 S. Main Street, UCOM Garage; the Office of Admissions, Chase Hall's Reception Area; and the Office of Student Affairs, Passan Hall, second floor. Additionally, an electronic copy of this report is available on the University website at: [www.wilkes.edu](http://www.wilkes.edu). In addition, daily logs and crime logs are available for review during normal business hours at the University Police Communications Center. Any questions regarding this report and the specific requirements of the Acts that govern its production can be addressed to Mike Krzywicki, Chief of Police and Director of Public Safety, ext. 4952.

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# Graduate Education Program Checklists

[Educational Development and Strategies](#)

[Educational Leadership with PA K-12 Principal Certification](#)

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Instructional Technology Master's

[Literacy with PDE Reading Specialist Certification](#)

[Master of Arts in Teaching](#)

Online Instruction Endorsement

Online Teaching Master's

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[TESOL](#)

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# Graduate Education Forms

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[Continuing Professional Education Registration Form \(SBL Program Only\)](#)

[Drop or Withdraw from a Graduate Education Form](#)

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[Graduate Readmittance Form](#)

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