



WELCOME!

The faculty, administrators, and staff of the Lesley University Graduate School of Education (GSOE) extend congratulations and best wishes to you as you begin your program of study. We look forward to working with you and helping you to achieve your goals in the months ahead.

When students join an off-campus program, they become part of a learning community. The off-campus programs are predicated on respect for students' professional, academic, and personal needs as adult learners.

As a member of an intensive learning community that engages in research, writing, and collaboration, your participation is an essential and necessary component to the group's success.

WHAT IS THIS RESOURCE GUIDE?

This resource guide provides you with a guide to academic life during your program at Lesley University. We hope that this information will assist you during your studies. Use this guide with the Lesley University Graduate **Academic Catalog** found on the Lesley home page under Student Life at www.lesley.edu/student-life/handbooks-and-policies/. Much of the same information, and more, is available on the Lesley website: www.lesley.edu/.

ON-SITE CONTACTS

Cohort Liaison

The cohort liaison is the local administrative contact for off-campus students. The liaison's specific responsibilities include:

- Providing students with course schedules and site information
- Distributing forms to students
- Communicating local student service issues to the university and referring students to the appropriate campus offices

Technology and Operations Coordinator

The technology and operations coordinator assures that on-site hardware, software, and web tools are fully functional for you and assists faculty should any technology need arise during the weekend.

ACADEMIC ADVISING WEBSITE!

www.lesley.edu/graduate-school-of-education/academic-advising/

This site is an online source for much of the information that is in this guide, including a list of all assistant directors for academic advising and their program affiliations.

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ACADEMIC ADVISING

Assistant Directors for Academic Advising

Assistant directors for academic advising are full-time, professional academic advisors assigned to each program at Lesley University. They are responsible for coordinating academic advising for their programs and divisions. Assistant directors can answer students' questions regarding academic programs, university policies, and academic support services.

Assistant directors also assist students with all aspects of course waiver and transfer processes, advising them on the appropriateness of applying for waivers and transfers, and then guiding them through the procedures. If they need to miss and make up a course, students should contact their assistant director. A list of assistant directors for academic advising and program affiliations is provided on the back pages of this guide.

Faculty Advisors

Each cohort is also assigned a **faculty advisor** at the beginning of the program. Faculty advisors work with students regarding career and professional issues, offer academic support and guidance, and assist students with academic concerns. Contact information for faculty advisors is provided on the Schedule of Courses.

Student Advising Responsibilities

Although advisors offer advice and counsel, each student should keep a constant check on his or her programmatic requirements and academic progress, and read carefully through all materials regarding grading, academic integrity, and related policies. Students should initiate contact with assistant directors for academic advising and faculty advisors on a regular basis and make use of the supports and resources the university offers.

ELECTRONIC RESOURCES FOR STUDENTS

Student Email Accounts

All accepted students are issued a Lesley email account. This account is then designated in our system as the active email for all communication with students. Students will receive all Lesley announcements, financial information, and programmatic updates via this email. You should plan on checking this email frequently, or be sure to link the Lesley account to your main email account.

Go to www.lesley.edu/email to check your email remotely. Students are strongly advised to link their personal email to their Lesley email by logging in to [LOIS](#) and clicking on the "Students" section. At the very top of the menu page, you'll find the link to learn how to forward your Lesley email to your own account.

Graduate School of Education Website

The GSOE web page provides links to all of its programs of study and school-specific policies, as well

as other information. www.lesley.edu/graduate-school-of-education/home/.

Lesley Online Information Service (LOIS)

This service allows applicants and current students access to Lesley's student administrative offices 21 hours a day (service unavailable from 1:00 am to 4:00 am). Using any computer connected to the Internet (Navigator 4.0 or Internet Explorer 4.0 or higher), applicants may go to www.lesley.edu/lois to track their application status and financial aid award, check their class schedule and grades, and see their unofficial transcript.

Accounts are issued to applicants and students on a rolling basis via information letters. These include usernames and passwords and are mailed to students' home addresses. Students may contact the Help Line at 617.349.8600 or 800.999.1959 x8600 for additional assistance.

Lesley University Intranet

Students have access to the Lesley University Intranet, which is a password-protected site that houses internal information and documents to assist you during your time here at Lesley. Use the same username and password as your Lesley email at intranet.lesley.edu.

Lesley University Website

Students may refer to the Lesley University main webpage, which houses information for the general public, to view the academic calendar, upcoming course choices, individual school and program websites, graduation details, campus map, services, events, and campus departments, as well as links to other online school resources. Much of the printed information below can also be found on the Lesley website at www.lesley.edu.

myLesley

MyLesley, also known as Blackboard, is an online academic course environment designed to complement the classroom learning experience and provide easy access to university resources. When you have been accepted into a Lesley program, you will be given a myLesley username and password. To access myLesley and find information about the courses for which you are registered, log in at my.lesley.edu.

Course information is generally available two to four weeks before classes begin. You can also view course-specific announcements, browse library data bases and information about student services, contact your instructors, and download syllabi. Instructors may also use myLesley to facilitate group projects and discussions, post assignments and links to Internet resources, and as a place for students to submit assignments.

Support for myLesley is provided 24 hours a day at 888-myLesley, or click on the IT Help button under Lesley Links on the myLesley page.

Online Tutoring

All students enrolled in off-campus degree-granting programs may submit drafts of papers assigned in their courses for online tutoring through the Center for Academic Achievement (CAA). Trained peer tutors review drafts to provide advice and guidance to assist students in improving their writing and editing their papers.

To get submission guidelines and technical procedures for using this academic resource, go to:

www.lesley.edu/caa.html.

Other Electronic Resources for Students

Several downloadable resources for students have been developed to assist students in their Lesley courses. These include a self-paced online course on the basics of myLesley, a 15-minute presentation on how to prepare for success in hybrid or online courses, assistance with myLesley and email, ePortfolio student guides, and help with accessing library resources. Explore these useful online resources by logging in to my.lesley.edu.

GRADUATE SCHOOL OF EDUCATION ASSESSMENT FRAMEWORK AND PORTFOLIO REQUIREMENT

Assessment Framework

Through the Graduate School of Education's assessment framework, students enrolled in master's and licensure programs collect assignments that document their academic work, provide evidence that they are meeting required state and professional standards, and confirm that Lesley University's programs are meeting stated outcomes. While the framework will improve our support of students' self-evaluation, it will also enable the Graduate School of Education to perform institutional review of the quality of its master's programs. This, in turn, will allow for streamlined processes for program endorsement by both state and national accrediting agencies.

Each course in every program has at least one key assignment that is designed to evaluate candidate progress. The key assignment and its corresponding rubric, which have been aligned to the program's stated outcomes as well as the standards set by a state and/or a professional content organization, are standardized and are the same for all delivery models of the course—face-to-face, hybrid, or online. Students complete and submit their key assignment for each course to their instructor via the ePortfolio.

My Assessment Portfolio (MAP ePortfolio)

The Graduate School of Education uses My Assessment Portfolio (MAP), an electronic portfolio (ePortfolio) system from LiveText, an assessment platform for higher education. MAP provides an easy way for students to document and demonstrate their learning online and will be used by all newly enrolled

graduate students beginning licensure and master's degree programs.

Students benefit from having a secure electronic location for storing papers, projects, multimedia files, artwork, and videos of teaching – everything related to their development as an educator. MAP enables faculty to review student work and provide direct feedback via rubrics, handwritten notes, or recorded audio messages; supports each candidate's self-evaluation and professional growth over time; and provides evidence that students are meeting required state and professional standards.

Once students have completed their program, MAP provides career benefits, including the capacity to create a professional portfolio and arrange it in multiple ways depending on one's job search. It also provides an easy way to share examples of best work during interviews.

Enrollment in MAP ePortfolio

During the first week of the term in which you begin your program, the initial five-year subscription to your ePortfolio will be created through a keycode registration process for LiveText. There is a one-time, non-refundable subscription fee of \$150.00 associated with MAP ePortfolio use. This fee will be posted on your tuition bill and financial aid can be used to cover the cost. When the five-year subscription expires, you may renew your account by contacting the vendor directly.

Once your LiveText account is created, a welcome letter will be sent to your lesley.edu email address. The welcome letter will contain your unique keycode to create an account, in addition to training and other resource information. To access MAP, visit livetext.com or the "my courses" tab in myLesley.

An orientation tutorial for MAP is available through the "my community" tab in myLesley. It is recommended that you view the tutorial as you begin your first semester of coursework. As you work through your program, you are able to return to this tutorial to review all of the resources and help materials offered. MAP assistance and technical help is also available via email, map@lesley.edu

LIBRARY ACCESS

Students may access Lesley's Sherrill Library at www.lesley.edu/library/. From there, students can search Lesley University library databases for full-text articles from 22,000 online journals and send requests to Lesley for copies of articles not available online. Articles will be sent by email or U.S. mail.

Students also have access to 50,000 e-books in education through Lesley's ebrary database, and can search Lesley's FLO catalog.

For complete access to library services, including tutorials, log in to my.lesley.edu and select the "my library" tab at the top of the page.

For reference help 360 days a year, contact the Lesley Ask-A-Librarian service at staging.lesley.edu/Ask_a_Librarian/.

ACADEMIC POLICIES

Academic Integrity Policy

Academic honesty and integrity are essential to the existence and growth of an academic community. Each member of the Lesley community is charged with honoring and upholding the university's policy. Students are full members of the academic community and, as such, are obligated to uphold the university's standards for academic integrity. Students should take an active role in encouraging others to respect these standards, and should become familiar with Lesley's policy. The policy details students' roles and responsibilities, and provides examples of violations, including, but not limited to, information about failing to document sources, plagiarism, cheating, fabrication or falsification of data, multiple submissions of work, abuse of academic materials, complicity/unauthorized assistance, and lying/tampering/theft.

For a complete reading of the Academic Integrity Policy, please refer to www.lesley.edu/policies/.

Grading Policy

Grades submitted by faculty to the registrar's office are considered to be final grades. Faculty members submit grades to the registrar's office within 15 days of the last day of the term. A cumulative grade point average of 3.0 or higher is necessary for graduate level graduation eligibility. For graduate students at the master's or certificate of advanced graduate study level, a grade of B- or better in all core or required courses must be received in order to count toward degree requirements. For grades of C+ or below on a core or required course, a student must retake the course. For elective courses, graduate students may earn a maximum of three credits of C+ grades and have those credits apply toward degree requirements. If the student does not achieve a passing grade in an elective, he or she may retake the course, or another elective may be substituted. All grades will be recorded.

For more information regarding grades, see the [Graduate Academic Catalog](#), which contains a Grades and Transcript Key.

Policy for Review of Academic Progress

The faculty of Lesley University is dedicated to providing graduate students a high-quality educational experience designed to meet students' academic, personal, and professional goals. In turn, the university expects students to maintain the academic and professional standards established for its programs of study. These standards apply to all aspects of graduate programs of study, whether on campus, off campus, or online, and include courses, internships, practica, and research-related activities. Each school within the university reserves the right to suspend, place on

probation, or dismiss at any time any student who, in the opinion of school officials, does not achieve and maintain required academic or professional standards. In case of dismissal, students remain responsible for any outstanding financial obligation to the university for tuition or other indebtedness.

Failure to meet these standards may result from, but not be limited to, such deficiencies as: more than three (3) credits of "C+" or below or "F" in pass/fail courses; six (6) credits of incompletes ("I"); poor performance in theses, integrative projects, practica, or internships; or specific deficiencies in areas deemed essential to the student's preparation.

Please see www.lesley.edu/graduate-school-of-education/policies/ to review the entire policy and academic review process.

Academic Grievance Policy

Lesley affirms the right of all students to obtain quality academic services. To protect these rights, Lesley provides an academic grievance procedure. This procedure covers all students enrolled in Graduate School of Education graduate courses. The appeal process shall be concerned with academic matters directly related to the process of instruction and evaluation of academic performance. Please refer to the [Graduate Academic Catalog](#) for academic grievance filing procedures.

Community Standards of Conduct

The Lesley University Community Standards of Conduct Policy applies to all graduate students. It incorporates the mission statement of the university and all university policies, rules, and regulations. To comply with the standards, students are expected to exercise behavior that is respectful to self, others, and property, and to conduct themselves in a manner compatible with the university's mission as an educational institution.

Lesley University reserves the right to suspend, dismiss, or otherwise discipline any student from academic or any Lesley-sponsored event or site for violations of the policy. Lesley also reserves the right, as allowed by law, to review the impact of certain criminal convictions upon Lesley, the student, and the academic/professional program in which the student is enrolled. Such discipline, suspension, or dismissal does not affect the student's financial obligation to Lesley for tuition or other indebtedness.

For a complete reading of the policy, please refer to the [Graduate Academic Catalog](#).

Attendance Policy

The academic integrity of our programs and our institutional accreditation depend on students attending all scheduled class meetings. Students should discuss with faculty, in advance, any portion of a class meeting they cannot attend.

Faculty reserve the right to set specific attendance requirements for their courses and may establish expectations regarding emergency and milestone circumstances that might necessitate student absence from class as part of their syllabus. Absence from class may have an adverse effect on a student's grade.

In setting these requirements, faculty will be guided by the following standards:

1. Students missing up to the equivalent of one full day are responsible for contacting the professor to discuss the nature of the emergency and milestone circumstance
2. Missing more than the equivalent of one full day will result in a grade of administrative withdrawal (AW) on the student's transcript. The class needs to be retaken and tuition repaid
3. Serious family emergency and significant milestone circumstances may warrant exception to these requirements and will be considered on a case-by-case basis in consultation with the program director.
4. Faculty have full discretion regarding make-up expectations. Faculty may require students to make up all assignments missed, including those completed in and out of class, as well as specific course content (i.e., videos, reflection, discussion, readings, etc.)

In addition to this policy: *Only tuition-paying students are permitted to attend classes. This means that children, spouses, and other guests will not be allowed in class; visiting faculty, by permission of the instructor, are the only exception to this policy. Pets will not be allowed in classrooms, and may not be left unattended outside.*

Online Attendance Policy

The flexibility of online courses allows students to complete assignments and participate in collaborative work from wherever there is a reliable Internet connection. In an online environment, attendance in courses that are either fully or partially delivered online is typically measured by the quality and frequency of the posts in the online discussion forums. As online courses are designed to be interactive, often with assignments that require group work, a student's absence from these discussion forums for more than a few days may prevent that student from maintaining the level of interaction that is required for success in the course.

The university acknowledges that on occasion, students may have legitimate reasons for missing class. However, it is important to realize that while some assignments might be submitted after a due date, discussion postings cannot be made up. If a student knows that she/he will be offline for a week or more, the student must contact the instructor **before** the start of a course to discuss possible options for completing required work. Given the highly interactive design of an online course, options to make up required discussion

boards or collaborative assignments may be severely limited. In this case, a student should consider taking the course at a later time.

Students should be aware that being offline for a week or more, without prior approval from the instructor, may result in no credit for the week's discussion boards or collaborative assignments. For lengthier absences, an administrative withdrawal (AW) from the course may be warranted. For courses with a grade of AW, no course credit and no tuition refund will be given.

Transfer of Credit

Students may be eligible to transfer a maximum of six approved graduate level credit hours of appropriate courses, if a particular program of study allows it. Students should begin the process during the first semester so that they will know which courses have been accepted in time to make an informed decision about their elective course work. The transfer credit process must be completed prior to the beginning of the final semester before anticipated graduation.

Students who petition for transfer credit approval should not assume credits are accepted as transfer credit until receiving official notification from the registrar's office or from their assistant director for academic advising. In all cases, the university retains the right to determine whether the course credits the student wishes to transfer are acceptable.

Transfer of Credit Guidelines

- Courses must have been taken for graduate-level credit and must have been completed with a letter grade of "B" or better.
- Courses must be judged by the Graduate School of Education to be suitable in content for credit within the student's program of study.
- Courses must not be more than seven years old at the expected time of graduation from Lesley.
- Courses must be from a regionally-accredited institution and must not have been used as credits to meet prior degree requirements in another program of study at Lesley University or another institution.
- Courses must have been taken prior to the start of the Lesley program, unless the student obtains prior written approval from the school dean or designee.

Transfer of Credit Procedures

1. Complete a Request for Transfer Credit Form, available from the registrar's office, and submit it to the assistant director for academic advising
2. Attach catalog descriptions for each course, or a course syllabus, to the Request for Transfer Credit form for each course being submitted for review.
3. Send official transcripts directly to the assistant director, if not previously sent as part of the

admissions application process (Student copies of transcripts are not acceptable.)

Course Waivers

Course waivers may be granted when it can be determined that, prior to matriculation at Lesley University, a student successfully completed a course that is substantially the same as a required course in the student's Lesley program. In general, requirements to waive a course are stringent, and the Graduate School of Education must have evidence that previous academic and/or work experience reflects current knowledge and research in the field. In rare instances, waivers may be approved through documentation of a student's professional experience if that role demonstrates equivalent experience to course requirements.

Approved waivers do not reduce the total number of credits required for the awarding of the degree. If the course meets all requirements for transfer credit, the course may be transferred in to meet the credit requirement. If the course cannot be transferred in, or if the waiver is based on professional experience, the student must contact his/her assistant director to select another approved course for the same number of credits to be taken in lieu of the waived course.

Students should complete the Request for Course Waiver Form, available from the registrar's office, for each course they request to waive. The form and all supporting documentation should be submitted to the assistant director at the beginning of the first semester of a student's program.

Official Format for Student Papers

The Graduate School of Education recognizes the Publication Manual of the American Psychological Association (APA) as the official format for student papers, citations, and bibliographies. The Graduate School of Education will not accept other publication guidelines, such as that of the Modern Language Association.

See research.lesley.edu/apa for the APA Online Handouts, APA Guides, and the SearchPath Tutorial, which can help increase your information literacy skills. The library handouts provide a user-friendly summary of APA guidelines.

Incomplete Coursework

Students who, because of unusual circumstances, are unable to complete the requirements for a course before the final grading period may, at the discretion of the instructor, request an incomplete grade. The following procedures must be followed:

- An Incomplete Course Contract, available through the assistant director for academic advising or the university registrar, must be completed by the student and instructor and submitted to the assistant director for academic advising.

- Requirements must be completed in accordance with conditions established by the instructor.
- Course work must be submitted to the instructor no later than April 1 for incompletes from the fall semester and December 1 for incompletes from the spring and summer semesters. Students who do not complete their work by the deadline dates above will have an "I" (Incomplete) permanently recorded on their academic record, and they will be required to retake the course.
- The changing of an "I" to a grade is relayed from the instructor to the registrar's office via a grade change form. Students can view grade changes on LOIS (Lesley Online Information Service).

Students should contact their assistant director for academic advising if they have any questions or concerns about incomplete coursework, the Incomplete Course Contract, or deadlines for completing requirements.

STUDENT SERVICES

Course Registration and Payment

At orientation, students will register for their first course. Students will also complete an Automatic Registration Agreement and will be automatically registered for all courses in their program.

Notification of tuition bills will be sent to your Lesley email address requesting that you log onto your LOIS (Lesley Online Information System) account at www.lesley.edu/LOIS. Your tuition and fee charges can be paid online with an American Express, Discover, MasterCard, or VISA credit card, as well as ACH / electronic check. Payments made by credit card and debit card are subject to a 2.5% convenience fee. Check and ACH payments can be made online at no additional fee. Checks should be made payable to Lesley University and include the student's full name and Lesley ID Number to ensure proper application to the student account.

It is the student's responsibility to ensure payments are made by the payment due date for each semester. Please allow at least ten business days for payments mailed to the university to avoid late payment fees.

If students are waiting for their official financial aid award to be completed, they must pay for the course and be reimbursed when their award is processed. They may also visit www.lesley.edu/student-accounts/ and click on Tuition Management Systems (TMS) to set up a payment plan.

Students can log on to [LOIS](#) to review their account record of payments and credits. The site also provides information if students have a hold on their account and who they need to contact. Also available is 1098T information and payment plan information.

Dropping a Course

As part of a cohort, if a student is unable to take a course, the registrar's office must be contacted before the start of the term. Term dates are listed on the Schedule of Courses. Dropping a course may be done via email or over the phone. To drop a course by telephone, call the registrar's office at 800.999.1959 ext. 8740. Changes by telephone may only be done if no additional charges are expected and must be completed prior to **the start date of the term**. Please be prepared to give your Lesley student ID number and the course number for each course being dropped. Students may also drop classes by emailing registrar@lesley.edu with their student information and the course number. Refunds for dropped courses are granted according to the prevailing refund schedule. To view the refund schedule, go to the [student accounts office](#) on the Lesley website.

Withdrawing from a Course

Students who withdraw from a course after the class begins will receive a "W" grade on their transcript. ("W" grades do not affect grade point average.)

Refunds for withdrawals are granted according to the prevailing withdrawal refund schedule. To view the refund schedule, go to www.lesley.edu/student-accounts/.

Missing a Course

Students missing courses due to illness, emergency, or milestone circumstances should contact their assistant directors for academic advising. Students will develop a plan with their advisors for taking any missed courses at a later date. Depending on availability, a course may be taken at another site or on the Lesley campus in Cambridge. Making up missed courses might delay graduation.

Requests to Register for Courses at Other Sites

Off-campus students will complete all course requirements at their site of origin with their cohort group. Exceptions to this policy will be approved in rare circumstances by an assistant director of academic advising and will be documented in writing and approved prior to the beginning of the off-campus course.

Emergency Cancellation of Off-Campus Classes

Cancellation of off-campus classes is based on local conditions and is handled at the site location. Off-Campus Operations, through the local cohort liaison and faculty, will advise students in advance of notification procedures for individual class or site cancellation due to weather emergencies.

Financial Aid Process

Federal financial aid is available for students who are:

- US citizens or eligible non-citizens
- Accepted into a degree-seeking program
- Not in default on a prior student loan

- Enrolled at least half-time
- If male, have registered with Selective Service
- The Free Application for Federal Student Aid (FAFSA) must be completed at www.fafsa.ed.gov. It takes 3–5 business days for your FAFSA to be sent to the schools you designate. Be sure to include Lesley's school code, 002160

We recommend you begin the application for financial aid at the same time you apply for admission to the university. Once accepted, please allow sufficient processing time so that you can receive a determination of your eligibility before you are required to pay for courses. If you have not received a Financial Aid Award Letter prior to your course bill due date, you will be required to make payment arrangements with the student accounts office.

Detailed instructions on applying for financial aid and receiving your award are available on the Lesley website: www.lesley.edu/financial-aid/.

Scholarships

Off-campus students are eligible for several scholarship programs. For more information, please visit www.lesley.edu/scholarships/opportunities/.

Disability Services for Students

Lesley University is committed to ensuring that all qualified students with disabilities are afforded an equal opportunity to participate in and to benefit from its programs and services. To receive accommodations, a student must have a documented disability as defined by Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008, and must provide documentation of the disability. Eligibility for reasonable accommodations will be based on the documentation provided.

If you are a student with a documented disability, or feel that you may have a disability, please contact

Daniel Newman, ADA/504 Coordinator
Doble Hall 208
Phone: 617.349.8572 • Fax: 617.349.8324
dnewman@lesley.edu

Counseling Center

Lesley University offers short-term counseling, evaluation, and referral to students in degree programs as support for students' pursuit of social and emotional growth. Counseling sessions are confidential and not recorded on academic records. The staff provides service around a wide range of mental health concerns; students in need of or desiring long-term counseling will be referred to outside specialists. The center is on the 3rd floor of Doble Hall, which is located above the fitness center at the end of Mellen Street. Please call 617.349.8545 for an appointment. Limited hours are also available during summer and vacation times. For more information, visit www.lesley.edu/student-counseling/.

Career Resource Center (CRC) and the Lesley Career Connection

At the CRC, career counselors work with undergraduate and graduate students on career exploration and decision making, job search strategies, effective self-promotion, and work issues.

The Lesley Career Connection is an online resource (user name and password required) accessible through the CRC website. It offers information about student employment opportunities, professional positions, and summer jobs; CRC events; drop-in/call-in hours; job fairs; and organizations interested in prospective interns and graduates from Lesley University. The Career Connection also includes the Alumni Career Network, a resource for students to connect with Lesley alumni in a wide variety of career fields.

The CRC office is on the 4th floor of Doble Hall, which is located above the fitness center at the end of Mellen Street, or students may visit www.lesley.edu/career-resource-center/.

Field Placement

Students in an Initial classroom licensure program must complete a practicum, which is a full-time, full-semester teaching experience in a Massachusetts public school. For some licenses, such as those in early childhood, moderate disabilities, instructional technology teacher, and severe disabilities, the semester will include experiences in two different settings. The practicum is accompanied by a weekly two and a half-hour seminar and includes four classroom observations by a Lesley supervisor.

For a description of the different types of field experiences and placement procedures for off-campus students, see the separate handout from the field placement office. Information can also be viewed on the web page at www.lesley.edu/fieldwork/soe/soe_welcome.html

New Massachusetts Fingerprinting Requirement

Massachusetts has adopted a new requirement for public and private schools and programs licensed, approved, or funded by the Departments of Elementary and Secondary Education and Early Education and Care. In addition to conducting Massachusetts-based criminal background checks (CORI) on interns, student teachers, employees, and others, these schools and programs must also obtain additional criminal background information through fingerprint records. The fingerprint records will be sent to the FBI and Massachusetts state police to check criminal records nation-wide.

Please note that individual school districts and programs are responsible to ensure that all individuals who have the potential for unmonitored contact with children have fingerprinting and background checks. Because the fingerprinting process is being phased in, schools may have different timelines for implementing this requirement for students completing practicum and

field placement experiences. As soon as you know where you will be placed for a practicum, internship or field experience, contact the school, center or program for next steps regarding the fingerprinting requirement.

Please see [Frequently Asked Questions](#) for more information; details about fingerprint locations and scheduling can be found on the [MorphoTrust](#) website.

If you have questions about the implications of these new requirements on your educational program or career in the field of education, please contact Lesley's Certification Officer, Sharyn S. Boornazian, at sboornaz@lesley.edu or 617-349-8496.

Lesley Card: Student Identification

Student ID cards are available to all students and serve as the student's library card at Lesley University. Cohort liaisons will distribute non-photo laminated identification cards to students by the end of the second course in the program. If you have questions regarding lost or replacement cards, please contact the card office by phone at 617.349.8825 or by email at lesleycard@lesley.edu.

CERTIFICATION AND EDUCATOR LICENSURE

Licensure Programs

Lesley University's licensure programs in Massachusetts are approved by the Massachusetts Department of Elementary and Secondary Education, and are also recognized by the NASDTEC Interstate Agreement, meaning that graduates are eligible to apply for certification in Massachusetts and across the country.

The Educator/Counselor Preparation and Professional Development Program at Lesley University is accredited under the Teacher Education Accreditation Council (TEAC) Quality Principles through the CAEP Accreditation System, for a period of seven years, from 2014 to 2021.

Educator Licensure and Recruitment (ELAR) Account

All licensure candidates are **required** to set up an electronic Educator Licensure and Recruitment (ELAR) account at the Massachusetts Department of Elementary and Secondary Education at www.mass.gov/edu/gateway/. There is no fee to begin an ELAR profile, but candidates will be assigned a unique **ID number, or MEPID (Massachusetts Educator Personnel ID) that must be reported to Lesley through LOIS.**

As one of the state's online resources, ELAR allows educators to complete most licensure-related transactions on the Internet. Through ELAR, applicants can view MTEL results, apply for or advance a license online, renew a Professional license, check the status of a license/application, make a payment, view a description of what documents are scanned into their file, print unofficial license information, post a resume, and search for jobs.

Sheltered English Immersion (SEI) Endorsement

In response to the new SEI requirements effective June 2012, Lesley has modified all initial licensure programs to include an approved 4-credit Sheltered English Instruction course. Candidates for Initial teacher and reading specialist licensure are required to have an SEI endorsement effective July 1, 2014. License renewals, extensions, or advances after July 1, 2016 will require a Sheltered English Immersion Endorsement.

After July 1, 2016, Massachusetts teachers' Professional Development Plans will require at least 15 professional development points (PDPs) related to SEI or English as a second language and at least 15 PDPs related to training strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles.

Massachusetts Tests for Educator Licensure (MTEL)

Candidates seeking Initial license as a teacher, specialist, or counselor are required by the state to pass Massachusetts Tests for Educator Licensure (MTEL), a series of pass/fail tests designed to measure readiness for educator licensure.

The Communication and Literacy Skills MTEL, which has a reading subtest and writing subtest, is required for all educator licenses. Subject matter tests are required for teaching and specialist licenses (not for counseling or instructional technology), and some licenses require the Foundations of Reading MTEL.

In recognition of the need for increased and enhanced math proficiency for teachers and students, the General Curriculum (GC) MTEL subject test includes a separately-scored mathematics subtest and a multi-subject subtest. The GC is required for students in elementary education, moderate disabilities, and severe disabilities programs. Candidates in these license areas take an online math diagnostic; elementary and/or moderate disabilities license candidates take the diagnostic in EEDUC 5102 Teaching Elementary School Mathematics, or earlier if desired.

Online math diagnostic results help determine whether students should register for an 18-hour Math General Curriculum workshop or 36-hour Math General Curriculum course.

More MTEL information, including test formats and schedules, is available through the following:

- Massachusetts Department of Elementary and Secondary Education website at www.doe.mass.edu/mtel
- The Lesley University MTEL Student Guide, which is available in print and on the [Certification and Educator Licensure Office website](#).
- Other information and the online test registration can be found at www.mtel.nesinc.com.

Test Preparation Workshops and Math General Curriculum Course

Lesley offers MTEL workshops and a general curriculum math course to support matriculated students, alumni, and recent applicants. These workshops are free to matriculated students and alumni, except the math workshop and math course (see below).

Workshops cover some content, practice questions, test-taking strategies, and resources for further individual study and preparation. Registration information is available by clicking on "Workshops" on Lesley's Certification website.

For the General Curriculum Math Subtest, Lesley offers students a \$100 workshop and a \$375 course. Students must first take a free, two-hour online diagnostic test to determine whether, and in what areas, they may need extra help. The certification website has details on registration for the diagnostic, course, and workshop.

It is recommended that students who will be taking the General Curriculum test take the online mathematics diagnostic as soon as possible during the first semester of their programs. This gives students time to use the feedback from the diagnostic to prepare for the test.

Applying for Licensure

The Lesley University Certification and Educator Licensure Office researches and processes the request, endorses electronically, and submits all endorsed transcripts to the Massachusetts Department of Elementary and Secondary Education.

Students who seek licensure are responsible for both initiating the online licensure procedures through the Department of Elementary and Secondary Education website and for requesting endorsed transcripts.

All licensure information, including requests for endorsed transcripts, can be found on the certification website www.lesley.edu/education/certification/ or by calling 617.349.8427.

LESLEY UNIVERSITY MTEL TEST POLICY

For all graduate programs leading to Initial license in Massachusetts

All applicants seeking admission to an Initial license program are strongly advised to take the Communication and Literacy Skills MTEL as soon as possible.

All candidates seeking an Initial license must pass ALL portions of the MTEL(s) required for their licensure program to be eligible for student teaching or practicum. (Exception: Reading specialist candidates are required to take, but are not required to pass, the Reading Specialist MTEL prior to the practicum.)

In order for Lesley University to endorse, or recommend, a candidate for educator licensure in Massachusetts, he/she must:

- Complete the approved program at Lesley University
- Complete all state testing requirements
- Request an endorsed transcript through the Lesley University Certification and Educator Licensure Office website, www.lesley.edu/certification
- Provide a MEPID, Massachusetts Educator Personnel ID number, to Lesley through LOIS. The MEPID is available on the ELAR account at the Massachusetts Department of Elementary and Secondary Education.

GRADUATION REQUIREMENTS

Students are responsible for meeting all degree requirements. They may wish to consult with their assistant director for academic advising at the beginning of the semester before graduation is anticipated. Students will not be eligible for graduation the same semester that acceptance to a degree program is given. Transfer credit and course waiver procedures must be completed at least one semester prior to the beginning of the final semester before graduation. Lesley University holds one commencement ceremony in Cambridge each year in May.

Degrees are conferred four times each year: in May, August, November, and February.

Candidates who complete their program of study and expect to graduate must file a Declaration of Intent to Graduate via the Lesley Online Information System (LOIS) and pay the degree completion fee. For more specific graduation information, please refer to: www.lesley.edu/services/registrar/graduating.html.

Transcripts and Degree Requirements

The transcript and degree completion statement fee is \$5.00 per copy. All transcript requests must be in writing and should be forwarded directly to the registrar's office.

There are three documents that may be helpful for you:

- A Requirements Completed Statement is also an official transcript. It reflects all course work taken and the date the degree requirements were completed. Requirements Completed Statements are often requested prior to graduation date, thus the transcript does not include the graduation (conferral) date
- A transcript with degree conferral date is necessary if an employer requires that a transcript reflect a graduation date. Graduation dates are not posted to the transcript until the graduation date occurs.
- For salary increases and other purposes, a student may require confirmation of a degree program in advance of the degree date. In these cases, a

Degree Completion Statement Transcript (DCS) is an option. Students should be very clear in their requests as to whether they require a Requirements Completed Statement (as defined above) or a final transcript, which includes the conferral date.

More information, as well as the request form, is available at: www.lesley.edu/transcripts/.

CHANGES IN CONTACT INFORMATION

It is the student's responsibility to notify the registrar's office of any name or address change so that the university can maintain accurate records. Please fill out a Change of Name/Address form if you move or change your name. This will ensure that you receive important mailings and that your correct name is on your official records. An online change form can be found at www.lesley.edu/registrar/.

You may also notify the university registrar of changes to your contact information through myLesley at my.lesley.edu. After logging in, click on "Update Personal Information." Please note that address changes submitted through myLesley are not "real time" changes, and will not be displayed until the registrar's office completes the change process.

It is important to keep your personal email address updated and linked to your lesley.edu email address in order to receive electronic campus notifications, newsletters, updates, and reminders. To change or add a personal email address, go through [LOIS](#).

GSOE CONTACT INFORMATION

GRADUATE SCHOOL OF EDUCATION ACADEMIC ADMINISTRATORS

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Paul Naso, Director, Doctoral Program Division	pnaso@lesley.edu	617.349.8284
Coleen O'Connell, Director, Ecological Teaching and Learning Program	oconnell@lesley.edu	617.349.8275
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Nerecesa Pires, Assistant Director, Field Placement	npires@lesley.edu	617.349.8400
Vivian Poey, Director, Community Arts Program	ypoey@lesley.edu	617.349.8688
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Valerie Shinas, Director, Language and Literacy Division	vshinas@lesley.edu	617.349.8385
Stephanie Spadorcia, Director, Reading Program	sspadorc@lesley.edu	617.349.8812
Rita Sugarman, Associate Certification Officer	rsugarma@lesley.edu	617.349.8427
Robert J. Thomas, Director, Teaching, Learning, and Leadership Division	rthomas4@lesley.edu	617.349.8282
Stephen Yurek, Associate Director, Math Program	syurek@lesley.edu	617.349.8938
Nicole Weber, Director, Science Online Programs	nweber@lesley.edu	617.349.8618

GRADUATE SCHOOL OF EDUCATION DIVISIONS AND DIRECTORS

CREATIVE ARTS IN LEARNING DIVISION

Programs in Early Childhood/Creative Arts and Elementary/Creative Arts, Community Arts, Integrated Teaching Through the Arts, Teacher of Visual Arts

Maureen Creegan-Quinquis, Associate Professor, Division Director mcreegan@lesley.edu 617.349.8233

DOCTORAL PROGRAMS

Dr. Paul Naso, Professor, Division Director pnaso@lesley.edu 617.349.8284

LANGUAGE AND LITERACY DIVISION

Specialist Teacher in Reading, ESL Programs, Literacy K-8

Dr. Valerie Shinas, Assistant Professor, Division Director vshinas@lesley.edu 617.349.8385

OFFICE OF FIELD PLACEMENT AND PROFESSIONAL PARTNERSHIPS

Dr. Marcia Bromfield, Professor, Director mbromfie@lesley.edu 617.349.8396

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) DIVISION

Instructional Technology Specialist, Educational Technology, Online Technology in Education, Science Online, and Mathematics Programs

Dr. Lorraine Greenfield, Assistant Professor, Division Director lgreenfi@lesley.edu 617.349.8574

SPECIAL EDUCATION DIVISION

Moderate Disabilities (PreK-8, 5-12), Severe Disabilities (All levels), and Special Education Individually Designed Programs

Dr. Beverly Cush Evans, Associate Professor, Division Director bevans@lesley.edu 617.349.8392

TEACHING, LEARNING, AND LEADERSHIP DIVISION

Early Childhood, Elementary, Middle School, and High School Programs

Dr. Robert J. Thomas, Assistant Professor, Division Director rthomas4@lesley.edu 617.349.8282

GRADUATE SCHOOL OF EDUCATION ASSISTANT DIRECTORS FOR ACADEMIC ADVISING AND STUDENT SERVICES

For Programs In:

Elementary Education (on/off campus); **Middle School** (on/off campus); **High School** (on/off campus); **Curriculum and Instruction Elementary Generalist** (on campus); **Elementary with Optional Add license Preparation for ESL (EEUI)**; **Educational Technology** (off campus/cohort programs): M.Ed. Initial Licensure and Licensure Only; **Mathematics Education** (off campus/cohort programs); **M.Ed. Individually Designed Program for Educators** (on campus); **English as a Second Language (ESL)**: Joint Elementary/ ESL; Licensure Only

Special Education (Moderate Disabilities, Severe Disabilities, on/off campus); **Joint Elementary/Moderate Disabilities**; **Collaborative Internship Program**;

Specialist Teacher in Reading (STR): C.A.G.S., M.Ed., Licensure Only, Joint Elementary/STR, Joint Middle School English/STR; **Curriculum and Instruction** (non-licensure program); **Literacy (K-8)**; **Urban Teacher Center (UTC) Programs**

Online Degree Programs: M.Ed. in Science in Education; M.Ed. in Educational Technology; M.Ed. in Mathematics Education

Online Graduate Certificates: Science in Education, Mathematics Education, Online Teaching, Navigating Our Digital World, and Emerging Technologies

Contact:

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**GRADUATE SCHOOL OF EDUCATION ASSISTANT DIRECTORS FOR
ACADEMIC ADVISING AND STUDENT SERVICES (Continued)**

For Programs In:

Ph.D. in Educational Studies with Specializations in
Adult Learning, Educational Leadership, and Individually Designed

Early Childhood (on/off campus); **Early Childhood/Creative
Arts in Learning** (on/off campus); **Elementary/Creative Arts in Learning;
Teacher of Visual Art; Curriculum and Instruction with a
Specialization in Integrated Teaching Through the Arts** (on campus);
Arts, Community, and Education; M.S. in Ecological Teaching and Learning

**Graduate Certificates in TESOL, Special Education,
Autism, and Literacy; Individually Designed M.Ed. Program for
Educators (Online)**

Contact:

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CAMPUS CONTACT INFORMATION

Book Store	bookstore@lesley.edu	617.349.8875
Career Resource Center	crcjobs@lesley.edu	617.349.8550
Center for Academic Achievement		617.349.8459
Certification/Licensure	rsugarma@lesley.edu	617.349.8427
Counseling Center		617.349.8545 or contact Faculty Advisor
Disability Services	rbork@lesley.edu	617.349.8194
Graduate Admissions		617.349.8300 or 877.4LESLEY
Health Insurance	studentinsurance@lesley.edu	617.349.8543
Independent Study		Assistant Director for Academic Advising or Program Director
Leave of Absence		Assistant Director for Academic Advising
Lesley Card: Student Identification	lesleycard@lesley.edu	617.349.8825
Library Circulation Desk		617.349.8850
Library Reference Desk		617.349.8872
Missing a Class		Instructor
Security/Emergency		617.349.8888 or 911
Parking	weve@lesley.edu	617.349.8825
Registrar	registrar@lesley.edu	617.349.8740
Graduate School of Education		617.349.8393
Student Financial Services	SFS@lesley.edu	617.349.8760
Student Life and Academic Development		617.349.8459
Transcripts and Degree Completion Information Line		617.349.8730 (Recorded Instructions)
Transfer of Credits/Waivers		Assistant Director for Academic Advising
Tuition/Billing Accounts	studentaccounts@lesley.edu	617.349.8760

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