



WELCOME!

The faculty and staff of the Lesley University Graduate School of Education 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 embark upon a Graduate School of Education program, they join a learning community that values and respects their professional, academic, and personal needs as adult learners.

The Graduate School of Education (GSOE)

The Graduate School of Education offers on-campus, Cambridge-based programs; online programs and courses; and programs at multiple regional sites in New England and states across the country. With programs in art education; early childhood, elementary, middle school, and high school; educational technology; literacy; mathematics; science; special education; and adult learning, the Graduate School of Education provides a solid foundation for aspiring and current teachers and other educational personnel throughout the country.

Students obtain a superior education through challenging coursework, experiential exploration, interdisciplinary connections, classroom-based reflection, research, and clinical experiences that demonstrate a strong commitment to and belief in cultural pluralism, inclusive communities, and the integration of the arts and technology in education. These experiences inspire graduates to take leadership roles in helping to initiate reform in their schools and to contribute to the restructuring of education for future generations.

This guide provides on-campus students with information that will assist them as they progress through their programs. It contains general information, as well as many topics that are specific to GSOE. In each section, you will find links to more detailed sources of information. Contact information can be found throughout the guide and on pages 17-19.

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 academic advisors and their program affiliations.

CONTENTS

<u>GENERAL INFORMATION</u>	2
<u>Campus Facilities and Student Services</u>	2
Book Store	
Classrooms	
Doble Fitness Center	
Emergency Alerts	
Lesley Card: Student Identification	
Name Change or Change of Address	
Parking, Public Transportation, and the Lesley Shuttle	
<u>Electronic Resources</u>	3
Course Schedules	
Graduate School of Education Website	
Lesley Online Information Service (LOIS)	
Lesley University Intranet	
Lesley University Website	
myLesley	
Student Email Accounts	
<u>Sherrill Library</u>	4
<u>Student Administrative Services</u>	4
Course Registration and Payment Information	
Financial Aid	
Financial Aid Process	
Scholarships	
<u>Student Life and Academic Development</u>	5
Career Resource Center/Lesley Career Connection	
Center for Academic Achievement	
Counseling Center	
Disability Services	
Health Insurance or Health Insurance Waiver	
Immunizations	
Multicultural Student Services	
Ways to Get Involved	
<u>ACADEMIC INFORMATION</u>	7
<u>Academic Advising</u>	7
Advising Teams	
Student Responsibilities	
Program Directors/Coordinators	
<u>Qualified Acceptance</u>	8
<u>Academic Catalog</u>	8
<u>Certification and Educator Licensure</u>	8
Licensure Programs	
Certification and Educator Licensure Office	
Educator Licensure and Recruitment (ELAR) Account	
Sheltered English Immersion (SEI) Endorsement	
Massachusetts Tests for Educator Licensure (MTEL)	
Test Preparation Workshops and Math Course	
Applying for Licensure	
Lesley University MTEL Test Policy	
<u>GSOE Assessment Framework and Portfolio Requirement</u>	9
Assessment Framework	
My Assessment Portfolio (MAP ePortfolio)	

<u>Field Placement</u>	10
Summer Compass	
Year-Long Internships: Initial Licensure	
New Massachusetts Fingerprinting Requirement	
<u>Course Meeting Formats</u>	11
<u>Graduation Requirements</u>	11
<u>ACADEMIC POLICIES & PROCEDURES</u>	12
<u>Community Standards of Conduct</u>	12
<u>Academic Integrity Policy</u>	12
<u>Transfer of Credit & Course Waivers</u>	12
<u>GSOE Attendance Policy</u>	13
Weekly Model	
Weekend Model	
Online Programs	
<u>Official Format for Student Papers</u>	14
<u>University Grading Policies</u>	14
<u>Incomplete Coursework</u>	15
<u>Transcripts/Requirements Completed Transcripts</u>	15
Transcripts	
Requirements Completed Transcript	
Endorsed Transcript for Licensure	
<u>Policy for Review of Academic Progress</u>	16
<u>Academic Grievance Policy</u>	16
<u>Equal Opportunity and Inclusion Policy</u>	16
<u>CONTACT INFORMATION</u>	17

GENERAL INFORMATION

CAMPUS FACILITIES AND STUDENT SERVICES

Book Store

The Lesley University book store, operated by Barnes and Noble, is located on the first floor of University Hall at 1815 Massachusetts Avenue, and is accessible from the Lesley website under University Life, [Bookstore](#). It sells and rents new and used textbooks, trade books and magazines, and student supplies and clothing. The book store can special order books and will buy back many used textbooks.

Classrooms

Classrooms are located at all campus locations, and you may determine the location of your course(s) by logging into the [Lesley Online Information System \(LOIS\)](#) and looking under Course Schedule. When using a classroom, every effort should be made to remove all items brought in for the class including chalk or whiteboard supplies, course materials, and food. All equipment, tables, chairs, and desks should be returned to their original locations.

Doble Fitness Center

Doble Fitness Center, located at the end of Mellen Street in Doble Hall, is available to any member of the Lesley community. Semester hours: 7:00 am to 11:00 pm, Monday through Friday; 10:00 am to 10:00 pm on Saturday and Sunday. A valid Lesley student ID is mandatory at all times. For summer and winter hours, visit athletics.lesley.edu/information/fitness_center/.

Emergency Alerts

Lesley University has subscribed to an Emergency Alert System, which allows the Public Safety office to send on-campus emergency alerts to students, faculty, and staff via all familiar communications methods, such as email, text message, SMS, and phone. It is an opt-in system; you are not required to register, though it is strongly recommended. You can enroll by going to www.lesley.edu/public-safety/ and clicking on “Alert System.”

Lesley Card: Student Identification

The Lesley Card is the official identification card of Lesley University. Issued to all members of our community, it is required for identification and access to essential campus services, including libraries. It also offers a convenient CashLynx account for making purchases on and off campus.

Lesley Cards may be obtained at the Doble Public Safety Office, 34 Mellen Street, Cambridge, MA 02138, 24 hours a day, 7 days a week. Students must bring a government issued photo ID (driver’s license, passport, state ID, military ID). You will need to go to Sherrill Library to have your Lesley Card processed to be used as a library card.

Questions regarding lost or replacement cards should be addressed to the card office at 617.349.8825 or by email at lesleycard@lesley.edu.

Name Change or Change of Address

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 or 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, generally within one to two business days.

It is important to keep your personal email address updated and linked to your Lesley email address in

order to receive electronic campus notifications, newsletters, updates, and reminders. To change or add a personal email address, go through [Lesley Online Information Services \(LOIS\)](#).

Parking, Public Transportation, and the Lesley Shuttle

All non-resident graduate students are eligible for night/weekend parking permits during the semester for which they are registered. For more information, visit www.lesley.edu/parking/permit/student/. Possession of a Lesley parking permit does not guarantee a parking space will be available.

Students without a permit may park in the lot behind University Hall, 1815 Massachusetts Avenue on a space-available basis. Standard university parking rates will apply.

Students are encouraged to use public transportation whenever possible. We are conveniently located near the Porter, Davis, and Harvard Square MBTA stations and along major bus routes. Check for complete information about day, night, handicapped, and visitor parking and MBTA reimbursements for Lesley students at www.lesley.edu/directions/ and clicking on the related links.

The Lesley **shuttle** operates September through May from 7:00 am -11:00 pm and services all three campus locations listed below:

1. **Doble Campus** (DC), at the corner of Massachusetts Avenue and Mellen Street
2. **Porter Campus** (PC), parking lot behind University Hall -1815 Massachusetts
3. **Brattle Campus** (BC), at the corner of Hastings Avenue and Phillips Street

There is no service on weekends, university-observed holidays, or student breaks. See the shuttle schedule and more details by going to www.lesley.edu/directions/ and clicking on “Transportation Options.”

ELECTRONIC RESOURCES

Course Schedules

A real-time, searchable index of courses by term can be found at www.lesley.edu/lois by clicking on “Current Course Information” on the main menu (login information not required). **NOTE:** *Because times, places, and instructors may change, be sure to check back for course updates.*

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. On-campus students can register for classes through “WebReg,” check their class schedule and grades, see their unofficial transcript, and get information on their financial aid status.

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.

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 your 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.

SHERRILL LIBRARY

Sherrill Library is located on the Brattle campus in Harvard Square, at the corner of Phillips Place, Mason, and Brattle streets. The library supports Lesley’s academic programs through an extensive collection of books and videotapes; electronic, journal, monographic, and multi-media resources; teaching resources; and a children’s literature collection.

Sherrill is a member of the Fenway Library Consortium, a cooperative of libraries that offers reciprocal borrowing to faculty, students, and staff.

To begin using the library, bring your current Lesley ID (see **Lesley Card: Student Identification** on page 2 of this guide) to the library, where your information will be entered into the library system. You will then be able to visit and borrow books from any consortium member or request materials from the other libraries. Students may also borrow passes to local museums through the library.

There are currently several other ways to access the many services the library offers. The library’s web page at www.lesley.edu/library allows you to “ask a librarian,” view library holdings, search the Fenway Libraries Online (FLO) catalog, request interlibrary loans, and gain access to the SearchPath library tutorial, which invites students to learn library research through self-paced, interactive modules on the Web. Library services are also available through myLesley. Sherrill personnel are available in person and by email.

Students are encouraged to view and take out videos, use audio and video editing and production facilities, and take out recording equipment for video and audio production. To reserve video materials, contact the Sherrill Library by email at libcirc@lesley.edu or call 617.349.8850.

To reserve media equipment (cameras, recorders, etc.) contact E-Learning and Instruction by email at

elis@lesley.edu or call 617.349.8860. A complete guide that includes online resources is available at research.lesley.edu/Media.

STUDENT ADMINISTRATIVE SERVICES

The student administrative services offices, located on the third floor of University Hall at 1815 Massachusetts Avenue, include financial aid, student accounts, registrar, and records. Students may contact or visit these offices to register for or withdraw from classes, request transcripts or other records, submit a name or address change, pay outstanding student accounts, or obtain information about financial aid. See www.lesley.edu for more information.

Course Registration and Payment Information

Through the Lesley website, on-campus students are notified each semester about registration dates, procedures, and course offerings. All course registrations must be completed before the second class meeting unless the course is in intensive format, in which case registration must be done before the class begins. Program and course prerequisites are listed in the [Graduate Academic Catalog](#) and on the [Graduate School of Education](#) website; academic advisors can also discuss any prerequisites for registration.

On-campus students can register in one of the following ways:

- **Web Registration (WebReg)**
Students can register online via [LOIS](#). For WebReg dates, check the academic calendar at www.lesley.edu/academic-calendars/.
- **Walk-in or Mail-in Registration**
Students can submit a paper registration form, available at the registrar’s office or by download at www.lesley.edu/registrar/. Click on “Forms for Students and Alumni” and then select “Registration (pdf).” Paper forms can be delivered in person or mailed to the registrar’s office.

Late registration is offered on a space-available basis, and late fees may apply. Please note: Once a course has begun, this option is not available for intensive weekend courses

Students may **drop and add** classes according to published deadlines, and they are entitled to a refund according to the prevailing withdrawal refund schedule. In order to qualify for a full refund, a course that meets weekly must be dropped prior to the second class meeting; online courses must be dropped during the first week of the term. Go to www.lesley.edu/registrar/forms/ to download the appropriate drop/add forms, which must be filled out in order to receive a refund.

In the case of closed/waitlisted courses, please contact your academic advisor, who can help you either find another course or advise you regarding the

waitlist. Please do not contact individual faculty members.

Always check the Lesley website for current information on room and faculty changes, class cancellations, and course additions before registering for classes.

Registration is not complete unless the student accounts office has received full payment by the deadline specified for each semester. Financial Aid recipients may register by attaching a copy of their award letter to the registration form (see the Financial Aid section below). Lesley University accepts cash, check, MasterCard, VISA, American Express, and Discover. Payment plans are also available. The Student Accounts Office is at 617.349.8760 or www.lesley.edu/student-accounts/.

Financial Aid

The Lesley University Financial Aid Office provides guidance and financial assistance to students who would not be able to attend Lesley without some type of aid. Financial aid is available in various forms, including but not limited to, federally subsidized and unsubsidized Stafford loans, merit scholarships, federal work-study, student employment at Lesley, and graduate assistantships.

Financial Aid Process

Federal financial aid is available for students who are:

- US citizens or eligible non-citizens
- 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 to 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 at www.lesley.edu/financial-aid/.

GSOE Scholarships/Graduate Assistantships

A limited number of scholarships and graduate assistantships are offered to GSOE students.

- [Constance and Lewis Counts Scholarship](#): awarded to students enrolled in a Lesley Center for the Adult Learner (LCAL) early childhood

program or graduates of LCAL who enroll in a Master's degree program in early childhood or early childhood and creative arts in learning.

- [GSOE Graduate Assistantship](#): awarded to graduate and doctoral students who have been accepted and enroll in an on-campus program
- [Barbara Polk Washburn Endowed Scholarship](#): awarded to a student in the Specialist Teacher of Reading program who is eligible for and has been awarded financial aid. Preference will be given to those students who are nearing their practicum seminar. For more information, contact Emily Hennessy, hennessy@lesley.edu.
- [Francis Conley & Bernard J. Conley Memorial Scholarship](#): awarded to a student with financial need who is enrolled in the Specialist Teacher of Reading, Literacy for K-8 Classroom Teachers, or C&I with a Specialization in Literacy program. For more information, contact Emily Hennessy, hennessy@lesley.edu.

For more information about eligibility criteria for scholarships and graduate assistantships, including applications, go to www.lesley.edu/provost/graduate-assistants-program/.

STUDENT LIFE AND ACADEMIC DEVELOPMENT

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/.

Center for Academic Achievement

The Center for Academic Achievement offers free academic support services to students enrolled in courses in degree-granting programs. Faculty and professionals who are specialists in reading, writing, math, learning differences, and English as a Second Language provide services along with peer tutors from graduate and undergraduate programs. On-campus students can obtain assistance with writing, reading, math, library research, study and organizational skills,

and work on specific course requirements such as papers, presentations, and exams. One-on-one or small-group tutors are also available to students currently enrolled in classes in a degree-granting program. The center is in Doble Hall, Suite 220, which is located above the fitness center at the end of Mellen Street. For more information, including office and tutoring hours, visit www.lesley.edu/student-life/ and click on Center for Academic Achievement.

Counseling Center

Lesley University offers short-term counseling, evaluation, and referral to students in degree-granting 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/.

Disability Services

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 the appropriate disability administrator:

Learning Disabilities, Attention Disorders, and Asperger Syndrome

Kimberly Johnson, Director, LD/ADD Academic Support Program
Doble Hall 214
Phone: 617.349.8462 • Fax: 617.349.8324
kjohnso7@lesley.edu

For Physical, Sensory, Psychiatric, and Medical Conditions

G. Ruth Kukiela Bork, Director of Access Services for Students with Disabilities
11 Mellen
Phone: 617.349.8194 • Fax: 617.349.8558
TTY: 617.349.8544
rbork@lesley.edu

Health Insurance or Health Insurance Waiver

Health insurance requirements and waivers are currently under revision. For updated information as it becomes available, see the "Health Insurance Info" link at www.lesley.edu/student-accounts/.

Immunizations

Massachusetts State Law mandates that ALL full-time students in Massachusetts provide proof of immunization certification. It is essential that all full time students (students carrying nine credits or more any given semester) complete a Certificate of Immunizations form, which is available online at www.lesley.edu/health-services/immunization/, and have it signed by a physician or nurse.

The signed form should be mailed to Lesley University, Student Life and Academic Development Immunizations Office, 29 Everett St., Cambridge, MA 02138. Forms may be dropped off in person at the Student Life and Academic Development Office at 11 Mellen Street, Cambridge MA.

Full-time students who do not have a certification of immunizations on file may be blocked from registration. Students who study part-time but who take nine credits in any given semester must file an immunization form.

If you have any questions about these requirements, please email the Executive Assistant to the Dean of Student Life at ImmunizationsGradStu@lesley.edu.

Multicultural Student Services

Throughout the year, the Office of Multicultural Student Services plans programs to promote a climate where students representing diverse cultural, racial, and ethnic communities interact in a dynamic and collaborative way. Services include: academic and personal advising, internships, conferences, leadership retreat, and scholarships. For more information, visit www.lesley.edu/multicultural-student-services/ or contact the Division of Student Life and Academic Development, 617.349.8543.

Ways to Get Involved

Lesley offers a variety of **community service** opportunities to students. Examples include mentoring and tutoring, working with the disabled and elderly, advocating for a clean environment, volunteering in shelters and food kitchens, promoting women's health, and supporting the arts. Contact the coordinator of community service at 617.349.8567, or visit 23 Mellen Street.

The **Unity Gospel Choir** combines singing and spirituality and welcomes members of the Lesley community from all faiths. Students, staff, faculty, administrators, and alumni are invited to participate from September through May. For more information, please contact Student Life and Academic Development at 617.349.8530.

Lesley's **University Council** was created to provide the best possible advice to the president and the Lesley community by establishing, prioritizing, and moving forward the university-wide agenda.

The Dean of Student Life and Academic Development office will be working with the graduate student body on establishing a formal graduate student governance structure. Students interested in becoming involved in the student government organization should contact Christina Chandler, director of academic advising, at christina.chandler@lesley.edu.

ACADEMIC INFORMATION

All programs in the Graduate School of Education have been developed and approved by Lesley University. Along with your acceptance letter, you will receive a copy of your program of study, which will list the courses and field experiences you must take in order to fulfill all requirements for graduation.

All degree, certificate, and certification/licensure candidates should confer with their academic advisors to develop a sequence of study. In planning a program with you, the advisor carefully considers your special interests and circumstances, certain courses that must be taken in sequence, prerequisites, when certain courses are offered in the appropriate academic year, and any other pertinent information, such as courses that might supplement previous educational training. It is the student's responsibility to make use of advising information and resources to facilitate a positive academic experience.

Student orientations are scheduled three times a year, at the beginning of the fall, spring, and summer semesters. All newly accepted degree and non-degree students are encouraged to attend an orientation, where they will receive information regarding a variety of services available to Lesley students. *The Division of Special Education requires all newly accepted students to attend orientation.* For information, contact Student Life and Academic Development, at 617.349.8530. The Graduate School of Education Field Placement Office provides several on-campus information meetings each semester. Call 617.349.8197 for more information.

ACADEMIC ADVISING

Advising Teams

Academic advising is a priority at Lesley University. Our advising philosophy is grounded in theory, highlighting themes of collaboration, student empowerment, shared responsibility, and support.

Each student in the Graduate School of Education (GSOE) has access to a program-affiliated advising team consisting of a professional academic advisor from the advising team within GSOE and a faculty mentor. The academic advisor and faculty mentor teams, in collaboration with the associate dean for academic affairs, strive to continuously improve the quality of services to all students, strengthen relationships within the greater university, and respond to the ever-changing needs of our students.

The professional academic advisors for each program are responsible for the coordination of academic advising and overseeing the delivery of services to all GSOE students. The GSOE strongly urges each student, upon acceptance, to initiate contact with their academic advisor to begin the academic advising process and program planning. Academic advisors offer advice on university policies, registration procedures, course sequencing, elective course selection, Massachusetts Tests for Educator Licensure (MTEL) requirements, and much more. They also serve as liaisons between students and university support offices on the Lesley campus.

Faculty mentors help students to foster career and professional objectives and also offer academic support and guidance toward those goals. Students will be notified of their faculty mentor assignment within their first semester and are urged to schedule an appointment with their faculty mentor as early in their program as possible.

Students are important contributors to the advising process and, ultimately, bear the primary responsibility for maintaining ownership over progress in their programs. We encourage students to initiate and maintain regular contact with their academic advisors and faculty mentors.

Student Responsibilities

Although advisors offer advice and counsel, students should read carefully through all materials regarding grading, academic integrity, and related policies. The university provides various opportunities for support and helpful information in various places (handbooks, Lesley webpage, myLesley communities, etc.) and we encourage students to seek out information, read their emails, and ensure that they are actively participating in all facets of the graduate school experience.

Program Directors/Coordinators

Each program director or coordinator maintains and monitors the academic quality of the program, hires and supervises the faculty who teach in the program, and designates course mentors and faculty advisors. See the back pages of this guide for contact information.

QUALIFIED ACCEPTANCE

If a student has been conditionally accepted to Lesley University, it is the student's responsibility to fulfill the acceptance conditions in the timeframe indicated in order to continue in his/her academic program. When the acceptance condition(s) has/have been met, the student will be notified in writing from the Office of Admissions that he or she is now officially accepted to the university.

ACADEMIC CATALOG

This yearly catalog, which details all programs of study offered by the Graduate School of Education, is available on the Lesley home page under Current Students at www.lesley.edu/student-life/handbooks-and-policies/. Course descriptions, as well as academic policies and procedures, are provided.

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.

Certification and Educator Licensure Office

This university-wide office, located at 1815 Massachusetts Avenue, 2nd floor, is the primary source of information for educator licensure, including certification requirements, teacher test preparation, the process for applying for educator licensure, and adding or renewing licenses. It serves prospective and current students as well as alumni of education licensure programs. For more detailed information, see www.lesley.edu/education/certification/.

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](http://www.lesley.edu/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

Candidates for Initial teacher and reading specialist licenses are required to have an SEI endorsement. Therefore, all of Lesley's Initial licensure programs include a MA ESE approved 4-credit Sheltered English Instruction course. License renewals, extensions, or advances require a Sheltered English Immersion Endorsement.

Professional license renewals 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 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.

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)

**See Visual Art portfolio information*

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

***Visual Art Portfolios**

Students in visual art initial licensure programs are expected to develop a portfolio to document their growth during the period of their professional preparation. They should plan to collect and reflect

upon at least one item from each course for inclusion in their portfolio.

The portfolio is an assessment tool for students and their professors and by the end of the program will provide concrete proof that each student has met the required state standards for teacher licensure. The final portfolio will contain evidence of successfully meeting the standards and licensure pre-service performance assessment for Massachusetts Visual Arts Initial Licensure as a hard copy and in CD format. In addition to coursework, students will complete a 15-week, full-time field experience in a public school classroom. They will keep a journal to assist them in unpacking and reflecting upon their day-to-day practice. They will also keep a log of the hours spent teaching, assisting, performing assigned school-wide duties, attending department meetings, and participating in professional development workshops. They will document their experiences in the Massachusetts Department of Elementary and Secondary Education Pre-service Performance Assessment.

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. The practicum is accompanied by a weekly two-and-a-half-hour seminar and includes four classroom observations by a Lesley supervisor. For some licenses, such as Early Childhood, Moderate Disabilities, Instructional Technology Teacher, and Severe Disabilities, the semester might include experiences in two different settings.

Before beginning a practicum, students are required to successfully complete and document a monitored 75-hour Early Field Experience, the MTEL requirements for initial classroom licensure, and the required pre-practicum courses. In some programs, students with recent classroom experience may document that experience in order to fulfill the Early Field Experience requirement. Students must also have passing grades in all of their courses, with a 3.0 grade point average and no outstanding incompletes.

Students must make an appointment with the Field Placement Office the semester before planning to enroll in any practicum experience. An application and appropriate paperwork must be filed before December 1 for a spring placement and by June 1 for a fall placement. All students must obtain permission from the Field Placement Office in order to register. **NOTE:** *Students in the Specialist Teacher in Reading Program should discuss practicum plans with their academic advisor.*

Summer Compass

In addition to the traditional school-year practica, Lesley and the Cambridge Public Schools collaborate to offer Summer Compass, an inclusive academic summer program that includes enrichment activities for students entering kindergarten through fifth grade.

Graduate students can begin their practicum experience by completing half of their practicum in the seven-week Summer Compass program and continue in the fall with an additional seven-week placement that qualifies for their particular program of study.

For more detailed information, contact the Field Placement Office, located in University Hall at 1815 Massachusetts Avenue, 2nd Floor, Cambridge, or at 617.349.8197.

Year-long Internships for Initial Licensure

Lesley has developed year-long internships with several school districts such as Newton, and Cambridge. Students in these internships commit to spending the full academic year (September to June) in the schools and are paid a stipend for their work. These placements provide immersion in a collaborative teaching relationship with excellent classroom teachers, as well as the opportunity to participate in all aspects of school and classroom life such as faculty meetings, parent meetings, and ongoing professional development. Practicum and seminar requirements are generally met during the spring semester.

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.

Information 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.

COURSE MEETING FORMATS

Graduate courses are offered in one of several formats. They may meet **once weekly** over the course of a semester, on a given day and time. During the school year, weekly classes take place at night from 4:00 pm to 6:30 pm or 7:00 pm to 9:30 pm.

Classes may also be given in the **intensive weekend** format. Each course consists of two weekends or four Saturdays, face-to-face, with additional class time provided online. Face-to-face sessions are scheduled on Saturdays or Saturdays and Sundays from 8:00 a.m. to 5:00 p.m. During the month between face-to-face weekends, students will engage in online activities, discussions, and assignments, or will have field-based assignments and observations. Check the class schedules for specific course times, and check the website for any changes to class times or meeting places.

Summer classes are offered during the day as well as in the evening. Courses are scheduled to meet for four to five weeks, with classes meeting three to four times a week or for seven weeks, with classes meeting twice a week.

On-campus courses are given face-to-face but may include online learning components, using myLesley to conduct discussions and to post resources and classroom materials. Faculty post a course syllabus and a welcome message on myLesley in advance of the start dates of their courses.

Some programs include a required course that is given online. Online courses currently meet for eight weeks. Dates of online terms can be found at www.lesley.edu/academic-calendars/off-campus.

GRADUATION REQUIREMENTS

Lesley University holds one commencement ceremony each year in May. Degrees are conferred four times a year: February, May, August, and November. Students graduating in February, August, or November are encouraged to attend the May ceremony.

Because students are responsible for meeting all degree requirements, they are advised to consult with their academic advisor at the beginning of the semester before graduation is anticipated to ensure that requirements are in order. Students must also have fulfilled all of their financial obligations to the university.

Students are not eligible for graduation in 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. However,

students are encouraged to file waiver and transfer forms during the semester in which they begin their program.

Candidates who are completing their program of study and expect to graduate must complete and submit an Intent to Graduate form to the registrar's office by the beginning of the final semester of study. This form is available through the Lesley website at www.lesley.edu/lois. No exceptions to the deadlines will be made so be sure to check dates at www.lesley.edu/registrar/. Click on "Forms for Students and Alumni" and then go to "Declaration of Intent to Graduate." Students need to fill out and return the form, with fee (currently \$75 but subject to change), regardless of whether they will attend the graduation ceremony. If mailing the form, allow five days for the form to reach the registrar's office by the deadline.

ACADEMIC POLICIES AND PROCEDURES

Please see the Lesley University website at www.lesley.edu/policies/ for all official university policies and 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 Community Standards of Conduct policy, please refer to www.lesley.edu/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/.

TRANSFER OF CREDIT AND COURSE WAIVERS

Transfer of Credit

Master's degree students may be eligible to transfer in a maximum of six approved graduate-level credit hours of appropriate coursework, which could reduce the total number of courses needed to complete a program. In some cases, however, a particular degree or certificate program may not accept transfer credits; please check with your academic advisor for details.

Students should begin the transfer process during their first semester so they will know which courses have been accepted in time to make an informed decision about their program coursework.

The following guidelines apply to transfer credits:

- 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.

The transfer process is as follows:

- Complete a Request for Transfer Credit form, available through the academic advisor or registrar's office, before the end of your first semester in the program.

- Attach a catalog description of each course to be considered, or, if available, a course syllabus.
- Request an official transcript from the institution that granted the credits for the course. If you submitted one during the Lesley application process, simply note this on the form. The official transcript should be sent directly to your academic advisor; a student copy is not sufficient. Transcripts for courses taken at Lesley University are not required, since these courses are part of the student's Lesley transcript.
- Submit form and attachments to your academic advisor, who will conduct a review of the request and obtain appropriate signatures.

Transfer credit approval must be completed before the beginning of the final semester before graduation. Students should not assume that credits have been accepted for transfer until the credits are posted on their academic record, available through [LOIS](#), or they have received official notification from the registrar's office. In all cases, the university retains the right to determine the acceptability of the course credits that a student wishes to transfer.

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. Approved waivers do not reduce the total number of credits required for the program, but allow the student, in consultation with his or her advisor, to select another approved course for the same number of credits that may then be taken in lieu of the waived course. (In some *variable-credit* programs, a waived course may reduce the total number of credits. Courses waived for *non-degree* licensure programs may reduce the number of credits required for completion of licensure requirements.)

The following guidelines apply to waivers:

- Course must have been completed for a grade of "B" or better.
- Courses must be no more than seven years old at the time of the expected graduation from Lesley.
- Courses must be from a regionally-accredited institution.

In rare instances, professional experience may be applicable for course waiver approval. If you think this may apply to you, contact your academic advisor. In general, course waiver requirements are stringent, and the GSOE must have evidence that the previous academic work or learning from work experience reflects current knowledge and research in the field.

The waiver process is as follows:

- At the beginning of the first semester of the program, complete the Request for Course Waiver form, available through the registrar's office or your program office, for each course waiver

requested. Talk with your advisor about the possibility of the waiver and what you might take in place of the course waived.

- Obtain a catalog description of the course, along with a course syllabus.
- Request an official transcript from the institution that granted the credits for the course. If you submitted one during the Lesley application process, simply note this on the form. The official transcript should be sent directly to your academic advisor; a student copy will not be sufficient. Transcripts for courses taken at Lesley University are not required, since these courses are part of the student's Lesley transcript.
- If you are requesting a waiver based on learning gained from professional experience, you can verify the experience with a letter from the director or principal of the institution where you were employed. The letter should contain a description of the role as it relates to the content of the course you are requesting to waive. You may also be asked to submit other documentation pertinent to content, such as case studies, curriculum units, or other relevant material developed in your role.
- Forward the Course Waiver Form and all pertinent documentation to your academic advisor, who will forward the request to all necessary faculty and administrative reviewers for signature. Applications for course waivers must be approved and signed by the course mentor or program director, the school dean or designee, and the registrar or designee.

The entire process can take up to eight weeks and must be completed prior to the beginning of the final semester before anticipated graduation. The registrar's office will notify students of the results in writing. Students should not consider the waiver approved until receiving this notification. In all cases, the university retains the right to determine the acceptability of the course credits that a student wishes to transfer.

For further information regarding the course waiver process, contact your academic advisor.

[GRADUATE SCHOOL OF EDUCATION ATTENDANCE POLICY](#)

In order to maintain the academic integrity of Lesley programs and to meet course learning objectives for all class members, students are expected to attend and to participate fully in all class meetings. In exceptional circumstances when students need to be absent from a class, they should discuss with the faculty member, in advance, any portion of a class meeting they cannot attend.

Faculty members reserve the right, in consultation with their academic program directors, to set specific attendance requirements for their courses, which may

include no absences. This applies to all models of delivery, including institutes, residencies, and workshops. As part of their syllabus, faculty members establish expectations regarding family or medical emergency and milestone circumstances that may necessitate student absence from class. Absence from class diminishes the learning community and may have an adverse effect on a student's grade.

In setting their attendance requirements, faculty members will be guided by the following standards:

Weekly Model

If a student is absent for more than six hours of class time, the academic consequences will be determined according to the policies of the academic program in which the student is enrolled. Missing more than three weekly class meetings could result in a grade of administrative withdrawal (AW) on the student's transcript. For courses with a grade of AW, no credit and no tuition refund will be given.

Weekend Model

When missing any class time up to the equivalent of one full day over the two weekends or four Saturdays, students are responsible for contacting the faculty member in advance, or as soon as possible afterwards, to discuss the nature of the family or medical emergency or milestone circumstance. The faculty member will determine whether the course attendance expectations will permit makeup work and/or whether there may be an adverse effect on the final grade. Missing more than the equivalent of one full day over the two weekends will result in a grade of administrative withdrawal (AW) on the student's transcript. For courses with a grade of AW, no credit and no tuition refund will be given.

Serious family or medical emergency and significant milestone circumstances may warrant exception to these requirements and may be given on a case-by-case basis, in consultation with appropriate academic personnel. The faculty member has full discretion regarding students making up assignments missed, including those completed in and out of class, as well as specific course content, i.e. videos, reflections, discussion, and readings.

Online Programs

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 Administrative Withdrawal, no course credit and no tuition refund will be given.

PLEASE NOTE: In addition to the stated attendance policy, the following applies: 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 they may not be left unattended outside.

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.

UNIVERSITY GRADING POLICIES

A cumulative grade point average of 3.0 or higher is necessary for graduate-level graduation eligibility.

For graduate students at the Master's, Certificate of Advanced Graduate Study (CAGS), or Doctoral levels, 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 in 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.

Grades submitted by faculty to the Office of the University Registrar are considered to be final grades. On-campus grades are generally posted within ten (10) working days of the end of the semester. Grades for online and cohort courses will be posted fifteen (15) days after the end date of the term. Students can view their grades through [LOIS](#).

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

INCOMPLETE COURSEWORK

Students who have successfully completed a majority of course requirements (as determined by instructor) but are unable to complete all requirements due to extenuating circumstances may request a temporary grade of “I” (incomplete). The course instructor will determine whether a student is eligible for an Incomplete. Incomplete grades are not guaranteed.

An incomplete grade request must be 1) initiated by the student before the end of the semester/ term in which the course is taken or by a date set by the instructor in the course syllabus, 2) agreed to by the instructor, and 3) committed to in writing by completing, signing, and filing a Contract for Completion of Incomplete Coursework (Incomplete Contract). Students should be prepared to provide documentation of their circumstances when submitting a request. Incomplete Contracts are available through the Office of the University Registrar (all students) or academic advisor (graduate students) and must be completed by the student and instructor. Completed contracts will be disseminated by the student to the relevant offices as indicated on the Incomplete Contract.

Remaining course requirements must be completed in accordance with the Incomplete Contract. Course instructors will set deadlines for the completion and submission of outstanding course requirements. It is the student’s responsibility to ensure that all work is completed and submitted within the established deadlines.

In all cases, the incomplete grade must be changed no later than the grading deadline for the subsequent semester/term (e.g., fall 2013 incomplete grades must be changed by the posted grading deadline in the Academic Calendar for spring 2014 courses; fall term 1 incomplete grades must be changed by the posted grading deadline in the Academic Calendar for fall term 2 courses.) The changing of an “I” to an

academic grade is relayed from the instructor to the Office of the University Registrar via a paper grade change form.

An “I” grade that is not resolved within the timeframes indicated above will automatically become a grade of “F” (Failing). If the course is a requirement and a passing grade was not earned, the student must repeat the course at the current tuition rate to earn a passing grade. The policy regarding incomplete grades remains in effect regardless of the student’s withdrawal or leave of absence status. No grade changes are accepted after graduation. Students who receive two or more successive incomplete grades will be subject to an academic review to determine eligibility for continued enrollment.

In those exceptional cases in which a student wishes to request an extension of the incomplete course contract beyond the original time frame, the student must submit a written request to the faculty member and the program/division director. The extension request must be submitted before the due date on the original incomplete course contract. Extensions are not guaranteed and extension requests submitted after the original deadline will not be reviewed. Further extensions will not be considered. More information is available in the Student Handbook, www.lesley.edu/provost, or students can contact their academic advisor if they have further questions relating to incomplete coursework.

TRANSCRIPTS AND REQUIREMENTS COMPLETED TRANSCRIPTS

Transcripts

To request official transcripts, students may:

- Visit the web at www.lesley.edu/transcripts/
- Send a request to the registrar with name, dates of attendance, social security or student ID number, graduation date, and signature
- Make a request in person, with proper ID

Each transcript request is currently \$5.00, payable to Lesley University. Telephone requests are not accepted, and students with financial indebtedness to the university will not be able to get transcripts. Allow 3-5 business days, plus mailing time, for a request to be processed. If a current Lesley student, log in to [LOIS](#) and click on “Official Transcript Request.”

Requirements Completed Transcript

A Requirements Completed Transcript is an official transcript with the date of anticipated conferral and the date of completion of requirements for the program. The requirements completion date is the date of when the last grade for the program was received in the Office of the University Registrar. This type of transcript is issued only when a student needs proof of completion of degree requirements prior to final conferral date. It is not available through [LOIS](#).

Students must file an Intent to Graduate form with fee before a Requirements Completed Transcript will be processed. Please allow 3-5 days, plus mailing time, for processing transcripts.

Endorsed Transcript for Licensure

An Endorsed Transcript is required by the Department of Elementary and Secondary Education, thereby noting completion of an approved program for a specific license. Students completing an educator licensure program may request an Endorsed Transcript form by going to: www.lesley.edu/transcripts/, clicking on “How to Request a Transcript” and selecting “Endorsed Transcript for Educator Licensure.”

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 the procedures for an academic grievance.

EQUAL OPPORTUNITY AND INCLUSION POLICY

Lesley University does not discriminate on the basis of race, ethnicity, color, religion, sex, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws in admission to, access to, treatment in, or employment in its programs and activities. For more information, visit <http://www.lesley.edu/diversity/office-equal-opportunity-and-inclusion/>, or contact Dr. Barbara J. Addison Reid, Director of Equal Opportunity and Inclusion and Title IX Coordinator, 617-349-8507 and baddison@lesley.edu.

CONTACT INFORMATION

**Lesley University Graduate School of Education Offices:
University Hall, 1815 Massachusetts Avenue, Second Floor, Cambridge, MA**

ACADEMIC ADMINISTRATORS

Jonathon H. Gillette, Dean	jgillett@lesley.edu	617.349.8401
Patricia Crain de Galarce, Associate Dean for Academic Affairs; Director, Center for Special Education	pcrainde@lesley.edu	617.349.8577
Sharyn Boornazian, Certification/Licensure Officer	sboornaz@lesley.edu	617.349.8496
MaryAnn Cappiello, Coordinator, Collaborative Internship Programs	mcappiel@lesley.edu	617.349.8603
Anne Collins, Director, Center for Math Achievement	collins2@lesley.edu	617.349.8853
Maureen Creegan-Quinquis, Director, Creative Arts in Learning Division; Coordinator, Visual Arts Program	mcreegan@lesley.edu	617.349.8233
Beverley Cush Evans, Director, Special Education Division	bevans@lesley.edu	617.349.8392
Erin Fitzgerald, Assistant Director, Field Placement	efitsge3@lesley.edu	617.349.8400
Irene Fountas, Director, Center for Reading Recovery & Literacy Collaborative	ifountas@lesley.edu	617.349.8406
Rita Gordon, Co-Director, Elementary Education; Director, Elementary Education Urban Initiative (EEU) and Math Online Programs	rgordon3@lesley.edu	617.349.8642
Stephen Gould, Director, PhD in Educational Studies: Educational Leadership Specialization	sgould2@lesley.edu	617.349.8665
Lorraine Greenfield, Director, Science, Technology, Engineering, & Mathematics (STEM) Division; Director, Individually Designed Program for Educators, and Curriculum and Instruction Program	lgreenfi@lesley.edu	617.349.8574
Caroline Heller, Director, Ph.D. in Educational Studies: Individually Designed Specialization	cheller@lesley.edu	617.349.8663
Christina Jache, Assistant Director, Field Placement	cjache@lesley.edu	617.349.8753
Terrence Keeney, Director, PhD in Educational Studies: Adult Learning and Development Specialization	tkeeney@lesley.edu	617.349.8234
Michael Kemeh, Program Coordinator, Creative Arts/Early Childhood and Elementary Education	mkemeh@lesley.edu	617.349.8994
Mary Beth Lawton, Director, Undergraduate Education Program	mlawton@lesley.edu	617.349.8928
Benjamin Mardell, Director, Early Childhood Education Program	bmardell@lesley.edu	617.349.8281
Liesl Martin, Director, Field Placement and Professional Partnerships	liesl.martin@lesley.edu	617.349.8673
Brenda Matthis, Director, Doctoral Program Division	bmatthis@lesley.edu	617.349.8443
Linda Mensing-Triplett, Director, Middle School and High School Programs	triplett@lesley.edu	617.349.8946
Coleen O'Connell, Director, Ecological Teaching and Learning Program	oconnell@lesley.edu	617.349.8275
Louise Pascale, Associate Director, Creative Arts in Learning Division; Director, Integrated Teaching Through the Arts Program	lpascale@lesley.edu	617.349.8992
Susan Patterson, Director, Educational Technology Program	spatter4@lesley.edu	617.349.8979
Nerecesa Pires, Associate Certification Officer	npires@lesley.edu	617.349.8312
Vivian Poey, Coordinator, Community Arts Program	vpoey@lesley.edu	617.349.8688
Susan Rauchwerk, Co-Director, Elementary Education Program	srauchwe@lesley.edu	617.349.8652
Laura Schall-Leckrone, Director, English as a Second Language (ESL) Programs	lschalll@lesley.edu	617.349.8957
Valerie Shinas, Director, Language and Literacy Division	vshinas@lesley.edu	617.349.8385
Stephanie Spadorcia, Director, Reading Programs	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, Center for Math Achievement	syurek@lesley.edu	617.349.8938
Nicole Weber, Director, Science in Education Program	nweber@lesley.edu	617.349.8618

ACADEMIC ADVISORS

Christina Chandler, Director
Academic Advising and Student Services

christina.chandler@lesley.edu, 617.349.8398

- **Special Education** (on/off campus)
 - Moderate Disabilities (PreK-8; 5-12)
 - Severe Disabilities (All)
- **Joint Elementary (1-6) and Moderate Disabilities** (PreK-8)
- **Joint Moderate Disabilities** (PreK-8) or (5-12) and **Severe Disabilities** (All)
- **M.Ed. in Moderate or Severe Disabilities: Individually Designed** (on campus)
- **Collaborative Internship Programs**
- **Transition Specialist Endorsement**
- **Graduate Certificate: Teaching Students with Autism**
- **Dual Degree: BS/M.Ed. Teacher of Students with Moderate Disabilities** (PreK-8)

Diane Ronchetti Cooper, Associate Director
Academic Advising and Student Services

dcooper@lesley.edu, 617.349.8382

- **Elementary Education** (1-6)(on/off campus)
- **Middle School** (5-8) (on/off campus)
- **High School** (8-12) (on/off campus)
- **Elementary with Optional Add license Preparation for ESL (EEUI)**
- **Dual Degree: BS/M.Ed. in Elementary Education** (1-6)

Merlyn Mayhew, Assistant Director
Academic Advising and Student Services

mmayhew3@lesley.edu, 617.349.8386

- **Specialist Teacher in Reading (STR)** (All levels)
 - C.A.G.S.
 - M.Ed.
 - Licensure Only
 - Joint Elementary (1-6) and STR (All)
 - Joint Middle School English (5-8) and STR (All)
- **Curriculum and Instruction** (non-licensure program)
- **Literacy** (K-8)
- **English as a Second Language (ESL)**
 - Joint Elementary (1-6) and ESL (PreK-6)
 - Licensure Only (PreK-6; 5-12)
- **Dual Degree: BS/M.Ed. in English as a Second Language** (PreK-6)
- **M.Ed. Individually Designed Program for Educators** (on campus)
- **Collaborative Internship Program**
- **Urban Teacher Center (UTC) Program**

Maureen Brown Yoder, Faculty Academic Advisor
myoder@lesley.edu, 617.349.8421

- **Educational Technology** (off campus/cohort programs)
 - M.Ed. Initial License (All)
 - Licensure Only (All)

Marie-Maude Petit-Frere, Assistant Director
Academic Advising and Student Services

mpetitf2@lesley.edu, 617.349.8681

Ph.D. in Educational Studies

- Adult Learning and Development Specialization
- Educational Leadership Specialization
- Individually Designed Specialization

Michael Matvichuk, Director
Online Student Enrollment & Services

mmatvich@lesley.edu, 617.349.8463

Online Degree Programs

- M.Ed. in Science in Education (1-8)
- M.Ed. in Educational Technology (All levels)
- M.Ed. in Mathematics Education (1-8)
- M.Ed. in C&I: Elementary Education Generalist
- M.Ed. in Language and Literacy

Online Graduate Certificates

- Science in Education
- Mathematics in Education
- Online Teaching
- Navigating Our Digital World
- Emerging Technologies

Pamela Saideh Smith, Associate Director
Academic Advising and Student Services

psmith@lesley.edu, 617.349.8383

- **Early Childhood** (PreK-2) (on/off campus)
- **Early Childhood (PreK-2) and Creative Arts in Learning** (on/off campus)
- **Lesley University/Somerville Public Schools Internship Program: M.Ed. in Early Childhood** (PreK-2)
- **Elementary (1-6) and Creative Arts in Learning**
- **Teacher of Visual Art** (PreK-8; 5-12)
- **Curriculum and Instruction with a Specialization in Integrated Teaching Through the Arts** (on campus)
- **M.Ed. Community Arts**
- **Dual Degree: BFA/M.Ed. in Visual Arts Education** (PreK-8; 5-12)
- **Dual Degree: BS/M.Ed. in Curriculum and Instruction with a Specialization in Integrated Teaching Through the Arts** (PreK-2; 1-6)
- **M.S. in Ecological Teaching and Learning** (1-6)
- **Graduate Certificate: Arts Integration Strategies for Common Core Objectives**

Sabina Petrucci-Coutis, Assistant Director
Academic Advising, Online Programs

spetrucc@lesley.edu, 617.349.8301

- **Online Graduate Certificates**
 - TESOL
 - Special Education
 - Autism Spectrum Disorder: Allies and Advocates
- **Individually Designed M.Ed. Program for Educators** (Online)

Susan Fisher, Faculty Academic Advisor
sfisher@lesley.edu, 617.349.8492

- **M.Ed. in C&I with a Specialization in Integrated Teaching through the Arts** (off campus)

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. Brenda Matthis, Professor, Division Director bmatthis@lesley.edu 617.349.8443

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

Liesl Martin, Director liesl.martin@lesley.edu 617.349.8673

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. Beverley 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

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	access@lesley.edu	617.349.8194
Graduate Admissions		617.349.8300 or 877.4LESLEY
Health Insurance	studentinsurance@lesley.edu	617.349.8543
Independent Study		Academic Advisor or Program Director
Leave of Absence		Academic Advisor
Lesley Card: Student Identification	www.lesleycard.com/main/	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
International Students		617.349.8415
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		Academic Advisor
Tuition/Billing Accounts	studentaccounts@lesley.edu	617.349.8760