



WELCOME!

Dear Student,

On behalf of Lesley University's Division of Creative Arts in Learning (CAL), I want to welcome you to the Integrated Teaching through the Arts (ITA) program. I'm thrilled you have selected this innovative and transformational program. As a valued educator you will be making contributions to your overall learning experience by participating in a cohort model (a group learning community). This will create invaluable resources for you, as you learn and teach through the arts.

As you know, those of us involved in integrated teaching through the arts believe we can help students learn content through the arts. Today's classrooms represent diverse populations of learners. These students need multiple strategies for learning, and the arts provide differentiated pathways into content.

The Lesley faculty will come to you with their expertise from across the country as they honor your knowledge in teaching. The faculty will challenge you as students to creatively transform curriculum. You will be exploring teaching and learning through music, drama, storytelling, poetry, movement, and visual arts.

I encourage you to familiarize yourself with the delivery format of your classes. As in any graduate program you will be reading and doing research in your classroom and community. You will be having discussions about readings, writing graduate level papers, and doing projects. You will stay connected through face-to-face experiences and various forms of supporting technology.

I truly hope you will engage fully in this program and take advantage of everything Lesley University has to offer you. The arts have the power to transform you, your teaching, your students and the field of education itself. Welcome to the program!

Sincerely,
Maureen Creegan-Quinquis
Director, Creative Arts in Learning

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/.

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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

Faculty Academic Advisor

Each student is assigned a **faculty academic advisor** at the beginning of the program. The faculty academic advisor is responsible for coordinating academic advising and student services; answering students' questions regarding academic programs, university policies, and support services; and assisting students with any other academic concerns. Students who miss and need to make up a course should contact the faculty advisor. Contact information 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 their faculty academic advisor 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 on the web at [staging.lesley.edu/Ask a Librarian/](http://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/. Please read the policy thoroughly, as ignorance of what constitutes an act of academic dishonesty cannot be used as a defense when facing a charge of academic dishonesty.

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.

Grades will not be posted if you have a financial hold on your account. It is the student's responsibility to resolve both the registration and tuition issues.

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

Upon joining an Integrated Teaching through the Arts (ITA) cohort, you become a member of a learning group. You will find that the group experience provides you with a supportive learning environment and a long-lasting network of colleagues to learn with and from. You are expected to enroll in all classes offered for your group and to attend all scheduled class meetings. In special situations, follow these guidelines:

1. If missing any class time, you must first seek approval from your **faculty academic advisor** at least two weeks in advance. The advisor will then notify the course instructor of the approved missed time. Once permission is granted, arrangements for make-up work will be made with the faculty. Permission is granted on a case-by-case basis.

2. If missing class for more than 8 hours (one full day), submit a written request for an alternative arrangement directly to the faculty academic advisor ideally at least 8 weeks prior to the start of class, or as soon as you become aware of the conflict. Permission is granted on a case-by-case basis.
3. The faculty has full discretion regarding make-up expectations. Faculty may require students make up all assignments missed, including those completed in and out of class, as well as specific course content (e.g., videos, reflection, discussion, readings, etc.)
4. The following criteria apply to approval for either missed time or an Independent Study: birth or adoption of a child, death of a family member, medical/surgical situations, mandatory professional obligations, weddings involving immediate family, and graduation of parent, child, or spouse.

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. With the exception of service animals, pets will not be allowed in classrooms, and 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.

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. The following procedures must be followed:

- A Contract for Completion of Incomplete Coursework (Incomplete Contract), **available from the faculty academic advisor**, 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.

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

Important Note: In the Creative Arts program, students with two or more Incompletes may be subject to academic review and will be blocked from registering for further courses. Students may not register for the final course, EARED 7100, until they have successfully completed all prior courses.

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 withdrawing from courses must notify their faculty academic advisor and the Office of the University Registrar prior to the start of the 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 the faculty academic advisor.

Leave of Absence/Withdrawal from a Program

Students needing a leave of absence or requesting a withdrawal from the program should contact their faculty academic advisor and complete the forms found on the registrar's site.

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 the faculty academic advisor and will be documented in writing and approved prior to the beginning of the 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/.

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/.

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.

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.

Applying for Professional Licensure in Massachusetts

If you hold an initial license in early childhood or elementary education in Massachusetts and are applying for professional licensure in Massachusetts, upon completion of your program, you must request an Endorsed Transcript from the Lesley Educator Licensure and Certification Office. Please see the **Transcripts and Degree Requirements** section below.

GRADUATION REQUIREMENTS

Students are responsible for meeting all degree requirements. Students will not be eligible for graduation the same semester that acceptance to a degree program is given. 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; these students are encouraged to attend the May ceremony.

Candidates who complete their program of study and expect to graduate must file a Declaration of Intent to Graduate, whether they intend to attend the commencement ceremony or not, 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 Transcript** is also an official transcript. It reflects all course work taken and the date the degree requirements were completed. Requirements Completed Transcripts are often requested prior to graduation date, thus the transcript does not include the graduation (conferral) date
- 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.
- Students who have recently completed a professional licensure program in Massachusetts, and who have not yet applied for, or are in the process of applying for, their professional license in Massachusetts must request an **Endorsed Transcript** from the Lesley Licensure and Certification Office. Please review the "apply for a license" page on the Licensure and Certification Office website and then electronically submit the endorsed transcript request online form found on their website.

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, go through LOIS.

GSOE CONTACT INFORMATION

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
Maureen Creegan-Quinquis, Director, Creative Arts in Learning Division; Coordinator, Visual Arts Program	mcreegan@lesley.edu	617.349.8233
Louise Pascale, Associate Director, Creative Arts in Learning Division; Director, Integrated Teaching Through the Arts Program	lpascale@lesley.edu	617.349.8992
Nerecesa Pires, Associate Certification Officer	npires@lesley.edu	617.349.8312
Rita Sugarman, Associate Certification Officer	rsugarma@lesley.edu	617.349.8427

ACADEMIC ADVISING AND STUDENT SERVICES

Off campus

Susan Fisher, Faculty Academic Advisor	sfisher@lesley.edu	617.349.8492
Marianne Adams, Faculty Academic Advisor	madams@lesley.edu	617.349.8469

On campus

Pamela Saideh Smith, Associate Director, Academic Advising and Student Services	psmith@lesley.edu	617.349.8383
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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	dnewman@lesley.edu	617.349.8572
Graduate Admissions		617.349.8300 or 877.4LESLEY
Health Insurance	studentinsurance@lesley.edu	617.349.8543
Lesley Card: Student Identification	lesleycard@lesley.edu	617.349.8825
Library Circulation Desk		617.349.8850
Library Reference Desk		617.349.8872
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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