

Louisiana College Graduate Manual

In June of 2008, the Southern Association of Colleges and Schools, Commission on Colleges met and voted to award membership at Level III for Louisiana College to offer a Master of Arts in Teaching (MAT) degree. This was a historic moment as the MAT is the first graduate level degree program in the over 100-year history of Louisiana College.

Graduate Admission Policy and Requirements

Applicants for admission to graduate study should hold bachelor's degrees from educational institutions accredited by the appropriate regional accrediting agencies. Admission may be regular, provisional, certificate only, or as non-degree student.

Even though one may be accepted as a graduate student, the applicant may be required to take additional undergraduate courses if lacking any of the undergraduate prerequisites. International students must meet additional requirements. Satisfaction of the specified educational prerequisites does not guarantee an applicant's admission to post baccalaureate study at Louisiana College. In evaluating applicants, the College will make an effort to consider all relevant aspects of the applicant's record and suitability for graduate study at Louisiana College.

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, Louisiana College does not illegally discriminate on the basis of race, color, national origin, gender, age, disability, or military service in admissions, in the administration of its education policies, programs, and activities or in employment. Under federal law, the College may exercise religion preferences in employment in order to fulfill its mission and purpose. The College reserves the right to deny admission to any applicant or to forbid any student's continued enrollment without assigning reason theretofore. It also reserves the right to change any of its regulations, charges, rules, and courses without notice, and to make such changes applicable thenceforth, not only to new students but also to students already registered.

Master of Arts in Teaching and Graduate Degree Program Alternative Path to Certification

All policies and procedures in the Graduate Manual relate to the Master of Arts in Teaching (MAT) degree and to the Graduate Degree Program Alternative Path to Certification. The Master of Arts in Teaching is Louisiana College's only graduate degree at this time.

Application Procedure

Each applicant for admission must file with the Louisiana College Admissions Office a complete dossier consisting of the following: (International Students see also following section)

1. Application for admission.
2. A \$30 application fee (non-refundable; must accompany application).

3. Two (2) copies of all the official transcript(s) from previous collegiate work (Associate's, bachelor's, master's, doctorate), and any transferable graduate credit.

[Official transcripts are those mailed from the college or university directly to the Department of Teacher Education, Louisiana College, L.C. Box 585, 1140 College Drive, Pineville, LA 71359; those brought by applicant, relative, etc. or marked "issued to student" are not considered official.] Transcripts from international institutions and universities must be reviewed by a credential evaluation service before application for admission is considered.
4. A cumulative Grade Point Average $\geq 2.2/4.0$
5. GRE Formula Score: $(75 \times \text{undergraduate GPA prior to beginning MAT or GPA for first 21 hours of MAT}) + \text{GRE [Verbal \& Quantitative]} \geq 1000$
6. Praxis I: PPST: Reading, Writing, Mathematics passing scores or exemption based on an ACT composite score ≥ 22 , an SAT combined verbal/quantitative score ≥ 1030 , or an earned Master's degree
7. Passing score on the Praxis II: Subject Assessments, and submit official scores.
 - Candidates seeking certification in Elementary Education (Grades 1-5) must pass Elementary Education: Content Knowledge (10014)
 - Candidates seeking certification in Middle School core subjects must pass PRAXIS II Subject Assessments:

<u>PRAXIS EXAM #</u>	
○ English	10049
○ Mathematics	20069
○ Science	10439
○ Social Studies	20089
 - Candidates seeking certification in Secondary Education Subjects (Grades 6 -12) or Art, Music, or Health & Physical Education (K-12) must pass Specialty Content Area:

<u>PRAXIS EXAM #</u>	
○ Agriculture	10700
○ Biology	20235
○ Business	10100
○ Chemistry	20245
○ English	10041 & 30043
○ Family and Consumer Sciences	10120
○ French	20173
○ General Science	10435
○ German	20181
○ Mathematics	10061
○ Physics	10265
○ Social Studies	10081 & 20083
○ Spanish	10191
○ Speech	10220
○ Technology Education	10050
○ Art (K-12)	10133
○ Music (K-12)	10113
○ Health and Physical Education (K-12)	10091
○ Computer Science, Earth Science, Environmental Science, Journalism, and Marketing (no specialty area test; however, must hold 31 hours of subject course work).	
 - Candidates seeking certification in Special Education, Mild/Moderate must pass Elementary Education: Content Knowledge (10014) or any Secondary or Middle School Education core subject area.
 - Other areas without PRAXIS test must seek advisement

8. Letter of Intent for employment (or current teaching contract copy) unless seeking student teaching in lieu of Internship
9. Two letters of recommendation
10. Completion of **PORTAL 1 Questionnaire**

Students with Disabilities

A student that qualifies under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and who desires modifications or accommodations should contact the Director of the Program to Assist Student Success at 487-7629 for information and guidance.

International Student Graduate Admission Information

In addition to the Admissions Requirements listed above, a prospective international student applying for admission to Louisiana College as a graduate must submit:

- 1. Completed International Graduate School Application**
- 2. Appropriate graduate entrance exam scores**

Louisiana College **considers** English language scores from the following tests for admission purposes: Test of English as a Foreign Language (TOEFL); International English Language Training System (IELTS); The Society for Teaching English Proficiency (STEP). **However**, International students are required to pass the Louisiana College Institutional English Evaluation Test prior to enrolling in academic classes. Students not making acceptable scores on the Institutional English Evaluation Test will be required to enroll in the Intensive English Program at the evaluated level to insure academic success. The Institutional English Evaluation Test requires proficiency in all areas demanded of non-English speakers: reading, writing, listening, and speaking.

- 3. A current bank statement from sponsor**

The applicant must provide evidence of sufficient financial support for tuition and fees, personal living expenses such as vacation room and board, educational supplies and transportation. This must be an original bank statement.

- 4. College transcripts showing graduation date**

The student can request a Course by Course Report on transcripts from institutions located outside the United States: The services Louisiana College uses are:

- a. World Education Service, Inc.
P. O. Box 5087
Bowling Green Station
New York NY 10274
- b. Education Evaluators International, Inc.
11 South Angell Street #348
Providence, RI02906

- c. American Association of Collegiate Registrars and Admissions Offices
(AACRAO)
One DuPont Circle, NW, Suite 520
Washington, DC 20036
- d. Joseph Silny & Associates, Inc.
International Education Consultants
7101 SW 102 Avenue
Miami, FL 33173

Official transcripts from United States colleges and universities should be sent directly to The Office of Admissions, Louisiana College, 1140 College Drive, Pineville, LA 71360.

5. Copies of Passport ID and visa pages, 1-94 and 1-20.

Transfer students should supply photocopies of these documents with application along with a “Transfer Eligibility Form for F-1 students.”

6. College diploma

7. A Statement of Purpose

Additional Information for International Graduate Students

There are approximately 60 days in the calendar year (vacations and semester breaks) for which on campus residential accommodations are not available. Students must decide whether they ordinarily will be in residence during these periods. Additional charges for vacations and semester break periods will apply.

Note: Graduate credit will not be granted to students who do not comply with the above requirements. Admission to graduate study does not imply admission to candidacy for the Master’s degree.

ALL APPLICANTS

Regular Admission

For regular admission an applicant must present an undergraduate record from a regionally accredited college or university that shows a grade point average of at least 2.20 of a possible 4.0 on all undergraduate work presented from the baccalaureate degree or graduate work combined. (See program description for deviations from this general requirement.)

There are alternative admissions requirements for international students lacking the ability to satisfy normal criteria. International students will be expected to fulfill all admissions criteria; however, since international students do not have ready access to the PRAXIS, GRE, or GMAT, they will be allowed to satisfy the admissions tests (PRAXIS, GRE, GMAT) before the student completes six academic graduate hours. International students are encouraged to take the admissions tests in their first semester. When interviews, pre-admissions workshops, or additional prerequisites are required for admission into a graduate program, the international

students will be allowed to fulfill this requirement at Louisiana College. Any international student who does not fulfill their requirements is subject to the suspension of his or her program.

Provisional Admission

A student may be granted provisional admission when recommended by the Director of Graduate Studies in his or her major department. Provisional admission is granted if:

1. The undergraduate grade point average is below 2.2 but at/or above 2.0. (Except those seeking teacher certification where the 2.2 minimum is a state requirement to begin a certification program.)
2. The student lacks undergraduate prerequisites.
3. The student lacks standardized test [GRE, PRAXIS]. *Grace period extends for one semester only.*
4. The undergraduate GPA is below 2.2 but the applicant has demonstrated success in an appropriate career for at least a decade since completing the undergraduate degree. This admission category will require references to document career success. (Again, not applicable to those pursuing teacher certification.)
5. The student whose GRE formula score is below the required 1000 may be considered for provisional admission by the M.A.T. Advisory Committee if their GRE formula score is between 800 and 999 with the provision that continuance in the program is dependent on their maintaining an M.A.T. program cumulative grade point average ≥ 3.0

Provisional status based upon grade point deficiency and prerequisites must be removed before registration for work beyond 12 hours will be permitted. For advancement from provisional to regular admission, the student must have obtained a grade average of B or higher on the first 12 or more hours of graduate-level courses attempted in an approved program, and must clear any other deficiencies.

Be aware that financial aid awards are limited by provisions of admission. Failing to remove provisional admission requirements within one year will impact your federal financial aid eligibility. Contact the Office of Financial Aid for current guidelines.

Admission as Post Baccalaureate, Alternative Path to Certification

Candidates already enrolled in a post baccalaureate program and who apply for the MAT will be referred to the committee appointed by the Director to be considered for entry into the MAT. Failure to complete the GRE requirement and the portal requirements for the master's degree within the first 21 hours will negate their ability to continue in the full master's program. These students will continue in the "Non-Degree Seeking" status until acquiring satisfactory scores. Those not admitted into the MAT will have the option of seeking certification only or dropping out the program.

Undergraduates Receiving Graduate Credit

A Louisiana College undergraduate who needs no more than 9 hours in one semester to complete all of the requirements for a bachelor's degree may be allowed to register for graduate work and credit provided all undergraduate work will have been completed during that semester and the total in that semester does not exceed 15 semester hours. The permission of the student's advisor, department chair, and the Vice President for Academic Affairs must be obtained before registration. The admission to the graduate program is conditional until the student receives the undergraduate degree.

Academic Transcripts

All requests for transcripts of Louisiana College credits must be made in writing to the Office of the Registrar. **Transcripts of credits will not be issued for those whose accounts have unpaid balances. Transcripts will not be mailed for any student who has not been officially admitted for graduate study.**

The Office of the Registrar can receive requests for transcripts by fax. A student who desires a transcript by fax can send that request by fax. This transcript will be stamped *unofficial* since it will not include the seal; if mailed to the student, it will be stamped *Issued to Student*. E-mail requests are not accepted.

Please address your request to Office of the Registrar, 1140 College Drive, Pineville, LA 71359, or Fax: 318.487.7444.

Please note that transcripts from other colleges or universities sent to the Admissions Office for use as permanent records cannot be copied for student use. Additional copies of these documents for personal use must be obtained directly from institutions previously attended.

Readmission

Graduate students who plan to re-enter (after missing a semester, summer session, or longer length of time) should contact the Teacher Education Office for an application for readmission three weeks before registration. An application for readmission can be found on the web at <http://www.lacollege.edu>.

A student readmitted after an interruption of more than two years in the course of study at Louisiana College may, at the discretion of the College, be required to fulfill the graduation requirements in the catalog in force at the time of readmission. Students who change degree programs assume responsibility for meeting all prerequisite and degree requirements for the degree to which they are changing as established by the *Graduate Manual* in use at the time the change is requested.

Students placed on academic suspension must first file a written appeal with the Graduate Council for reinstatement and then complete the application form for readmission.

Policies Governing Finances

The Business Office is located in Alexandria Hall, Room 148

The college enforces its financial policies in order to maintain a fair, consistent and sound business relationship. Prior to enrolling at Louisiana College students should determine that they are able to fulfill these financial obligations.

Students who are unable to meet their financial obligations will be withdrawn from all classes.

Additionally, they will not be able to register for any upcoming semesters, view or receive grades, or receive transcripts.

Financial Aid

All matters concerning financial aid are under the Director of Financial Aid whose office is located in the Admissions Office in Alexandria Hall. The amount of aid awarded a student is based on either scholarship or financial need. Aid is offered under the categories described below.

Federal Student Aid

Students wishing to be awarded federal student aid must complete the Free Application for Federal Student Aid (FAFSA). Louisiana College should be designated as a recipient of FAFSA data. The FAFSA may be obtained from the Louisiana College Admissions Office. The FAFSA may also be completed on the internet at www.fafsa.ed.gov.

Be aware that financial aid awards are limited by provisions of admission. Failing to remove provisional admission requirements within one year will impact your federal financial aid eligibility. Contact the Office of Financial Aid for current guidelines.

Receiving and Maintaining Financial Assistance

Students should be aware that admission status (provisional, regular, alternative certification) determines federal financial aid eligibility and amounts students are eligible to receive. Provisionally admitted students have one year to remove stated provisions to remain eligible to receive federal financial aid. Non-degree students are not eligible for federal financial aid. Contact the Office of Financial Aid for current guidelines.

Students on academic probation will be eligible to receive financial assistance for the first semester on academic probation, and they will be eligible to receive financial assistance for the second semester provided substantial academic progress was made during the first semester.

Students who are denied financial assistance due to unsatisfactory academic progress have the right to appeal the denial. Students should place in writing the request to appeal to the Admissions Committee.

Payment Policy:

Payment in full is required at the time of registration. Anticipated financial aid will be considered if the student has completed all necessary actions required to qualify for and receive aid.

Accepted forms of payment include: Cash, Check, Money Order, Visa, Mastercard, Discover,

or American Express

Payment Plan: Louisiana College has partnered with Sallie Mae to provide students with the option of paying their tuition in monthly installments thru TuitionPay. Students must enroll in the plan prior to registration. Enroll on-line at www.TuitionPayEnroll.com or by phone at (800) 635-0120. Information is also available through the Business Office and the Financial Aid Office.

TuitionPay is the *only* payment plan accepted by Louisiana College.

NSF Checks: A fee of \$20 plus bank charges will be assessed for handling each NSF check. Check writing privileges will be denied anyone who has written more than one NSF check to the college.

Tuition payments returned NSF will result in the immediate withdrawal of the student from all classes.

All questions about outside financial assistance should be directed to the Business Office at (318) 487-7452.

REFUND UPON WITHDRAWAL FROM LOUISIANA COLLEGE

Students wishing to withdraw from a program must officially withdraw from the college. No withdrawal is official unless it is made through the Office of Academic Affairs, the Registrar's Office, the Financial Aid Office, and the Business Office. To begin the resignation process, the student should obtain a resignation form from the Registrar's Office. Once the form has been completed and signed by the required offices, the form should be returned to the Registrar's Office. The refund schedule with appropriate dates and percentages will be available upon request at the beginning of each term.

Title IV federal student aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds originally awarded.

If a recipient of Title IV grant or loan funds withdraws or ceases attendance prior to the 60% point of the period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the Title IV programs. The student will be responsible for any unpaid balance of charges created by the return of Title IV funds.

ACADEMIC INFORMATION

Assignment to Faculty Advisor

The Director of the Master of Arts in Teaching program will assign a faculty advisor who will assist the student in planning an academic program and following a curriculum.

Classification of Louisiana College Students

The classification of a student is based on his standing at the beginning of any regular session.

Freshman: (0-25 hours) working toward bachelor's degree

Sophomore: (26-59 hours) working toward bachelor's degree

Junior: (60-89 hours) working toward bachelor's degree

Senior: (90-more hours) working toward bachelor's degree

Graduate Student: one admitted to a Master's degree program at Louisiana College

Pre-Baccalaureate, Non-degree: one who does not have a bachelor's degree and is not working toward a degree at Louisiana College. Eligible to take any undergraduate course for which the student is qualified.

Post-Baccalaureate, Non-degree: one who already holds a bachelor's degree and is not working toward a degree at Louisiana College and/or who is eligible to take any graduate or undergraduate course for which the student is qualified as determined by the department concerned.

Full-Time Graduate Student

One must be enrolled for a minimum of nine semester hours or the maximum number of hours offered by the program per semester to be classified as a full-time graduate student during a regular semester. International students (F-1) must maintain full-time enrollment while pursuing their degree in compliance with Immigration and Naturalization regulations. In summer school a graduate student who is enrolled for a minimum of six semester hours across a full summer session will be classified as a full-time student.

Course Load

In the regular session, unless otherwise approved by the MAT Advisory Committee, the maximum load for a graduate student is 15 semester hours of graduate work per semester. In summer school, it is nine semester hours per summer term.

Statements concerning maximum academic load apply whether a student takes all course work at Louisiana College or simultaneously at Louisiana College and elsewhere.

Attendance Regulations

Class attendance is an essential part of graduate education, and students are expected to attend regularly and punctually all classes and laboratories for which they are registered. Cumulative absences may result in a lowered grade or loss of credit for the course. Tardiness is also subject to penalty. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize institutional policy:

1. Class attendance is required, and accurate records are kept.
2. Class attendance is essential to success in the instructional process and students are expected to attend all classes. Faculty members will establish an attendance policy for each course and publish the policy in each course syllabus. However, no individual faculty member may establish an attendance policy which penalizes a student for absences related to college sponsored events except in programs which state licensing agencies or national accreditation standards, establish required minimum classroom hours. Absences incurred due to authorized college activities, death in immediate family (father, mother, spouse, child, brother, sister, grandparent), and/or documented personal illness shall not be counted against the student unless the student does not make up missed work within ten school days after returning to class. The faculty member may extend the ten day makeup deadline in extraordinary circumstances. Students are responsible for knowing and following the policy for each course in which they are enrolled.
3. The calculation of the semester grade, including any penalty for absences, is the responsibility of the faculty member and may vary according to the nature of the course and the grading scale used. In cases where team teaching occurs, the Director of the MAT will record the grade that reflects the assessment results of the involved faculty. In some classes points will be deducted from the semester grade for unexcused absences; in others, the penalty may be built into the grading scale by means of frequent pop quizzes, grades for class participation and the like.
4. The faculty member will excuse a limited number of absences for serious illness, for field trips, for representing the College, and perhaps for other emergency reasons which the faculty member finds justifiable.
5. Whether an absence is excused or not, the student who is absent misses some learning that takes place in the class. The responsibility for work missed rests entirely with the student.
6. *A student registering late will be charged for all absences occurring prior to class, although these may be treated as excused absences.*

Auditing

Any change from audit to credit by a student regularly enrolled in the College must be accomplished by the last day for adding a course, and any change from credit to audit must be made by the last day to drop a course without having it appear on the permanent record. No credit can be given for a class audited, nor is the student permitted an examination for credit. No faculty member is authorized to admit anyone as an auditor to any classes unless the auditor has registered as such.

Change of Schedule (Drop or Add Courses)

After the second full week of classes in a fall or spring term, students will be administratively dropped from those classes for which they are registered but not attending.

Students register for courses according to schedules published on the LC website. Consultation with an advisor is a requirement, and the student must understand that if there is any deviation from the schedule agreed upon with the advisor, full responsibility rests with the student. At a certain point after classes have begun, no courses may be added, and to drop a course students

must come to the Office of the Registrar. See the college calendar published in the on-line catalog and schedule for these dates.

Changes in schedule involving either the adding or dropping of a course or changing to another course must be made through the Office of the Registrar. Such changes will not be made without the permission of the Vice President of Academic Affairs. Students will not be allowed to enter a course after the first week of a semester or after the beginning of the second class period of a regular summer term unless special permission is granted by the Vice President for Academic Affairs, in consultation with the Director of the MAT program.

A course that is dropped officially before the end of the Add / Drop period will not be entered on the student's permanent record. The official drop date for each term is published in the college calendar and class schedule. From the end of the Add / Drop period to the 9th week of the semester, a grade of W will appear on the student's permanent record. From the 9th week to the 12th week, the students will receive a grade of "WP" if passing at the time of withdrawal and "WF" if failing at the time of withdrawal. A grade of F is given when one simply drops out of a course without following the procedure for dropping it officially.

For any change of schedule that is not originated by a faculty member or administrative official of the College, there is a fee assessed to the student. An increased fee is charged if the change occurs after the last day to add a class.

See section on *Grading* for policy regarding permanent record changes.

Deadlines for Change of Schedule

The first week of the semester is the calendar week in which registration BEGINS.

Regular Semester

<i>Week 1</i>	Both adding and dropping of courses permitted.
<i>After Week 2 and before Week 9</i>	Dropping permitted; grade of W will appear on student's permanent record.
<i>9th Week to 12th Week</i>	Student will receive "WP" if passing at time of withdrawal; "WF" if failing at time of withdrawal.
<i>After Official Drop Date</i>	Dropping not permitted; grade of F for courses not completed.

Without following the official withdrawal procedure, a student will receive an automatic grade of F in the course.

Summer Term

Comparable deadlines come much quicker in summer school because of the condensed schedule; see summer registration class schedule for specific dates.

When a student is taking only one course in a summer term and drops it, it is considered a withdrawal from the College and a withdrawal form should be processed through the Registrar's Office.

Refund of Course Dropped: See financial section for refund policies.

Courses may be dropped by the end of the last day of registration with a full refund. (See college calendar for dates.) After the last day of registration, refunds for classes are issued only if the student resigns from school. Students wishing to withdraw from all classes must officially resign from the college.

Withdrawal from the College

A student who desires to withdraw from graduate study should directly contact the Registrar's Office for the proper withdrawal procedure. It is necessary for the correct procedure to be followed in order that the student's record may be properly kept. Failure to properly withdraw from a course will result in a grade of F.

Any claims for refunds of tuition will be based on the date on which the student files with the Registrar's Office a request for honorable dismissal.

Grades

Course Numbering System

500 - Graduate Level (and Senior Level when 400A)*

600 - Graduate level exclusively

Grading System

The College uses the following grading system for graduate school:

- A is reserved for work which is definitely superior in quality.
- B is given for work which is consistently good and which manifests sufficient interest, effort, or originality to lift it above average work.
- C is given for average work and shows that basic requirements in class assignments have been met. Work at this level or lower is considered unsatisfactory for graduate students.
- D earns credit but is below the standard required for graduation.
- F indicates failure and, naturally, carries no credit.
- W Withdrawal (does not count in student's academic standing)
- WP Withdraw Passing (does not count in student's academic standing)
- WF Withdraw Failing (WF has the same effect on student's GPA as an "F")
- I If a student is prevented from completing a course by circumstances beyond his control, a grade of "I" may be requested or assigned by the professor.
A student may receive the grade of "I" provided that he or she has attended 75 percent of the total number of class sessions, is passing the course, and is prevented by circumstances beyond his control (illness, family emergency, etc.) from completing all of the course requirements before the last day of the session. The student must submit a written request asking the instructor to report an "incomplete."
An "incomplete" may not be given merely because a student fails to complete all course requirements on time, nor is it an option that may be elected at the student's own discretion. It is the student's responsibility to make specific arrangements with the instructor to complete the course work.

A student who is granted an “incomplete” has until the date set by the instructor (but not later than the final class day of the next regular semester from the end of the term in which the course was taken) to complete the remaining course requirements.

If the requirements are not completed by the deadline, the “incomplete” will automatically become an “F.”

The grade of I affects the grade point average, because it carries no grade points and the course hours are calculated as hours attempted.

Note: The course syllabus outlines the criteria faculty members use in determining a student’s final grade in the course.

Grade Points

- A** = 4 grade points
- B** = 3 grade points
- C** = 2 grade points
- D** = 1 grade point

No grade points are earned for any other grade.

Grade Point Hours

Grade point hours are those hours for which a student registered and received a letter grade (A, B, C, D, F). No withdrawals, PR grades or dropped courses are included but the GPA does include Fs.

Grade Point Average (GPA)

One’s grade point average is based on grade point hours at Louisiana College. Courses in which a student earned a grade of D, F, or WF may be repeated and have the prior grade removed from the cumulative GPA. Courses repeated under this policy must be repeated at Louisiana College.

Grade Reports

A record of each student’s grades is kept in the Office of the Registrar, and a report is available to the student at the close of each semester on the LC website.

Final Examinations

Regular examinations are held at the end of each semester. No such examination of a regular class may be held at any other time except that designated by the administration. A student who is deliberately absent from a semester examination without legitimate reason will be given a grade of F on the course.

Grade Correction

To correct a grade recorded in error, a request for correction must be filed with the Office of Registrar before the end of the following semester or term.

The student who questions the accuracy of a grade in a semester grade report should check first with the faculty member of the course. One who then still believes that the grade is inaccurate or unjust may appeal to the Director of the MAT program. The MAT Director will appoint a five-

member committee to review any grievances or complaints concerning academic progression through the program, as well as concerns of faculty. This will include working with any student placed on probation due to earning a second “C”. At any time during the articulation process, earning of a “D or F” in any course may be cause for recommendation for immediate dismissal from the program.

The next appeal is to the Vice President of Academic Affairs, who may seek the advice of the Graduate Faculty in resolving the issue. Final appeal rests with the President.

Permanent Record Changes

When the semester is complete and courses and grades have been officially recorded on the permanent transcript, course titles, numbers and departments cannot be changed. Thus, in programs where courses are cross-listed, it is imperative that the preferred course number, title and department be identified when registering for the course or be changed within the enrollment period of any given semester.

Special Examinations

A student who misses a regularly scheduled examination, regardless of the reason, must make arrangements with the professor of that course for makeup of the test. Responsibility for initiating these arrangements rests upon the student.

Academic Standing, Graduate Probation and Academic Suspension

Progress toward a degree is measured both quantitatively and qualitatively - by the number of grade point hours and by the grade point. Grade point average (GPA) is calculated by dividing the number of grade points by the grade point hours.

Special Calculation of End-of- Term Standings

A grade of D will not count on a graduate degree. The course, if a required one, must be repeated; however, the D is still calculated in determining the overall GPA. A student who accumulates a total of six to nine semester hours of C’s or lower, but has a B average, may continue in a degree program only as long as the B average is maintained. If the overall GPA falls below 3.00, the graduate degree status will be terminated.

Earning a grade of F in any graduate course will result in automatic graduate program suspension.

Any student who is suspended for academic reasons has the right of appeal to the MAT Advisory Committee. This committee will consider each case on its merits, taking into account the full academic record, the student’s rate of progress in making up deficiencies, and any special circumstances that might reflect on the student’s ability and readiness to do acceptable graduate work. If a student wishes to register a written appeal, please contact the Director of the MAT program to file an appeal.

Completion Requirements:

All 33 hours will be within the Master of Arts in Teaching degree with no electives. The 33 hours include:

- 9-15 hours of course work in knowledge of the learning and learning environment,
- 9-12 hours in methodology and teaching,

6-12 hours in clinical experiences.

All candidates must successfully complete the Praxis Pedagogy as follows:

Elementary 1-5: Principles of Learning & Teaching (PLT) K-6 (0522)
Secondary 6-12: Principles of Learning & Teaching (PLT) 7-12 (0524)
Special Education-Mild/Moderate 1-12: Education of Exceptional Students: Core Content
Knowledge (0353) and Education of Exceptional Students: Mild/Moderate Disabilities (0542)

Note: Candidates from states other than Louisiana may substitute their state's equivalent exam.

All courses must be satisfactorily completed with a minimum cumulative GPA of 3.0 on graduate work. Candidates must complete the 33 credit hours with no more than 9 semester hours of graduate course work with a grade of "C" or lower. If a candidate should exhibit unsatisfactory progress through the program, he/she will be directed to meet with a committee appointed by the Director of the MAT program to determine if progress through the program can be continued. The MAT Director will appoint a five-member committee to review any grievances or complaints concerning academic progression through the program, as well as concerns of faculty*. This will include working with any student placed on probation due to earning a second "C." At any time during the articulation process, earning of a "D" or "F" in any course may be cause for recommendation for immediate dismissal from the program.

*Under the grievance policy stated here the MAT faculty are advised to follow procedures that are outlined in the Louisiana College faculty handbook and MAT candidates are advised to follow the procedures outlined in the Louisiana College student handbook which can be accessed at the following URL: <http://lacollege.edu/student/handbook.aspx>.

If a candidate does not successfully complete a Comprehensive Exam/Portfolio or maintain a 3.0 cumulative GPA, then the candidate will not be eligible to graduate and will be required to retake courses and/or the Comprehensive Exam/Portfolio before obtaining a Master of Arts in Teaching degree from Louisiana College.

Up to 12 hours of equivalent coursework credit may be transferred toward the MAT when earned from another regionally accredited institution or an approved teacher preparation program. The MAT program at Louisiana College does not award credit for experiential learning, advanced placement, or professional certificates. The approval or denial of all credit is determined by the MAT Advisory Committee appointed by the Director of the MAT program.

Candidates who are enrolled in a post baccalaureate certification program will be allowed to continue in the articulation of the course work but will not be allowed to apply the course work to the MAT degree until all requirements for the MAT are satisfied. Candidates for the MAT will be referred to the committee appointed by the Director to be considered for entry into the MAT. Failure to complete the GRE requirement and the portal requirements for the master's degree within the first 21 hours will negate their ability to continue in the full master's program. These students will continue in the "Non-Degree Seeking" status until acquiring satisfactory scores. Those not admitted into the MAT will have the option of seeking certification only or dropping out of the program.

International Students:

The **TOEFL (Test of English as a Foreign Language)** is required of international students in addition to one of the standardized tests listed above. International students must present a TOEFL score of 500 or better on the paper/pencil version, 173 on the computer-based version, 61 internet-based test—Minimum IELTS score of 5.0, as well as an acceptable score on the English test administered by the English Department at Louisiana College. See appropriate section on international students for details.

No student will be admitted to candidacy at Louisiana College until a passing score on the appropriate standardized examination has been received from the examining agency by the Registrar's Office. Students are advised to request a copy of their score be sent to the Admissions Office at the time the examination is taken.

If a standardized test was taken while at another institution, it is the student's responsibility to see that the Registrar's Office receives a copy of that score.

Admission to Candidacy

All requirements for degree candidacy should be completed when a student has earned 12 hours of graduate work and must be completed before the student receives credit for more than 18 hours of work toward a degree. The Registrar's Office notifies eligible student by letter.

To be eligible for admission to candidacy for a graduate degree, a student must:

1. Have satisfied all requirements for regular admission to graduate study.
2. Have satisfactorily completed a minimum of 12 semester hours of graduate work at Louisiana College. Satisfactory completion is interpreted as having a B average on all graduate work pursued (3.0 GPA). Individual departments may have additional requirements for admission to candidacy. Please consult the appropriate catalog section describing requirements for the specific degree you seek.
3. Have on file in the Registrar's Office a record of an acceptable score from the General Test of the Graduate Record Exam, the PRAXIS Series; PPST, or National Teacher Examination Core Battery as required by the degree program. No student will be admitted to candidacy until scoring at or above the minimal level required by the program of studies. (See the individual degree programs for specific requirements.)

4. Residence Requirements

The Louisiana College MAT has no residency requirements.

5. Transfer Credit

Graduate courses may be transferred from another regionally accredited college or university provided the student has maintained a B average, the courses are appropriate for the student's program, and are approved by the MAT Advisory Committee. The student should request credit for this work at the time application is made for admission. Transfer credit must fall within the seven-year time limit to be considered.

Students who have credits and or degrees granted by international institutions must have a detailed credential evaluation completed by the service listed in this manual. No transfer credit will be considered without this documentation.

Regardless of the number of hours transferred, the student must complete 21 semester hours of graduate work at Louisiana College for the 33-hour Master of Arts in Teaching degree.

Once a student has been admitted to the Graduate Study at Louisiana College, he or she may not take graduate courses elsewhere without prior approval of the Director of the MAT program. Approval will not be granted to take graduate courses elsewhere after a student accumulates 18 graduate hours at Louisiana College.

**MASTER OF ARTS - GRADUATE DEGREE PROGRAM
ALTERNATIVE PATH TO CERTIFICATION**

ELEMENTARY, GRADES 1-5 (COHORT A)

COURSE	DESCRIPTION OF COURSES	HOURS
	KNOWLEDGE OF LEARNER & LEARNING ENVIRONMENT	15 Hours
ED 570A	The Professional Teacher: Planning, Management, Instruction, and Assessment	9
ED 571A	Seminar in Teaching Success	3
ED 572A	Seminar in Instructional Pedagogy, Specialized Skills and Practices	3
	METHODOLOGY AND TEACHING	12 Hours
ED 574A	Methods of Teaching Reading/ELA in an Integrated Curriculum	2
ED 575A	Practicum in Reading/ELA Methods and Strategies	1
ED 576A	Methods of Teaching Math/Science in an Integrated Curriculum	2
ED 577A	Practicum in Math/Science Methods and Strategies	1
ED 601A	Methods of Teaching with Significance	3
ED 600A	Educational Leadership Using Research Design & Technology	3
	CLINICAL EXPERIENCE	6 Hours
ED 573A	Practitioner Teacher Internship (3 hours for two semesters)	6
	TOTAL	33

**MASTER OF ARTS - GRADUATE DEGREE PROGRAM
ALTERNATIVE PATH TO CERTIFICATION**

Secondary (6 – 12), Middle School (4-8), & K-12 Art, Music, and Physical Education (Cohort B)

COURSE NO.	COURSES	HOURS
	KNOWLEDGE OF LEARNER & LEARNING ENVIRONMENT	15 Hours
ED 570B	The Professional Teacher: Planning, Management, Instruction, and Assessment	9
ED 571B	Seminar in Teaching Success With the Diverse Learner	3
ED 572B	Seminar in Instructional Pedagogy, Specialized Skills and Practices	3
	METHODOLOGY AND TEACHING	12 Hours
ED 574B	Methods of Teaching Reading/ELA in an Integrated Curriculum	2
ED 575B	Practicum in Reading/ELA Methods and Strategies	1
ED 576B	Methods of Teaching Math/Science in an Integrated Curriculum	2
ED 577B	Practicum in Math/Science Methods and Strategies	1
ED 601B	Methods of Teaching with Significance	3
ED 600B	Educational Leadership Using Research Design & Technology	3
	CLINICAL EXPERIENCE	6 Hours
ED 573B	Practitioner Teacher Internship (3 hours for two semesters)	6
	TOTAL	33

**MASTER OF ARTS - GRADUATE DEGREE PROGRAM
ALTERNATIVE PATH TO CERTIFICATION**

Special Education/Mild Moderate 1-12 (Cohort C)

COURSE	DESCRIPTION OF COURSES	HOURS
	KNOWLEDGE OF LEARNER & LEARNING ENVIRONMENT	15 Hours
ED 570C	The Professional Teacher: Planning, Management, Instruction, and Assessment	9
ED 571C	Seminar in Teaching Success	3
ED 572C	Seminar in Instructional Pedagogy, Specialized Skills and Practices	3
	METHODOLOGY AND TEACHING	12 Hours
ED 574C	Methods of Teaching Reading//ELA in an Integrated Curriculum	2
ED 575C	Practicum in Reading/ELA Methods and Strategies	1
ED 576C	Methods of Teaching Math/Science in an Integrated Curriculum	2
ED 577C	Practicum in Math/Science Methods and Strategies	1
ED 600C	Educational Leadership Using Research Design & Technology	3
	CLINICAL EXPERIENCE	6 Hours
ED 573C	Practitioner Teacher Internship (3 hours for two semesters)	6
	TOTAL	33

**MASTER OF ARTS - GRADUATE DEGREE PROGRAM
ALREADY CERTIFIED TEACHERS**

All Certification Areas (Cohort D)

COURSE	DESCRIPTION OF COURSES	HOURS
	KNOWLEDGE OF LEARNER & LEARNING ENVIRONMENT	9 Hours
ED 578D	Practitioner Teacher Introduction to National Board for Professional Teaching Standards	9
	METHODOLOGY AND TEACHING	12 Hours
ED 574D	Methods of Teaching Reading//ELA in an Integrated Curriculum	2
ED 575D	Practicum in Reading/ELA Methods and Strategies	1
ED 576D	Methods of Teaching Math/Science in an Integrated Curriculum	2
ED 577D	Practicum in Math/Science Methods and Strategies	1
ED 600D	Educational Leadership Using Research Design & Technology	3
	CLINICAL EXPERIENCE	12 Hours
ED 573D	Practitioner Teacher Internship (3 hours for two semesters)	6
ED 603D	Advanced Practitioner Teacher Internship (3 hours for two semesters)	6
	TOTAL	33

COURSE DESCRIPTIONS

COURSE # and NAME	COURSE DESCRIPTIONS
ED 570 The Professional Teacher (9 hours)	This course addresses learning styles, child and adolescent development/psychology, the diverse learner, classroom management/organization, assessment, instructional design, and instructional strategies. Forty-five hours of observation are required.
ED 571 Seminar in Teaching Success (3 hours)	This course will address common pitfalls of the first year teacher and provide innovative strategies to reading the diverse learner.
ED 572 Seminar in Instructional Pedagogy, Specialized Skills and Practices (3 hours)	This course will address accepted pedagogy across grade levels and content areas as well as specialized methodology that especially engages the difficult learner.
ED 573 Practitioner Teacher Internship (3 hours for two semesters)	This course is designed for in-service teachers seeking certification and will be a lab course with three hours credit. The intern will receive supervision from the principal, a designated classroom teacher, and a university supervisor. The intern will enroll in this course for two semesters and credit will be given each semester.
ED 574 Methods of Teaching Reading/ELA in an Integrated Curriculum (2 hours)	This course provides an overview of a balanced and integrated approach to teaching literacy in the elementary grades (A separate section if taught for the Middle/Secondary grades). Education majors are taught how to integrate reading, writing, speaking, and listening strategies and activities as they teach students how to read with fluency and comprehension.
ED 576 Methods of Teaching Math/Science in an Integrated Curriculum (2 hours)	This course involves planning and facilitating of mathematics/science lessons, technology, the selection and use of materials, and implementation of assessment theory and techniques. Eighteen hours of field-based experiences are required. Intern teachers also plan, facilitate, and assess the effectiveness of constructivist-oriented lessons simulated with peers and presented with students in the classroom.
ED 575 Practicum in Reading/ELA Methods and Strategies (1 hour)	This course is a follow-up to the instructor presentations of Reading/ELA methods' material that culminates in clinical field experiences that reflect implementation of research from lecture experiences. Candidates plan, facilitate, and assess the effectiveness of constructivist-oriented lessons simulated with peers and presented with students in the classroom.

<p>ED 577 Practicum in Math/Science Methods and Strategies (1 hour)</p>	<p>This course is a follow-up to the instructor presentations of math/science methods' material that culminates in clinical field experiences that reflect implementation of research from lecture experiences. Candidates plan, facilitate, and assess the effectiveness of constructivist-oriented lessons simulated with peers and presented with students in the classroom.</p>
<p>ED 600 Educational Leadership Using Research Design and Technology (3 hours)</p>	<p>Procedures in Educational Research will focus on the origin, purposes, and types of educational research. Students will locate educational information, calculate and interpret statistical data, and prepare research reports.</p>
<p>ED 601 Methods of Teaching with Significance (3 hours)</p>	<p>This course will focus on a survey and analysis of current theories of motivation and basic and applied issues related to achievement factors. Christian principles/methods of servant leadership will be studied and applied. The relationship between motivation and classroom management as exemplified by the servant leader will be covered with evidences provided.</p>
<p>(Course for already certified teachers only) ED 603 – Advanced Practitioner Teacher Internship (3-12 hours)</p>	<p>Experienced teachers will produce a professional teacher portfolio that documents their teaching philosophy, their school setting, their competency in prescribed practitioner teacher attributes, their competency in exemplary teacher behaviors, a reflective teaching practice, student work samples, their professional development activities, and satisfactory ratings of their job performance as evaluated by their school-based and/or school district supervisors.</p>
<p>(Course for already certified teachers only) ED 578 – Practitioner Teacher Introduction to National Board for Professional Teaching Standards (9 hours)</p>	<p>Master of Arts in Teaching candidates will use the National Board Professional Teaching Standards (NBPTS) certification process as a vehicle to examine their teaching strategies, professional practices and to direct further professional growth. This course will be a pivotal process in which candidates will be challenged to reflect upon their current teaching practices and how it affects student-learning outcomes.</p>