



SCHOOL OF EDUCATIONAL STUDIES

**MASTER'S DEGREE
HANDBOOK**



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CGU Faculty, Staff, & Department Directory: <http://www.cgu.edu/pages/110.asp>

WELCOME TO CGU AND THE SCHOOL OF EDUCATIONAL STUDIES

Welcome to Claremont Graduate University (CGU) and the School of Educational Studies (SES). We hope that you find your academic pursuits here both fulfilling and enjoyable.

SES offers two different Master's programs. The Teacher Education Intern Program (TEIP) offers training to future teachers who wish to earn a teaching credential along with a master's degree and has its own student materials (see <http://www.cgu.edu/pages/5323.asp>). This handbook supports students pursuing the general master's degree in education and does not include training for a teaching credential. It should supplement ongoing discussions with your faculty advisor about your individualized course of study. You are encouraged to work closely with your faculty advisor throughout your program.

You will undoubtedly have a number of questions during your program of study. Please refer to CGU's *Bulletin* (academic catalog) on-line at <http://www.cgu.edu/pages/940.asp> for CGU policies as there is a wealth of pertinent information there.

The fact that each MA program is individually designed offers you the opportunity to structure an educational experience that is uniquely suited to your own research, career interests, and goals. This handbook describes the structure and elements of the MA program in Education in a way that should facilitate degree completion. You will find it much easier to work with your advisor if you read the handbook because it provides helpful information about policies and procedures.

If you are one of our many students with full-time job responsibilities, developing a network of faculty and student colleagues can be a challenge. One of the benefits of our small, flexible master's program is the increased opportunity for students to work closely with SES faculty and staff. SES-sponsored opportunities to meet with other students and faculty members are provided each semester so watch your CGU e-mail for related announcements.

During the admissions and matriculation process, you met with Nicole Kouyoumdjian, Director of External Affairs, as well as John Rodriguez, Program Administrator. From enrollment through graduation you will interface mostly with Cece Gaddy, Administrator of General Education Student Programs, though all of the staff members are supportive. You are also welcome to contact Dean Margaret Grogan at any time.

In cases of emergency or special needs, please work with your advisor and Cece Gaddy so they can help you make arrangements to complete your degree.

If you have any questions regarding any aspect of the program or contents of this handbook, please let your academic advisor or Cece know (cece.gaddy@cgu.edu).

GENERAL INFORMATION

Student Portal

An interactive student portal (<http://www.my.cgu.edu>) provides real-time access to all of your academic information. This includes unofficial transcripts, degree audits, grades, class schedules, account balance, financial aid awards, holds, etc. On-line registration is conducted through the portal, as well. Please become familiar with it and use it as often as you like.

E-mail Accounts

The Office of Information Technology (IT) will assign you a CGU e-mail account when you enter the University. You will receive information about the account, your password, and instructions on using your account within a week or two after you are matriculated. Keep this letter in a safe place as you may need to provide your pin number to get telephone assistance from the Help Desk sometime in the future.

The general format for CGU e-mail addresses is: `firstname.lastname@cgu.edu`.

Official e-mail from Claremont Graduate University will be sent *only* to your CGU e-mail address. *Please check your CGU email regularly* as important reminders about academic and financial deadlines, upcoming events, job announcements, etc. will be sent to you there. If you have another e-mail account that you prefer to use (AOL, Yahoo, etc.), you can forward your CGU mail to this account. Instructions for doing this can be found on the e-mail log-in page, <http://www.mail.cgu.edu>, under "Frequently Asked Questions."

Contact the CGU Help Desk if you need assistance. It is reachable 24 hours/day and seven days/week at 800.630.8893 (toll free) or 909.621.8174 (off campus) or 1-8174 (on campus). You can also send e-mail to helpdesk@cgu.edu.

Sakai

Sakai is an electronic learning management system used by the Claremont Colleges so that faculty can provide class resources to their students electronically. Access to your Sakai account is made using the same username and password you use to access your student portal and CGU e-mail account. Faculty who use Sakai will let their students know on or before the first class meeting. Sakai tutorials are available at <http://www.cgu.edu/techtutorials>.

Student Identification (ID) Card

Once you have been matriculated and have registered for classes, you can obtain your CGU student ID card. You cannot use Honnold Library, obtain a parking permit, or use the health and counseling facilities until you have a valid ID card, so you will want to take care of this important piece of business as soon as possible in the semester. The first card is free of charge. Replacement cards are \$10 each. To get your card, take your state-issued driver's license, identification card, or passport to the Claremont Card Center in the basement of McAlister Center (just north of Honnold Library at 919 N. Columbia Ave.; tel. 909.607.CARD). For hours of operation, see <http://www.cgu.edu/pages/1833.asp>.

Writing Center

CGU's Writing Center provides writing assistance to all CGU students. Don't wait until the end of a semester to take advantage of this excellent benefit. Students are entitled to one free consultation per week. Go to the website at <http://www.cgu.edu/pages/777.asp> for details.

Computer Labs

There are several computer labs located around the campus for student use. Their locations and hours of operation are available at <http://www.cgu.edu/pages/968.asp>.

Libraries of the Claremont Colleges

The Claremont Colleges are served by a central library system whose holdings are available to all members of The Claremont Colleges community. Honnold/Mudd Library houses the main social sciences, sciences, and humanities collections; Ella Strong Denison Library emphasizes the arts and women's studies. Special collections such as rare books, manuscripts, and archives are housed in Honnold/Mudd Library and in Denison Library.

The library collection includes over 2 million volumes (books, journals, magazines, newspapers) and a variety of media resources. The collection includes electronic access to articles in thousands of journals, electronic books, data sets, images, and more. These materials are searchable through Blais, the online library catalog, or through the many databases to which the library subscribes.

Students, faculty and staff of The Claremont Colleges may use Interlibrary Loan or Link+ services to obtain books and articles that are not available at the Claremont Colleges library.

Library workshops and individual research appointments are available to assist students in learning to use print and electronic resources for research and course assignments. Research assistance is also available via the library's Ask Us instant messaging and email service.

For more information about library collections and services, visit The Claremont Colleges library web site at <http://www.libraries.claremont.edu>.

Parking

If you are planning to park your car in a parking lot on campus, please visit the Campus Safety office (located at 251 E. 11th Street in Baxter Hall) to obtain a parking permit (see <http://www.cgu.edu/pages/5066.asp>). There is no charge for the permit but you will need to present your vehicle registration, a valid driver's license, and current CGU ID card. *Campus Safety will not issue a parking permit without a valid ID card.* A permit is not required for street parking, although students should avoid parking on the west (residential) side of College Avenue.

Reporting Emergencies on Campus

The Department of Campus Safety is the first responding agency on campus and will call for any other needed agencies (police, fire, medical, etc.). Campus Safety will clear the way and guide other emergency service providers to your location and you will get the service faster if the call goes to Campus Safety first, rather than to 911. You might want to put the number in your cell phone in case you ever have to use it.

From non-campus phones, dial: 909.621.2000 or 909.621.8170

For an escort in the evening, dial: 909.607.2000

Academic Information

Registering for Classes

SES course schedules for each semester are available at <http://www.cgu.edu/pages/354.asp>; a comprehensive list of all courses taught at CGU in a given semester can be found at <http://www.cgu.edu/pages/1159.asp>.

Registration is accomplished mostly on-line via the Student Portal. There are exceptions that require a paper registration form to be processed by the student's school office. These include registration for independent study units (ED 398 and 498), course audits, and courses taken outside the student's own school as instructor permission is usually required before the registration may be processed (for example, an education student taking a psychology course or a history student taking an education course).

You must be officially registered in the fall and spring semesters unless you have been granted a leave of absence (<http://www.cgu.edu/pages/1933.asp>). Summer registration is optional as long as the CGU residency policy of 24 units completed in 24 months can be met.

General registration timeframes are as follows (see <http://www.cgu.edu/pages/2059.asp> for specific dates):

mid-November – mid-December	Spring semester
mid-April – mid-May	Summer semester (Modules 1, 2)
mid-April – early August	Fall semester

Once registration begins, register! Students who are not enrolled for class by the end of the add/drop period each fall and spring semester are removed from the active student pool and notified of the same by letter from the registrar, Cliff Ramirez. A student who fails to register by the last day of the semester will be formally withdrawn from CGU and must go through the reinstatement process, paying the related fees, if they wish to return.

It is required that students working with faculty in any manner must be registered in a class or in Continuous Registration (ED 399).

Residency

The CGU residency requirement mandates completion of 24 units within a 24-month period (six courses within two years). Students taking only one course a semester can meet the requirement by taking a course in summer. Note that you must be registered in a course in each fall and spring semester through graduation to stay enrolled in the University. Summer enrollment is optional.

Transfer of Credits

The School of Educational Studies allows MA students to transfer up to 6 relevant semester units from prior graduate work completed in the last five years. CGU's Transfer of Credit policy can be found on p. 38 of the *Bulletin*. Your advisor will work with you to determine which courses are appropriate for transfer. The process is as follows:

- 1) Using a copy of your official transcript from your prior graduate work, draft a Transfer of Credit form (fillable PDF at <http://www.cgu.edu/pages/347.asp>) to identify up to six semester units you feel are relevant to your MA program.
- 2) Schedule an appointment with your faculty advisor to discuss the draft Transfer of Credit form. Make any changes necessary and obtain the faculty advisor signature on the revised form to indicate approval of the transfer courses.
- 3) Submit the *typed* Transfer of Credit form and official transcript photocopy to Gwen Hoyt in the SES Office.
- 4) Gwen will take the Transfer of Credit form and official transcript photocopy to the Office of Admissions and Records where the transfer units are posted to the student's academic records. Once posted, the total number of transfer units show up at the bottom of your CGU transcript (viewable via the Student Portal). The

specific courses transferred do not appear on the transcript.

Holds

It is a good idea to check your account via the student portal for any holds at least one month prior to the start of registration so you have time to take care of any issues that will prevent you from registering.

Tuition

Bills are posted on your student portal. Help in understanding your account is available at <http://www.cgu.edu/pages/312.asp>.

Tuition is due as follows:

Fall semester:	August 26 (continuing students) September 26 (new students in fall semester)
Spring semester:	December 26 (continuing students) January 26 (new students in spring semester)
Summer semester:	May 26 (continuing students) June 26 (new students in summer semester)

Contact the Student Accounts Office directly if you need to discuss your account.

Adds/Drops

Students can add and drop classes without charge for the first two weeks of classes in fall and spring semesters, and during the first week of class in summer. If you decide to drop a class after add/drops end, take care to check the refund schedule (<http://www.cgu.edu/pages/2059.asp>) as tuition reimbursement diminishes as the semester progresses.

Leave of Absence

CGU grants leaves of absence for military service, family leave, medical disability, or financial hardship. Leave request forms are submitted to Jim Whitaker, Dean of Students, along with the appropriate supporting documentation. They are normally granted for one semester and are not automatically renewed. Additional information and the leave of absence request form can be found at <http://www.cgu.edu/pages/1933.asp>.

Reinstatement

Students who have withdrawn from their graduate programs or exceeded institutional time limits, and who have not been dropped for scholastic or disciplinary reasons, may request reinstatement (see <http://www.cgu.edu/pages/1932.asp>). MA students in the School of Educational Studies submit their reinstatement request to Cece Gaddy in the SES Office. It should be accompanied by a detailed account of past scholarly activity, as well as a plausible timetable for completing all remaining degree requirements.

Requests are reviewed by the SES Admissions Committee for a decision. If time has gone by since your last registration and coursework, the School of Educational Studies may require additional coursework. A nonrefundable reinstatement fee is required.

Time Limits

The CGU time limit to complete all requirements for the MA is five calendar years and the student must be enrolled continuously, either for credit or in Continuous Registration, until the degree is earned.

Withdrawal from Graduate Study

A student who needs to withdraw from the University is requested to file a letter of withdrawal with the Dean of Students, Jim Whitaker. Students who do not register in a given semester will be considered as withdrawn and “withdrawn” will be noted on their transcript. It is required that any student working with the faculty in any manner must be registered in a class or Continuous Registration.

Minimum GPA

MA students must maintain at least a 3.0 GPA to remain in good standing in the program. A student falling below this level will have one semester to meet this requirement. Thereafter, the student may be dismissed from the program.

CGU uses the following grading system:

A+	= 4.0	B-	= 2.7
A	= 4.0	C+	= 2.3
A-	= 3.7	C	= 2.0
B+	= 3.3	C-	= 1.7
B	= 3.0	U	= 0

Additional information about CGU’s grading policy can be found in the *Bulletin* (see <http://www.cgu.edu/pages/940.asp>).

Incomplete Grades

With the approval of the course instructor, you may take an “incomplete” (I) in a course (see <http://www.cgu.edu/pages/1240.asp>). A student who has received an Incomplete will be required to make up the work by such time as is stipulated by the instructor after consultation with the student, but in no case later than one calendar year from the time at which the work was originally due. It is advisable to work out a completion date that is fairly soon after the course’s conclusion. If the incomplete is not made up within the specified time or, at the very latest, within one year, it will become a permanent incomplete (PI) and the units (not necessarily the same course) will have to be retaken at prevailing tuition rates.

Be aware that more than two incompletes on your record result in a loss of good academic standing and negatively impact your ability to get student loans (see

<http://www.cgu.edu/pages/5081.asp>), as well as fellowship support. A student may carry no more than two incompletes to receive a fellowship award.

Research Opportunities

The process to identify research opportunities is fairly informal in the School of Educational Studies. At any given time, several faculty members will be conducting active ongoing research projects that may provide graduate student research opportunities. Most commonly these opportunities are supported by a grant received by the faculty member for a specific project over a specific number of years. The number of research opportunities will vary from year to year, depending on the number of

funded projects, the stage of activity, and needs of the research project. As you take courses with faculty and become aware of the on-going research needs, and you are interested in assisting, you should express your interest to the faculty member. The faculty member will also advertise or make a general announcement to the student community when a new opportunity arises.

Fellowships

Fellowship applications are due to John Rodriguez in the School of Educational Studies Office by February 1 for priority consideration. Applications received after February 1 will receive consideration based on remaining funding. Application forms may be downloaded from the CGU website <http://www.cgu.edu/include/InstitutionalAid.pdf>.

SES takes both financial need and academic merit into account when awarding fellowships. Once an award is made, it stays with the student throughout the coursework phase of their program, including summers, as long as the student is making satisfactory progress and remains in good standing with the university. Fellowship support ends with the completion of all coursework for unit credit. Continuous Registration enrollment is not supported with fellowship. Since fellowship funds are limited, it is SES policy to award fellowships first to PhD students and then to MA students.

Financial Aid

Many students rely on student loans and external scholarships to help finance their education. Visit the website for the Office of Student Financing at <http://www.cgu.edu/pages/1161.asp> to fill out the FAFSA, find out about private loans, review resource lists for off-campus scholarship possibilities, understand your award, etc. Questions about financing should be made directly to the Office of Student Financing (finaid@cgu.edu; 909.621.8337)

GSC Travel Awards

CGU's Graduate Student Council (GSC) helps promote student attendance at academic

conferences by offering some travel grants (see <http://www.cgu.edu/pages/1665.asp>). Watch for e-mails about this through the year.

Master of Arts in Education Program

The following are requirements of the Master of Arts in Education program:

- 30* semester units (minimum) of course work (up to 6 semester units may be approved for transfer from prior graduate work completed in the last five years)
*Note: starting Fall 2010, this will increase to 32 units
- meet residency requirement (24 units in 24 months)
- a written thesis or critique
- all requirements must be completed within five calendar years

Program Development and the Role of the Faculty Advisor

Upon admission to the program, you are assigned an initial faculty advisor on the basis of research interests described in your application statement. Once you know your initial advisor, you will want to schedule a “get acquainted” meeting and select courses for your first term of study. Before registering each semester, you should consult with your advisor by appointment or e-mail regarding course selection and progress in your program.

If, after a course or two, you find your interests more compatible with those of another faculty member, you are encouraged to ask that person to serve as your advisor. This is accomplished by having her/him sign the “Change of Advisor” form (see <http://www.cgu.edu/pages/347.asp>), then submit it to Gwen Hoyt in the SES Office so that the change can be made to your records. (You can confirm that this has been done by checking via the Student Portal.)

Education courses are usually 4 semester units, so the requirements for the 30 unit M.A. may be completed through 28 units of course work (7 courses) and 2 units of thesis or critique research (ED 399). It is advisable to have a conversation about your goals with your advisor so that the two of you can design your program of study appropriately. Although no formal program is necessary, course selection should be made with the help of your faculty advisor.

In summary, the advisor-advisee relationship is negotiated between the student and a faculty member based on interests. The advisor must be consulted regarding all academic decisions. Cece Gaddy, Administrator of General Education Student Programs, and John Rodriguez, Program Administrator, serve as resources for questions about program and institutional requirements.

The Thesis or Critique

Completion of an approved thesis or critique is a requirement for the M.A. in Education. A thesis or critique is the demonstration of your ability to analyze and evaluate materials and to write clearly. The earlier in your graduate work you begin to define the M.A. research project through discussions with your advisor and research conducted for seminars, the more integrated your course work will be with the thesis or critique.

The CGU *Bulletin* defines a **thesis** as a project that "involves the careful design and execution of a research problem," while "a **critique** may also involve a research problem, or it may be a critical analysis and evaluation of the literature on a particular subject, or a description and evaluation of a project." The *Bulletin* also explains that the thesis or critique may be prepared in conjunction with one or more seminars or independently under the guidance of the advisor.

A critique is read for approval by the student's advisor. It does not require a second faculty reader or submission of the final draft to the Registrar's Office.

A thesis requires independent research which may include methodology that must be approved in advance by CGU's Institutional Review Board (IRB). It is read by two faculty readers: the advisor and a second faculty member chosen by the student.

With the equivalent of seven seminars required to complete the M.A., it is important to consult early and often with your faculty advisor.

Thesis Preparation

The CGU "Requirements Concerning the Preparation of Theses" can be found at <http://www.cgu.edu/pages/5068.asp>. Read these instructions carefully and ensure that they are followed in preparing your thesis.

Institutional Review Board

In the interests of protecting the rights and welfare of individuals recruited for, or participating in, research conducted by faculty or students under the auspices of Claremont Graduate University, the University maintains the Institutional Review Board (IRB). CGU policy requires that research with human subjects, regardless of funding support, be reviewed by the IRB for the protection of Human Subjects (now referred to as participants). The guidelines (45 CFR, Part 46) followed are those set down by the U.S. Department of Health and Human Services. The IRB represents research, academic, and community interests. The forms for review, procedures to be followed, and relevant Federal guidelines are available on CGU's website at <http://www.cgu.edu/irb>.

The Institutional Review Board (IRB) reviews all research projects involving human participants. Research means a systematic investigation to develop or contribute to the general knowledge. It includes research development, testing, and evaluation, but does not typically include class-related exercises or demonstrations. Human participants are

living individuals from whom an investigator obtains data through intervention or interaction with the individual or identifiable private information from some other source (e.g. a third party, medical records, etc.). Training and certification in the ethics of research with human participants is highly valuable in preparing for IRB review and may be readily obtained online, at no charge, at <http://phrp.nihtraining.com/users/login.php>.

It is important to work closely with your advisor to make sure you follow the correct procedures for review of your research methodology by the CGU Institutional Review Board. All applications are reviewed by the IRB staff and at least one Board member. Some applications require additional review by the full Board, which meets every month throughout the calendar year. Keep in mind that changes to the proposed research could well mean changes to the IRB forms and documents. IRB approval must be obtained before you can collect data and may take several months to obtain.

Timelines for Submitting Thesis or Critique for Advisor Approval

SES deadlines for submitting a draft of the thesis or critique to your advisor in order to meet timelines for January, May, or August degree are designed to allow faculty review and feedback and the timely completion of the final draft. Institutional deadlines for submitting final requirements are available in the academic calendar (see <http://www.cgu.edu/pages/2059.asp>).

You should provide your critique or thesis reader(s) with a preliminary draft per the schedule below:

September 15	for a January degree
February 15	for a May degree
May 31	for an August degree

If the submission date falls on a weekend, turn the work in to your reader(s) on the following Monday.

Expect to be asked to do revisions and plan your time accordingly so that you can file your thesis/final approval form in the Office of Admission & Records by the CGU deadline.

Continuous Registration

Master's degree students are required to maintain continuous registration in the fall and spring semesters (summers are optional) until all requirements for the degree have been met, including the completion of a critique or thesis and payment of binding fees. A student not enrolled in courses or thesis/critique research (ED 399) is required to register for Continuous Registration (ED 400M) in fall and spring.

Filing Intent to Receive a Degree

You may complete the Intent to Receive a Degree form and submit it to the registrar without being positive you will complete degree requirements during a given semester.

However, if you do NOT submit the form by the deadline date, you may not be allowed to graduate and participate in commencement exercises. There is no fee for filing and the form is semester specific. If completion takes another semester, a new Intent Form must be submitted to the registrar's office for the following semester by the deadline date. Intent Forms are available on the CGU website at

<http://www.cgu.edu/pages/5068.asp>. Specific dates for filing Intent Forms can be found in the Student Academic Calendar at www.cgu.edu/pages/2059.asp.

Final Approval of Master's Degree

The "Final Approval of Master's Degree" form (<http://www.cgu.edu/pages/5068.asp>) is presented, along with the final copy of your thesis or critique, to your thesis/critique reader(s) for signature. When signed, Cece Gaddy or Gwen Hoyt in the SES Office, will take it to Edris Stuebner, Assistant Registrar, for recording.

Feedback

We welcome your suggestions for revisions to this handbook to enhance or clarify understanding for future students. Please send your suggestions to your advisor or to Cece Gaddy (cece.gaddy@cgu.edu).