



**Policies and Procedures Handbook**

**for the**

**Master of Arts in Teaching (MAT)**

**Program**

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Education Graduate Office  
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## **I. FOREWORD**

The following information is intended as a general statement of “Graduate School Policies and Procedures” to assist the Education Graduate Program Coordinator in academic advising of candidates in the advanced program. This information is not intended to be a substitute for the Concord University Academic Catalog which is the authoritative source of information for all graduate candidates. The official version of the Catalog is available at: <http://catalog.concord.edu/>.

## **I. MISSION STATEMENT**

The mission of the Educator Preparation Program (EPP) is to prepare educators who are competent, intentional, reflective, culturally responsive, leading, and empathic 21<sup>st</sup> Century Professionals. The EPP strives to provide all teacher candidates at the initial and advanced level with the knowledge, skills, and dispositions necessary to become effective teachers/leaders by offering the highest quality instruction and programs.

The advanced program strives to further develop and enhance the knowledge base of the practicing professional. As candidates progress through the graduate curriculum, the improvement, refinement, and practice of professional knowledge bases, skills, and dispositions are enhanced and refined.

The EPP collaborates with representatives from public schools, professional groups, government, and other programs within the University to prepare educators and to cooperate in the development of educational policies. The EPP also strives for the improvement of education at the local, state, regional, and national levels in that the improvement of schooling results in a more literate and enlightened citizenry. This in turn contributes to the proliferation of democratic values and enhances our position in the global economy.

Concord University was chartered as Concord State Normal School in 1872 for the purpose of preparing teachers for public schools. The name was changed to Concord State Teachers College in 1931. In 1943, the name was changed to Concord College to reflect a transformation of the institution to a liberal arts college. In the summer of 2002, Concord was granted approval for the offering of graduate courses on a limited basis. Full approval of the Master of Education Graduate Program was granted in August, 2003. The development of a graduate program was in alignment with the overall mission to serve southern West Virginia and to provide a quality program for the practicing professionals in the region. In 2004, the name was changed to Concord University. In spring 2012, Concord University was approved to offer the Master of Arts in Education that leads to initial certification for individuals holding a baccalaureate degree from a regionally accredited institution in an approved content area as indicated in West Virginia Policy 5100. Additionally, a new content area specialization, Special Education (Multi-categorical), was added to the Master of Education Program in spring 2012.

The preparation of teachers continues to play a significant role at Concord University as approximately twenty-five percent of the candidates who graduate each year earn degrees in education. This history of commitment to teacher education combined with a current mission statement that emphasizes high quality instruction creates a context of high expectations for the teacher education programs at Concord University. In response to that challenge, the EPP began an extensive effort at program articulation and development. This effort included faculty, candidates, administration, and public school professionals who came together in a spirit of collaboration to read, discuss, and write about their vision of the ideal teacher education program for Concord University.

The Teacher Education programs offer opportunities for candidates to obtain both a bachelor and master's degree in education. We pride ourselves on preparing our candidates to be 21<sup>st</sup> Century Professionals.

## **II. OVERVIEW**

The MAT Program is a 36-39 hour program specifically designed to allow candidates with a background in a particular content area to obtain initial teacher certification at the master's level and equip them with the knowledge, skills and dispositions to facilitate P-12 students' learning.

The MAT program provides candidates with a master's degree that leads to initial teacher licensure and assists them in becoming "highly qualified teachers."

## **III. ADMISSION TO THE MAT PROGRAM**

Admission is based on a baccalaureate degree from a regionally accredited college or university, grade point average (overall and content area), transcript analyses, passing scores of required examinations, and other requirements found on the University website.

A student may apply to graduate school and may take up to nine hours of coursework before all admission requirements are met. However, an application, applicable fees, and a transcript analysis based on official transcripts from all colleges/universities previously attended must be completed and submitted for conditional admission to the MAT program. Failure to complete all admission requirements before the completion of nine hours of coursework may result in administrative withdrawal from additional coursework and/or credit may not be applied toward graduation in the degree program.

An official copy of your undergraduate transcript showing your degree and the date on which it was granted must be mailed directly from your undergraduate or graduate college or university to the Office of Admissions or be accessed directly from a secure website by the Concord University Registrar. Concord alumni do not need to submit a transcript. Alumni transcripts are located in the Registrar's office. However, if you have attended more than one college or university, an official transcript must be sent from that institution to the Office of Admissions in a sealed envelope or via a secure website. A hand delivered transcript is not acceptable.

Decisions on applications for admission to the MAT program shall be based upon a careful consideration of the applicant's total record including GPA, Graduate Record Examination (GRE) or Miller Analogies Test (MAT) scores, transcript analysis depicting a strong background in a specified content area, letters of recommendation, and a *Grit Scale* self-assessment.

All requirements must be met before full acceptance into a program is granted as follows:

- Submit a completed Application for Admission and application fee;
- Hold a baccalaureate degree with a minimum 2.75 GPA from a regionally accredited institution and a 2.75 GPA in all content areas;

- Provide official passing scores on PRAXIS II: Content Knowledge test for WV content endorsements as specified in Policy 5100.
- Provide official scores on the Graduate Record Examination (GRE) general test or Miller Analogies Test (MAT). You can access information regarding the GRE at [www.ets.org](http://www.ets.org) and the MAT at [http://www.pearsonassessments.com/postsecondaryeducation/graduate\\_admissions/mat.html](http://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html);

*(Note: The GRE/MAT scores should reflect the 50<sup>th</sup> percentile or above / GRE scores must be a combined scaled score for verbal (150) and quantitative (149) of at least 150 and an analytical writing score of 3.5; or a score of 389 is required on the MAT. Sub-scores will be reviewed by the Education Graduate Committee);*

- Provide official transcripts from all undergraduate institutions (with the exception of Concord University- already on file) Content courses must have a grade of “C” or better;
- Provide two letters of recommendation. One recommendation letter must be from a professional who is knowledgeable of your content background; and
- Submit a completed *Grit Scale* self-assessment.

***Prior to Student Teaching:***

All MAT candidates must meet the following requirements prior to admission to student teaching:

- Successful completion of all coursework with at least a “C” or better and a 3.0 overall GPA,
- Provide official passing scores on the PRAXIS II: Principles of Learning and Teaching (PLT) exam.

**IV. PROGRAM OF STUDY**

**Master of Arts in Teaching (MAT)**

The 36-39 hour program combines 12 hours of professional education core coursework, 18-21 hours of curriculum and instruction/pedagogy courses and 6 hours of supervised directed student teaching. Program completers are eligible for initial licensure in WV in the specific content area(s).

**Pro-Education Core**

EDUC 510	Models of Curriculum and Instruction	3 hours
EDUC 520	Educational Research	3 hours
EDUC 530	Integrating Technology in the Teaching/Learning Process	3 hours
EDUC 540	Assessment and Evaluation in Education (Clinical V – 10 hrs. Field Exp.)	3 hours

***12 hours***

### Curriculum and Instruction/Pedagogy

EDUC 505	Advanced Teaching and Learning (Clinical I – 25 hrs. Field Exp.)	3 hours
EDUC 516	Integrated Methods in Secondary Education (Clinical IV – 25 hrs. Field Exp.)	3 hours
EDUC 555	Classroom Management (Clinical VI – 15 hrs. Field Exp.)	3 hours
RDNG 520	Reading and Writing in Content Areas	3 hours
SPED 503	Legal and Historical Foundations of Special Education (Clinical II – 25 hrs. Field Exp.)	3 hours
SPED 509	Strategies for the Inclusive Environment (Clinical III – 25 hrs. Field Exp.) (Prerequisite: SPED 503)	3 hours
		<b>18 hours</b>

**Note:** Candidates completing a Pre-K – adult licensure program such as Music, Art, Physical Education and Spanish Education are also required to take EDUC 517-Integrated Methods in Elementary Education (3 credits). Additionally, a 25-hour clinical experience will be completed in age/grade/content appropriate classrooms as part of the requirements for this class.

### Supervised Student Teaching

EDUC 556	Supervised/Directed Teaching (16 weeks)	<b>6 hours</b>
<i>(Prerequisite: Admission to the student teaching semester, verification of successful completion of PRAXIS II: Principals of Learning and Teaching)</i>		

**Total Program Hours      36-39 hours**

## **V. POLICIES/PROCEDURES**

### **a. Academic dishonesty:**

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties— including but not limited to failure of assignment, failure of course, loss of institutional privileges, and dismissal from the University. A failing course grade as a result of academic dishonesty will be recorded as an “F” on the grade sheet and the instructor will inform, in writing, the Education Graduate Program Coordinator and the Vice President and Academic Dean who notifies, in writing, the Registrar's Office and the candidate. Course grades affected by academic dishonesty do not enjoy the privilege of the forgiveness rule or the privilege of dropping the course with a grade of W (see <http://catalog.concord.edu/>). Any recommendation by the instructor beyond an “F” in the course must be submitted, in writing, to the candidate, to the Education Graduate Program Coordinator, and to the Vice President and Academic Dean for transmittal to the Judicial Steering Committee who will then initiate judicial procedure. Any failing

course grade or dismissal that results solely from academic dishonesty will be identified as such on the candidate's transcript.

**b. Academic probation:**

Candidates falling below the required 3.0 GPA will be placed on academic probation during the next semester in which they are enrolled as an active student. If candidates fail to maintain a 3.0 GPA during the probationary semester, they will be permanently dismissed from the program. Under an extreme case, if a candidate would make a "D" in a course, the candidate would continue in the program on probationary basis until the course was completed with a "B" or higher. The candidate would be expected to take the course the next time it was offered in rotation. A grade of "C" or better is required in ALL graduate courses.

**c. Add/drop classes:**

To add or drop a class, contact the Education Office of Graduate Studies with your request. If you are dropping all of your courses, a formal withdrawal from the University is required. If you are formally withdrawing from the University, you must contact the Academic Success Center at 304-384-6035 or complete the on-line withdrawal form at <https://apps.concord.edu/forms/view.php?id=80318>.

**d. Admissions Examinations:**

The Graduate Record Exam (GRE) or the Miller Analogy Test (MAT) is required for full admission into the program. GRE scores are those issued by ETS® and sent directly to approved institutions and organizations designated by the test takers. Go to <http://www.ets.org/gre> to register for an exam, access a complete schedule of test dates, find a testing center near you, or access preparation materials.

The most current MAT information can be found at [http://www.pearsonassessments.com/postsecondaryeducation/graduate\\_admissions/mat.html](http://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html). Students must call the testing center for specific information about how to apply, directions, and fees.

**e. Advising:**

The Education Graduate Program Coordinator is the acting advisor for all M.Ed. graduate candidates. If any candidate wishes to enroll in a course-load of more than nine credit-hours, prior approval must be obtained by the Education Graduate Program Coordinator

**f. Blackboard**

The MAT Program uses the Blackboard e-Education platform. The username is the same as your MyCU account. Your password is defaulted to your CU ID number (starting with 774). If you do not know this information, it can be found securely online by going to <http://www.concord.edu/technology/node/22#3.2>.

It is the responsibility of the candidate to keep up with assignments, assessments, and modules as designated within course instructor's syllabi. The blackboard platform can be accessed at <https://elearn.concord.edu:8443/>.

**g. Disclaimer:**

Concord University admits students of any race, color, sex, religion, and national or Ethnic origin, and does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities, as specified in federal and state laws and regulations.

**h. Promise for Teaching:**

The Division of Education is using the *Grit Scale* (Duckworth, A.L., Peterson, C., Matthews, M.D., & Kelly, D.R., 2007) as an assessment of candidates' "promise for teaching and or/leadership" at admission to the MAT program and again during the capstone course (EDUC 556). This is a self-assessment that has no "right" or "wrong" answers. Candidates are asked to respond to each item as honestly as possible.

**i. Disruptive Behavior:**

Disruptive behavior in the classroom/online will not be tolerated. If student conduct makes it difficult to continue the class satisfactorily, the instructor may warn the candidate of this fact. If objectionable conduct continues, the instructor may dismiss the candidate from the course with written notification of this action to the Education Graduate Program Coordinator and the Vice President and Academic Dean.

**j. Division of Education Graduate Committee:**

The graduate committee for the M.Ed. is composed of the Education Graduate Coordinator and representatives from each content specialization in the Division of Education. Decisions made by this committee are submitted to the University Graduate Council for consideration.

**k. E-mail:**

All candidates are expected to access their *MyCU* e-mail accounts. E-mail accounts are set up by the Technology Services during the application/acceptance process. E-mail IDs typically include your last name, first initial of your first name, and date of birth (example: smithp31@mycu.concord.edu). Your initial password is your 774 #. You may change your password after the first access.

Candidates having problems logging in may call the computer center help desk at 304-384-5291 or email [cuhelpdesk@concord.edu](mailto:cuhelpdesk@concord.edu).

**l. Financial aid:**

Financial aid is available for graduate candidates who enroll in a full-course-load of six/nine credit-hours. Information on financial aid and student loans can be found on the web at <http://www.concord.edu/financialaid/>.

Direct all questions regarding financial aid and student loans to the financial aid office at 1-888-384-5249 or 304-384-6069. Fax: 1-304-384-3084

**m. GPA:**

Graduate candidates must maintain an overall GPA of 3.0 or better throughout the program. Any candidate with a GPA below 3.0 will be placed on academic probation.

In order to graduate from the MAT Program an overall 3.0 GPA is required. Candidates who are placed on academic probation for two consecutive semesters will be removed from the graduate program due to academic deficiency. In addition, candidates must earn the minimum grade of "C" to successfully complete a course.

**n. Graduation:**

Graduate candidates must apply for graduation by downloading and submitting a Graduation Application at [http://www.concord.edu/academics/sites/www.concord.edu.academics/files/files/Registrar/RegistrarOverview/masters\\_grad\\_application.pdf](http://www.concord.edu/academics/sites/www.concord.edu.academics/files/files/Registrar/RegistrarOverview/masters_grad_application.pdf). A graduation fee of \$50 must be paid to the business office, and the graduation gown is to be ordered at the Concord University bookstore. Once the business office and bookstore have signed the application for graduation, it is to be submitted to the Registrar's Office. A graduation audit will then be completed to ensure that all requirements for graduation have been met. Graduation requirements include completion of the 36-39 hour program with a 3.0 GPA within five years.

*Hooding and Commencement:*

All master's candidates will be expected to participate in the hooding ceremony during commencement. The graduating candidate will be hooded by the Education Graduate Program Coordinator.

**o. Letters of acceptance:**

After submission of an application and required materials, an applicant will be considered for admission to the MAT program. Applicants will receive a letter of informing them of the admissions decision and/or identifying any additional admission requirements which need to be submitted in order to be unconditionally admitted to the program. Once all admission requirements are met, applicants will receive a letter of unconditional acceptance to the Master of Arts in Teaching program. Applicants who are conditionally admitted may take up-to nine credit-hours of course work before unconditional admission to the program is required.

**p. Letters of recommendation:**

Student candidates must submit two letters of recommendation for admission to the MAT program. One recommendation letter must be from a professional who is knowledgeable of your content background.

**q. Library Service:**

The Library is centrally located between Marsh Hall and the student center. The facility has a seating capacity of 200 places, a total of 145,000+ volumes, and provides access to over 5,000 periodicals. The collection has been chosen with the University Community in mind but members of the public are permitted use of the library's resources. A library card is required to borrow books.

The Library is a partial depository for United States government documents and maintains a significant special collection of West Virginia historical materials. The library's automated catalog uses Innovative "Millennium" software and aside from providing access to the book holdings of the University, provides information on the

periodical holdings and information on the specific holdings of U.S. Government Documents. Wireless internet access is available within the library. Visit CU's library on the web <http://www.concord.edu/library/>.

**r. MyCU**

It is imperative that you login to your "MYCU" account to review information such as your email, blackboard, current class schedule, course grades, account and student loan information. To access "MYCU", please visit <https://mycu.concord.edu> and click on MyCU/IT: New Account Information. Once on the MyCU/IT: New Account Information page select SSN in the drop down box and enter your Social Security Number and click continue; *this is a secure site and no information will be shared*. Here you will find your user name and Concord ID; you will need this information to log on to your "MyCU" email and Blackboard accounts. **You need to log into your accounts by the first day of classes.**

Candidates having problems logging in please call the computer center help desk at 304-384-5291 or email [cuhelpdesk@concord.edu](mailto:cuhelpdesk@concord.edu).

**s. Online components:**

Some courses require an online Blackboard component. The logon page can be found at (<https://elearn.concord.edu:8443/>). The username is typically your last name, first initial of your first name, and date of birth (example: smithp31@mycu.concord.edu). The initial password is your student ID number (774#).

It is the responsibility of the candidate to keep up with assignments, assessments, and modules as designated within each course instructor's class and syllabus.

**t. Readmission:**

If the candidate has been admitted to candidacy, the five-year time limit continues in effect from the date of admission to candidacy. If this time has expired, the student must reapply for the program and file a written appeal to the Graduate Council. The student will appear before the Graduate Council to explain his or her written plan for timely completion of the program.

If a candidate is not enrolled for two or more consecutive semesters in an academic year, he/she must resubmit an application and \$30.00 application fee in order to be re-admitted to the University.

**u. Registration:**

It is strongly recommended that graduate candidates register for classes no later than two weeks prior to the beginning of each semester. Candidates can register by calling the education graduate office (304-384-6223) or emailing registration requests to [liptakka@concord.edu](mailto:liptakka@concord.edu) or [rlwhite@concord.edu](mailto:rlwhite@concord.edu). Once the course registration has been made, you will receive a confirmation via your Concord email.

**v. Removal from the program:**

Candidates who are placed on academic probation for two consecutive semesters will be removed from the graduate program due to academic deficiency. The candidate will be notified in writing and given the opportunity to appeal to the Graduate Council in writing. The candidate will meet with the Graduate Council and defend why he or she should not be removed from the program. If the appeal is denied, the candidate will be removed from the program. A hold will be placed on the candidate's ability to register for classes.

**w. Scholarships:**

The Underwood-Smith Teacher Scholarship Program is a state funded program designed to enable and encourage outstanding candidates who demonstrate an interest in teaching to pursue teaching careers at the pre-school, elementary, middle or secondary school level. Scholarships, not to exceed \$5,000 per academic year, are to be awarded on the basis of academic qualifications, program of study and interest in teaching. The intention is to enable the recipient to obtain a teaching certificate and to commit that individual to the pursuit of a teaching career in West Virginia.

Information on the Underwood-Smith Teacher Scholarship Program can be found at [https://secure.cfwv.com/College\\_Planning/default.aspx](https://secure.cfwv.com/College_Planning/default.aspx).

**x. Student loans:**

Student loans are available for graduate candidates who enroll in at least six credit-hours per semester in the MAT program. For information on financial aid and student loans go to <http://www.concord.edu/financialaid/> or call the financial aid office at 1-888-384-5249 or 304-384-6069 (Fax: 304-384-3084) or e-mail [finaid@concord.edu](mailto:finaid@concord.edu).

**y. Textbooks:**

Textbooks can be purchased at the Concord University Bookstore during business hours, or you may order online at <http://www.bkstr.com/concordstore/home>.

**z. Transfer credit:**

An approved six hours of transfer credit can be applied to the program of study. All courses must have been taken within the past 5-years and course syllabi are to be provided to the Education Graduate Program Coordinator for review. Complete and submit the transfer of credit form:

[http://www.concord.edu/graduate/sites/www.concord.edu.graduate/files/files/Request\\_for\\_transfer\\_credit.pdf](http://www.concord.edu/graduate/sites/www.concord.edu.graduate/files/files/Request_for_transfer_credit.pdf).

**aa. Tuition / Billing:**

Payment of tuition is due prior to the first day of class. Candidates who do not register at least two weeks prior to the beginning of the semester may not receive a tuition bill. If you have not received a bill, you can request one by calling the business office: 304-384-5234. Payment may be made online at <https://epay.wvsto.com/ePayCustomPage/CustomPage/ePayE5916C26-8896-4B3A-926A-5E121771B516.aspx>, via telephone with a credit card (MasterCard, Visa or Discover), or mailed directly to the business office. (Note: Late fees will be assessed if payment is not made by the due date.)

*Tuition Rates:*

Tuition rates and fees are subject to change. Current tuition and fees may be found at <http://www.concord.edu/graduate/node/25>.

For additional information, please contact:

Concord University  
Division of Education Office of Graduate Studies  
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Campus Box D116  
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304-384-6223