



Office of Graduate Programs

Student Handbook 2006-2007

**Graduate Programs Office
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TABLE OF CONTENTS

INTRODUCTION..... 3
GRADUATE PROGRAM OFFICE STAFF 3
ACADEMIC PROGRAM CHAIRS AND OFFICE MANAGERS 4
GRADUATE CREDITS, GRADING AND STANDARDS OF SCHOLARSHIP 5
REGISTRATION 6
NON-MATRICULATED STUDENT 6
TUITION PAYMENTS 7
ADVANCED STANDING CREDIT 7
CONTINUOUS ENROLLMENT AND LEAVES OF ABSENCE..... 7
FULL-TIME STATUS 8
TIME LIMITS FOR DEGREE..... 8
EXAMINATIONS..... 8
DOCTORAL PROPOSALS AND DISSERTATIONS..... 9
GRADUATION AND EXIT REQUIREMENTS 10
ACADEMIC APPEALS TO THE GRADUATE BOARD 10
READMISSION..... 10
OMBUDSPERSON 11
FINANCIAL AID 11
DISSERTATION GRANT 11
PROJECT COMPLETION GRANT 11

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INTRODUCTION

Welcome to the College of Education at Temple University. We are delighted that you are joining us and look forward to working with you throughout your graduate career.

We hope that this student handbook will help you navigate the programs, policies and requirements for the college and university. A caveat: this handbook is not meant to be the final or sole word on requirements or policies of your program, the college or the university. While we strive to be as inclusive as possible, there are some differences in the various programs and you are ultimately responsible for ensuring that you meet your own degree program requirements. The same applies to college or university policies, particularly those specific policies of the Graduate School at Temple. A complete listing of graduate policies can be found online at

www.temple.edu/grad.policies/gradpolicies.htm. You should familiarize yourself with them.

The "Current Students" web page http://www.temple.edu/current_students.html is also a good place to start in getting your questions answered.

We have also included some general campus policy information in the Appendix, as well as Graduate School and University forms that you might require. Again, this is not an inclusive list, but those that you might expect to encounter during your time at Temple.

Having said all that, the Graduate Program Office is here to assist you in whatever way we can. Please feel free to call, email, or stop by if you have questions, problems, or concerns.

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GRADUATE CREDITS, GRADING AND STANDARDS OF SCHOLARSHIP

Graduate courses at Temple are graded from "A" to "F". Because the standards of scholarship are greater for graduate students than undergraduate students, no grade below a "C-" can be used fulfill any graduate requirement. A minimum cumulative GPA of 3.0 is required in order to graduate. In calculating GPA, only letter grades "A" to "F" are used. Courses graded "R" or "P" are not used in that calculation.

To remain in Academic Good Standing, a student, whether matriculated or non-matriculated, must maintain a 3.0 GPA for each semester and a cumulative GPA of at least 3.0 for all work completed at Temple. A student who receives more than two grades below a "B-" or more than one grade of "F" **will be dismissed** for failure to maintain satisfactory grades. The College has no latitude on this policy. We must dismiss you if your grades fall below the standard. Students may appeal the action by submitting a "Petition to the Graduate School or Graduate Board Student Appeals Committee" to the Director of Graduate Programs.

A student may contract for an "Incomplete" ("I") if he/she does not complete the work of the course. University policy states that "An instructor will file an "I" (Incomplete) only if the student has completed **the majority** of the work of the course at a passing level, and only for reasons beyond the student's control."

The "I" may be changed to a letter grade if the student completes the coursework within one calendar year. The student and instructor must agree to and sign a contract that specifies what work is still outstanding and must be completed. As part of the contract, the instructor must assign a default grade in the event the work is not completed on time. The contract is filed in the student's permanent file. Work must be completed, graded and recorded with the Office of Academic Records within the one calendar year deadline.

A student may repeat a course for additional credit if the course is an independent study or a course whose content changes semester to semester. A student may repeat a course for credit with the approval of the advisor and Director of Graduate Programs.

A student may take an upper division undergraduate course for graduate credit with **prior** approval of his/her advisor and the Director of Graduate Programs. This must be obtained, and the course registration updated to reflect its being taken for graduate credit, prior to the first day of class. Permission will only be granted if the graduate student is required to complete additional or more advanced work than the undergraduates in the course and the "Request to Take an Undergraduate Course for Graduate Credit" form specifies the nature and extent of the advanced work. To receive graduate credit, the student must also pay graduate tuition and fees.

Students may also take courses outside Temple University and request graduate credit by completing the "Transfer of Graduate Credit Request," providing an official transcript, and obtaining the required signatures. Please note that it is in your best interest to obtain this approval **prior** to taking the course to make sure that graduate credit can be awarded. Many courses, including those from accredited universities, departments of education or state sponsored workshops, etc. may not be eligible for credit. To ensure that you don't spend time, money and resources needlessly, obtain approval before you commit to the course. Master's students are

limited to 6 semester hours of transfer courses. There is no official limit on semester hours for doctoral students. It is up to the College and the Dean of the Graduate School to determine the number of credits accepted for transfer. It is anticipated that no more than 6 semester hours in excess of any advanced standing awarded for a master's degree will be the norm.

REGISTRATION

Students must be continuously enrolled and properly registered each fall and spring semester. It is your responsibility to make sure that you are properly enrolled by checking your registration status on OWLnet. This is particularly important when you add or drop a course. Check your enrollment and make sure any drops or adds are properly recorded. Remember, if you fail to withdraw from a confirmed course by the stated deadline and receive an "F" for nonattendance, **you are still required to pay the tuition for that course and the grade will remain on your transcript.**

Registration is done via OWLnet (owlnet.temple.edu). You are eligible to register and revise your schedule through OWLnet once you complete your first semester with a GPA of 2.0 or better. This means that you are not able to register via OWLnet for your second semester since grades will not have been posted before the registration period. Please see your advisor, fill out the Registration/Schedule Revision form and bring it to the Graduate Programs staff to register. You remain eligible to use OWLnet provided you maintain a 2.0 overall GPA (though of course the College's graduate programs require a 3.0 overall to remain in academic good standing so don't confuse them). Remember, if you take a leave of absence you must register in person.

A late registration fee of \$50.00 will be charged if you do not register on time. Check the web for details. For example, a continuing student must register by Dec. 17, 2006 to be timely for Spring 2007 semester. Plan accordingly for each upcoming term.

You may drop a course within the first two weeks of class without that course appearing on your transcript and with no add/drop fee. You may also change your grading option from letter to pass/fail credit and vice versa in the first two weeks. In weeks three through nine of either fall or spring semester, or during weeks three through four of summer session courses, you may withdraw from a course. However, it will remain on your transcript as a "W" and you will remain financially liable for it. After week nine of fall and spring or four of summer, withdrawal is not possible and the course will be graded "F."

If you make changes to your schedule after the end of the second week of classes, you will be assessed a \$12.00 fee for each course that you add or drop.

NON-MATRICULATED STUDENT

Students who take courses for credit without enrolling in a degree program (i.e., a non-matriculated student) may take a maximum of **nine (9) semester hours**. The Graduate School will block any further registration for students exceeding the 9 credit limit. However, students may elect to continue beyond the nine units by submitting the "Request to Exceed 9 Semester Hours of Graduate Coursework for Personal or Professional Enrichment" found on the Graduate School website.

Remember, that only 9 credits may be accepted toward degree/graduation credit for students who do subsequently matriculate into a degree program. Students must obtain a grade of "B" or higher for the credits to be counted. However, these credits may be accepted in addition to the advanced standing credit allowed from another degree program.

Courses taken prior to matriculation may be counted towards a degree only if they are taken within the previous five years.

TUITION PAYMENTS

As of Fall 2006, all student billing statements will be available on-line at TUpay using E-Check or credit card. Payments may be made via credit card or by check or money order payable to Temple University and submitted to the University Bursar's Office. Please note that only Mastercard, American Express and Discover credit cards are accepted and that there is a 2.75% fee charged in addition to your tuition and fees. There is also an installment plan available. Check the Bursar's website for detailed information and answers to your questions on paying your bill:

<http://www.temple.edu/bursar/current/makingpayments.htm>

You may receive a tuition refund for courses officially dropped within the two week deadline for fall and spring, or the first 3 days of summer session. After these periods, there will be no refunds or reduction of charges for courses dropped or withdrawals transacted.

ADVANCED STANDING CREDIT

Graduate coursework taken at another accredited university prior to matriculation may be accepted toward a Temple University masters or doctoral degree. You do not have to request advanced standing credit for Temple courses. Students must have obtained a grade of "B" or better. Masters students may request no more than 20% of total semester hours required for the Masters degree in this manner. Doctoral students may request to transfer up to the number of advanced standing credits required for a master's degree in a closely related discipline at Temple. Your program may have more restrictive requirements than Temple's Graduate School limits, so be sure to check with your program office.

To receive Advanced Standing Credit, submit an official transcript along with the "Request for Advanced Standing" form to the Director of Graduate Programs office for action.

CONTINUOUS ENROLLMENT AND LEAVES OF ABSENCE

In order to remain in good standing, and to avoid registration blocks, a student must be continuously enrolled each semester from the semester of matriculation until graduation. At least one semester hour is required to maintain enrollment. If for some reason, a student is not able to be registered, a leave of absence may be requested by submitting the "Leave of Absence" form along with the \$25.00 fee for each semester of non-enrollment. A student may not be granted a leave of absence

for more than four (4) semesters. Also, a leave of absence does not extend the degree completion clock (see "Time Limits below)

FULL-TIME STATUS

To be considered full-time a student must be enrolled in at least 9 semester hours of coursework until all coursework is completed. If you hold an assistantship of 20 hours/week then 6 semester hours of coursework will qualify you for full-time status. Once a graduate student has completed all required coursework, he/she must enroll for at least 1 semester hour of the following:

Preliminary Exam	799
Dissertation Proposal	899
Dissertation Research	999 (restricted to students elevated to candidacy)

Doctoral students must fill out the "Full-Time Status Request" form and submit it to the Graduate Program Office for approval by the first day of class for each semester you request this exception. Masters students may use this exception for up to two semesters for their thesis or Project, doctoral students up to six semesters for dissertation research.

Something else to consider for full-time status is that you must complete the preliminary exam within one semester of completing coursework. The dissertation proposal must be approved within 3 semesters of completing coursework.

TIME LIMITS FOR DEGREE

While we enjoy having you as a Temple student, we really do want you to successfully complete the program and move onward and upward in your career. The University has set specific time frames for completing a degree which defines how much time you can expect (and indeed can be taken) to complete your degree. Time starts from the semester of matriculation and concludes with the semester in which the degree is earned. And remember, leaves of absence do not stop the clock.

Time limit for the doctoral degree is seven years. Masters degrees vary from three to six years depending on program. See your advisor or the Graduate Bulletin for confirmation of your time to degree.

Students may request an extension of time. A one year extension is typically granted. Any beyond that are at the discretion of your program and the College and are not to be assumed. Students may be required to retake some coursework or exams if the faculty deems it necessary. ANY extension for a doctoral student must go through the Graduate School with a proposed completion timeline.

EXAMINATIONS

Doctoral Examinations:

Students must be registered for 799 for at least 1 semester hour in the semester in which the preliminary examination is to be taken, including summer session. If a

doctoral student has completed all coursework but not yet taken the exam, he/she must register each Fall and Spring for 1 semester hour of 799 "Preliminary Exam Preparation" until the exam is taken. If a student is required to retake the exam all or in part, he/she must register for 799 in the semester in which the exam is retaken.

The preliminary exam cannot be taken more than twice. A student who fails the exam twice will be dismissed.

Three or more members of the Graduate Faculty must approve the content of the doctoral preliminary exam. It must be graded fairly and in such a manner that one faculty member cannot solely determine the outcome.

While we don't expect you to be in this situation, university policy, to ensure currency, stipulates that a doctoral student who has not defended the dissertation within five years of passing the preliminary exam may be required to retake and pass the exam to remain in Academic Good Standing.

Master's Examination and Thesis

Most master's degrees require either a final examination or a thesis, and in some cases, both. Be sure to check with your program for your specific requirements. The examination can only be taken twice. A student who fails all or part of the comprehensive examination twice will be dismissed.

For those programs requiring a thesis, it must be completed in the format approved by the Graduate School, which can be found on their website at:

www.temple.edu/dissertationhandbook

DOCTORAL PROPOSALS AND DISSERTATIONS

Because of the importance of the proposal and dissertation portions of the programs, we have put together a separate book that details the many policies that govern these processes. Please refer to that handbook for this most important phase of your program. In general, a student must form a Dissertation Advisory Committee which will guide the student through the dissertation proposal and research stage. After a successful public defense of the proposal, the signed proposal is sent to the Graduate School. When the Graduate School has received the formally approved Proposal, along with the request for the Institutional Research Board's approval of the research to be done, the student is officially **Advanced to Candidacy**. The student then begins the research and writing of their thesis. Once the dissertation has been read by the Dissertation Advisory Committee and deemed ready for final defense, the student forms the Dissertation Examining Committee, schedules the formal oral defense, and successfully defends the dissertation.

The student then has thirty days to complete any revisions recommended by the Examining Committee and file the final dissertation with the Graduate School. The final dissertation must be in the approved format, on archival paper. The Dean of the Graduate School has final authority to approve all doctoral dissertations prior to awarding the degree.

GRADUATION AND EXIT REQUIREMENTS

Graduation is not automatic upon completion of degree requirements. Just as you applied to get into Temple University, the semester that you are taking your final course or courses, you must apply for graduation. By submitting the "Graduate Application for Doctoral Degree" or the "Application for Graduation-Master's Degree" and paying the associated fees by the deadline listed in the University's Academic Calendar you ensure that your name will be on the graduation list, that your degree will appear on your transcript, and that a diploma will be generated. You can get these forms, with the associated instructions, from the Graduate Programs Office. In order to graduate, all financial obligations to the university must be met, all incomplete and unreported grades (Is, MGs, and NRs) must be changed, degree requirements (including dissertation, master's thesis, required exams) must be finalized and graduation applications and fees filed and paid. If for some reason you are not able to complete any of these requirements in time for graduation, you must notify the Graduate Program office **in writing** so that we can cancel your graduation application. When you are ready to graduate, you must submit a new application for graduation, but you do not have to pay the fees again (unless there is a fee increase).

ACADEMIC APPEALS TO THE GRADUATE BOARD

There are two types of dismissals from the University: Academic and Administrative. The Graduate School has authority over reinstatement after either form of dismissal.

A student who has been administratively dismissed, (exceeded time limit, failure to maintain continuous enrollment, etc) may file a "Petition to the Graduate School or Graduate Board Committee" with the Graduate School for reinstatement. Approval may be routinely granted administratively or may be referred to the Graduate Board Student Appeals Committee. This is at Graduate School discretion.

Academic dismissals are more serious. These cases go to the Graduate Board Student Appeals Committee for resolution. Circumstances warranting academic dismissal include:

- Failing the comprehensive or preliminary exam in whole or in part twice
- Failure to maintain satisfactory grades
- Failure to make academic progress as defined by the College

A student can appeal the decision of the Graduate Board Student Appeals Committee only on procedural grounds. The appeal should be directed to the Provost of the University.

READMISSION

A student who has been withdrawn, dismissed for failure to maintain continuous enrollment or has exceeded the time limit and is therefore ineligible to register, may be required to file a new application for admission. If accepted, the student is considered newly matriculated at the time of readmission and will be required to complete all current program requirements.

OMBUDSPERSON

The College of Education has an Ombudsperson. This post is generally held by a graduate student and is available at any time for problems, concerns or issues that require a third party intervention. Disputes with faculty over coursework or grades, for example, are often resolved by contacting the Ombudsperson. If in doubt, see the Graduate Programs Office or Director for guidance on best course of action. The Ombudsperson for 2006-07 is:

Ellen Henderson
Ritter Hall, Room 263
(215) 204-1737
education.ombudsperson@temple.edu

FINANCIAL AID

There are various sources of financial aid available to students. Please visit the campus website for further information:

<http://www.temple.edu/grad/finances/>

Aside from federal financial aid, fellowships and assistantships, Temple offers two highly competitive awards designed to accelerate the degree completion process by offering significant financial support to promising students. Both awards are nonrenewable.

DISSERTATION GRANT

For the Dissertation Grant, departments nominate doctoral students who have completed all requirements for the degree, except the required dissertation, and are advanced to candidacy. The Dissertation Grant is awarded for six months.

PROJECT COMPLETION GRANT

The Project Completion Grant carries three credits of tuition remission. Departments nominate students who have completed all requirements for their degrees, except the required project, and exhausted all departmental resources. The Project Completion Grant is awarded for six months.

The Dissertation and Project Completion Grants are awarded once during the Fall semester and once during the Spring semester. Applications are available on line at

<http://www.temple.edu/grad/forms>

MISCELLANEOUS INFORMATION

The Graduate School website <http://www.temple.edu/grad/> contains most of the information found in this handbook. Consult that source when in doubt.

All Graduate School forms can be found on their website at <http://www.temple.edu/grad/forms/index.htm>