



GRADUATE PROGRAMS HANDBOOK

2019-2020



Welcome to the Stonehill graduate community. We are pleased that you are joining our community of learners. This Graduate program handbook has been created to serve as a resource to students for information about degree requirements, course descriptions, campus life and graduate student resources. There is also a detailed FAQ section to help with general questions that may arise as you begin your program at Stonehill.

While this handbook can serve as a reference, your faculty advisor as well as the staff in the Office of Graduate Admission are here to support you and are available to answer additional questions.

The degree requirements listed in this handbook are a reference. Students can monitor their program and academic progress within the myacademics section of MyHill. Additional information around college-wide policies and procedures can be found online on the college's website, www.stonehill.edu.

Welcome to the Stonehill community!

Mission

Stonehill College, a Catholic institution of higher learning founded by the Congregation of Holy Cross, is a community of scholarship and faith, anchored by a belief in the inherent dignity of each person.

Through its curriculum of liberal arts and sciences and preprofessional programs, Stonehill College provides an education of the highest caliber that fosters critical thinking, free inquiry and the interchange of ideas.

Stonehill College educates the whole person so that each Stonehill graduate thinks, acts and leads with courage toward the creation of a more just and compassionate world.

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Administrative Offices

Office of Graduate Admission
Donahue Hall, Room 307
Email: grad@stonehill.edu
Phone: 508-565-1600
Fax: 508-565-1601

Registrar's Office
Duffy Academic Center, Suite 112
Email: registrar@stonehill.edu
Phone: 508-565-1315
Fax: 508-565-1434
Hours: M-F 8 a.m.-4:30 p.m.

Student Financial Assistance
Duffy Academic Center, Suite 103
Cynie Simon
Email: csimon@stonehill.edu
Phone: 508-565-1088
Fax: 508-565-1426
Hours: M-F 8 a.m.-4:30 p.m.

Student Accounts
Merkert Tracey, Room 162
Jennifer S. Heine, Associate Director
Email: studentaccounts@stonehill.edu
Phone: 508-565-1394

Academic Calendar

The full calendar can be downloaded at www.stonehill.edu/offices-services/registrar/academic-calendar/.

Campus Map

The campus map can be downloaded at www.stonehill.edu/about-stonehill-our-mission/directions-campus-map/.

Degree Requirements: IMC

The Master of Arts degree is conferred upon students who have been admitted to the College, satisfactorily completed their program of study and successfully completed a master's capstone project.

The credit requirements for the IMC program are as follows:

12 courses equal to three (3) credits each, for a program total of 36 credits.

The program has required campus-based core courses and elective courses, and they are listed below:

Core classes:

IMC 601	Creativity in IMC
IMC 602	Organizational Communication
IMC 603	Marketing Management for Integrated Marketing Communications
IMC 620	Role of Graphic Design within Integrated Marketing Communications
IMC 670	Integrated Marketing Communications Capstone

Students must choose three of the following

IMC 604	Integrated Marketing Communications Methods
IMC 605	Buyer Behavior
IMC 606	Integrated Communications Strategies
IMC 607	Design Thinking
IMC 608	Visual Problem Solutions
IMC 609	New Media
IMC 610	Transformative Design
IMC 611	Graphic Branding and Identity
IMC 612	E-Commerce
IMC 613	Digital Marketing
IMC 614	Applied Public Relations
IMC 621	Media Economics and Technology
IMC 622	Contemporary Public Relations
IMC 675	Integrated Marketing Communications Internship

Program Goals and Learning Outcomes

A student who has completed the IMC program should be able to:

- Understand the role and practice of integrated marketing within various types of organizations: nonprofit, commercial, educational, corporate and health care.
- Understand the importance of strategic communication in the marketing of products and services.
- Demonstrate the ability to develop a strategic marketing plan.
- Plan and create targeted materials for a variety of media formats.
- Understand how to develop, analyze and evaluate IMC plans and programs, and to assess the performance of these programs.
- Understand the role of creativity in pursuing integrated marketing communications plans and assessment.

Course Descriptions

IMC 601 Creativity in IMC

This is the introductory course in the IMC master's degree program at Stonehill College. It is designed to introduce students to the fundamentals of IMC in the context of a creative and innovative program design. Students will learn techniques for improving the flexibility and originality of their thinking and will explore approaches used by practitioners of IMC to create and sustain organizational innovation. Students will learn and apply the IMC planning process as well as examine the role of integration to ensure consistency of creative strategy. This course will also provide a comprehensive orientation to the Stonehill IMC master's degree program.

IMC 602 Organizational Communication

This course is designed to expose graduate students to both traditional and contemporary organizational communication theories. This course emphasizes the applied nature of organizational communication using foundational and recent research in the field. Throughout the semester, we will direct our focus to understanding relevant research designs and methodologies for studying communication within organizations, particularly within the context of integrated marketing communications.

IMC 603 Marketing Management for Integrated Marketing Communications

This course is designed to serve as an introduction to the theory and practice of marketing management. Students will develop their skills to formulate effective marketing strategies and assess market opportunities as well as to design strategy implementation programs. In addition, students will have the opportunity to communicate and defend their strategy recommendations and build upon the recommendations of their peers.

IMC 670 Integrated Marketing Communications Capstone

During this final course, IMC students will have the opportunity to apply the comprehensive skills they have built throughout their study of the concept and practice of integrated marketing communications. Students will work with their advisor to choose a company or organization to take on as a "client." Students will develop an IMC plan, creating a well-researched, creative, integrated plan for their client. Students will work individually with their advisor and client. Team approaches will also be possible, depending on the clients and their needs. Students will convene at multiple points during the semester to provide oral updates, written assessments, a final plan and a strategy pitch to fellow students.

IMC 604 Integrated Marketing Communications Methods

This course explores the research underlying communication and marketing campaigns. The course will cover both qualitative and quantitative methodologies. It is here that students will fully appreciate how their creative impulses can have practical rewards. Students will also be introduced to the techniques used to identify and reach audiences as well as how to monitor results of marketing campaigns.

IMC 605 Buyer Behavior

This course introduces students to the interdisciplinary study of how consumers act in the marketplace. The course examines the consumer decision process and the effect on consumer decision-making of external environmental influences (culture, subculture, social class, reference groups, and family and personal influences) and of internal psychological influences (personality and lifestyle, learning, motives, perception, and beliefs and attitudes) as well as topics in the behavioral sciences as they apply to marketing. Students will also study the application of psychological, sociological, anthropological, and

economic theories and models to the understanding of buyer behavior and the development of an integrated marketing strategy.

IMC 606 Integrated Communications Strategies

This course focuses on developing integrated marketing communications plans that include advertising, promotion, direct marketing, sales, public relations, event marketing and new electronic media. This dynamic marketing model requires a completely different approach to planning and budgeting. Clients and agencies are increasingly seeking managers with just such expertise. Upon completion of this course, students should have a solid understanding of the strategic and tactical elements useful in IMC and be able to identify how market research and company objectives relate to the process of designing successful IMC campaigns and be able to explain how effective creative strategies are developed and implemented.

IMC 607 Design Thinking

This course will focus on communication through visual media as it relates to integrated marketing. Students will be engaged in exercises that will illustrate design theories and visual problem-solving. Design principles will inform the course, and students will be creatively challenged to demonstrate an understanding of them through presenting an original project for peer review.

IMC 608 Visual Problem Solutions

The aim of this course is to introduce the scope of practice of graphic designers and how their work shapes our marketplace. Students will view visual communications through the lenses of history, theory and practice. An inside look at the workflow and practice of professional graphic designers will illustrate how market-related problems are solved visually.

IMC 609 New Media

This course is designed to allow students to develop and execute a marketing campaign using a variety of new media platforms. Students will learn to integrate skills, strategies and tactics to create a cohesive, dynamic whole across platforms. Because an understanding of new media is essential to an organization's overall strategy, this course will focus on those tactics and strategies in emerging media.

IMC 610 Transformative Design

From the point of view of an existing company, students will strategize ways to alter design approaches to either attract a new segment of the market or transform the behaviors of individuals with meaningful experiences and interaction through design. Through market research, concept generation, creative brief development, design solutions, prototyping, feedback analysis and revisions, students will produce revised, high-quality approaches and vehicles to visually communicate the desired message. Emphasis will be placed on human-centered, empathic approaches used currently in the field of "design thinking."

IMC 611 Graphic Branding and Identity

While the focus of this course will be on the development of a visual identity and creation of a brand that supports this identity, the foundation of this development will focus on utilizing design as a means for communication. Project research and development of a target audience, personas, value stories and positioning will lead the creative brief for student design work. Using the design process, students will learn to master the relationship of form, function and content in order to create meaning while communicating a message and information. A comprehensive package of design specifications will be created for various forms of visual solutions including print, digital media, artifacts, information, and environments and systems.

IMC 612 E-Commerce

This course focuses on several important areas impacting the dynamic nature of internet marketing by addressing the role of mobile, social and local marketing in today's environment, the integration of e-commerce into marketing activities, and the major problems and opportunities that e-commerce activities pose for the marketing manager.

IMC 613 Digital Marketing

This course explores several aspects of the new digital marketing environment, including topics such as digital marketing analytics, search engine optimization, social media marketing and 3-D printing. It will provide a richer understanding of the foundations of the new digital marketing landscape and a new set of stories, concepts and tools to help students digitally create, distribute, promote, and price products and services.

IMC 614 Applied Public Relations

This advanced course is designed to offer graduate students practical knowledge and hands-on experience in public relations from both the client and agency perspectives. Students will learn how to strategize, develop and produce public relations tools, including press releases, public service announcements, crisis communication plans, speeches, newsletters and special events. Students will use the principles and tools of the field to develop a comprehensive strategic public relations campaign including research, planning, implementation, evaluation, effectiveness and creativity for a selected client.

IMC 620 Role of Graphic Design within Integrated Marketing Communications

This course is a general overview of graphic design in IMC. Students will be introduced to the contributions and creative potential of a graphic designer as part of an integrated marketing team. Such things as workflow, the technological tools utilized, useful terminology and project pacing will be covered. Students will be exposed to the visual problem-solving angle within integrated marketing. In addition, basic design principles and the ability to identify effective design modules will be introduced.

IMC 621 Media Economics and Technology

This course is designed to familiarize students with the media industry and its business practices, operations, content and technology, with an emphasis on the digitization of media channels and platforms. The course establishes an understanding of the basic economic principles that underlie media businesses and the markets through which audiences are aggregated for advertisers. Emphasis is placed on the roles of audience measurement and media technology in shaping the content of media and the capabilities of advertising and other brand communications to reach audiences. The course emphasizes how the ongoing convergence of media content and commercial messages is redefining the media business and the world of integrated marketing communications.

IMC 622 Contemporary Public Relations

This course provides graduate students with a conceptual framework for understanding public relations and its role in modern-day business environments. Students will learn about the evolution of public relations practice from its beginnings to its present professional status. This course emphasizes both the principles as well as the processes of creating and implementing an effective public relations campaign. During the semester, students will analyze real-world case studies as a context for how to evaluate public relations campaigns. Students will also learn techniques for managing public relations within

organizations, and they will also consider professional, ethical and legal issues inherent in the practice of public relations.

IMC 675 Integrated Marketing Communications Internship

A student may receive up to three internship credits. All internships are governed by specific guidelines that ensure a professional experience for both the intern and the sponsoring company. With the guidance of a faculty sponsor and a field supervisor, each student will design a set of objectives for his or her own internship. The faculty sponsor is the person responsible for monitoring and evaluating the internship, while the field supervisor is the intern's direct supervisor within the sponsoring company (300-hour minimum over one academic semester).

**Stonehill College reserves the right to change or adjust course numbering and/or course descriptions.*

IMC Internships

Prerequisites: None

Graduate students may participate in internship opportunities offered in Boston, greater Boston, and other national or international locations. During these internships, students will receive expert guidance in applying the skills, techniques and theories learned in the classroom. Students may complete one internship for three (3) credits over the course of their academic program. All internships are governed by specific guidelines that ensure a professional experience for both the intern and the sponsoring company. If a student is employed, his or her current role cannot be used as the internship experience. The responsibilities must go above and beyond the current job function and align with the academic program goals. In addition, all field supervisors are required to have extensive experience within their field and must be approved by the program director before an internship can begin. With the guidance of a faculty sponsor and a field supervisor, each student will design a set of objectives for his or her own internship. The faculty sponsor is the person responsible for monitoring and evaluating the internship, while the field supervisor is the intern's direct supervisor within the sponsoring company.

Registration Requirements: Registration must be approved by the IMC program director and the professional mentor (e.g., immediate supervisor or human resources manager) of the company for which the student will be working. The student must complete at least 300 hours over a single semester. Internships cannot span two or more semesters. If the position is with the student's current employer, a different position with distinctly different and IMC-related responsibilities must be obtained. All internships must be approved in advance. There will be no credit given for internships already completed. Internships can be completed at any time throughout the master's program. Students can only take one internship for three (3) credits over the course of their academic program.

Degree Requirements- Special Education leading to Initial Licensure Prek-8

The Master of Arts in Education degree is conferred upon students who have been admitted to the College, satisfactorily completed their program of study, and successfully completed a student teaching practicum and passed all MTEL's required in the Commonwealth of Massachusetts for the desired license.

Master's degree students are required to complete 33 to 36 credits in both the professional and practicum strand. Prerequisite courses may be waived based on previous coursework, which may reduce the total number of program credits. Students are required to complete a minimum of 33 credits to earn a graduate degree.

Program Prerequisites: A child development course or equivalent completed with a grade of B or better, prior to admission.

The credit requirements for the Special Education Master's leading to an initial teaching license prek-8 program are as follows: 11-12 courses equal to 3 credits for a program total of 33-36 credits. The program has required campus-based courses and they are outlined as followed:

Professional Strand: 21 credits

EDU 510	English Learners in Classrooms
EDU 610	Issues in Special Education
EDU 611	Professional Practice in Special Education
EDU 621	Teaching Math to Students with Disabilities
EDU 620	Language and Literacy in Special Education
EDU 612	Behavior Management
EDU 630	Assessment for Special Education

Practicum Strand: 15 credits

EDU 631	Curriculum and Methods for Special Education
EDU 640	Practicum: Special Education
EDU 641	Practicum: Reflective Seminar

Please note that students will also be required to show proof of having completed coursework in math content and pedagogy as well as in reading theory and pedagogy. Coursework may be waived with passing MTEL scores in the Math subtest of the General Curriculum MTEL and on the Foundations of Reading MTEL.

*Accelerated students must complete prerequisite requirements prior to admission. Part-time students are encouraged to complete these prior to admission.

Course Descriptions

EDU 510 English Learners (ELs) in Classrooms*

This course covers current policy and practice related to English Learners (ELs) in schools with a special focus on Sheltered English Immersion (SEI) Settings. Topics will include diversity issues, content/academic vocabulary development and literacy skills (including listening, speaking, reading and writing) to provide teachers with the knowledge and strategies to support ELs in classrooms.

*May be waived with documented, state-approved Sheltered English Immersion (SEI) endorsement.

EDU 610 Issues in Special Education

This course examines and unpacks contemporary issues related to the education of individuals with mild, moderate and severe disabilities. It situates these issues in their historical, geographic, legislative and physiological contexts. The content of this course will address the characteristics, needs, educational strategies, technologies, assessments and support services for individuals with a variety of disabilities ranging from mild to severe. There will be a significant focus on the impact of disabilities on academic and social/emotional performances. Field experience is required.

EDU 612 Behavior Management

This course explores how to identify, record, evaluate, and change social and academic behaviors of special and diverse populations. It explores theories of classroom management and various approaches to management including the use of technological tools. The course emphasizes developing classroom and individual behavior-management plans.

EDU 620 Language and Literacy in Special Education

This course is designed for pre-service special education teachers and other related service providers interested in expanding their knowledge base for understanding and supporting the needs of students with language-based learning disabilities. Both assessment and intervention issues for school-age children and adolescents with language learning disabilities (LLD) will be discussed, with an emphasis on oral language and literacy connections. Fieldwork is required. *pre-req: completion of course in Reading Theory and Pedagogy or equivalent or a passing score on the Foundations of Reading MTEL.

EDU 621 Teaching Math to Students with Disabilities

This course provides an in-depth look at the causes and correlations of math difficulty, contemporary methods of assessment in the domain of math as well as evidence-based instructional approaches and interventions for students with math learning disabilities. Students will acquire an understanding of typical development in the domain of mathematics, profiles of various mathematics learning disabilities, methods for assessing mathematical competencies and research-proven instructional techniques for this population. *pre-req: completion of course in Math content and Pedagogy or equivalent or a passing score on the Math sub-test of the General Curriculum MTEL.

EDU 611 Professional Practice in Special Education

In this course, students will hone the skills of professional practice critical to the work of a special education teacher. Course topics will focus on collaboration with families and school/community professionals, development of cultural competence and development of the individualized education plan.

EDU 630 Assessment for Special Education

This course addresses issues in the assessment of children and youth with special needs and reviews norm-referenced and criterion-referenced assessments, developmental scales, and formal and informal observation techniques. Students will acquire an understanding of the issues related to selecting and administering a variety of assessment tools, and learn to interpret, communicate and utilize data from assessments to support the education of students with special needs.

EDU 631 Curriculum and Methods for Special Education

This course explores how curriculum built on the goal of student understanding, integrated with instructional approaches that emphasize reaching every learner, can provide teachers with more specific teaching targets and more flexible ways to reach them. Students will examine the teaching, instruction and curricula required to meet the needs of diverse learners, who, by virtue of their experiential, cultural and socioeconomic backgrounds, challenge traditional curriculum and instructional programs. Pre-practicum required.

EDU 640 Practicum: Special Education

The supervised practicum will lead to an initial teaching license in Moderate Disabilities PreK–8 with evaluation based on the Massachusetts Department of Elementary and Secondary Education Initial License Teaching Standards. Must be taken concurrently with EDU 641 – Practicum: Reflective Seminar.

Prerequisite(s): Completion of all education requirements, passing scores on all Massachusetts Tests for Educator Licensure (MTEL) subtests and approval of Stonehill's director of licensure, placement and supervision.

EDU 641 Practicum: Reflective Seminar

The Reflective Seminar is a series of evening seminars taken concurrently with the appropriate practicum. Facilitated by Stonehill faculty and professional education practitioners, this capstone seminar will address current issues of best practice in education. Issues around assessment and evaluation of teaching as well as professional development and teacher support will be addressed. Must be taken concurrently with EDU 640 Practicum – Special Education.

Registration

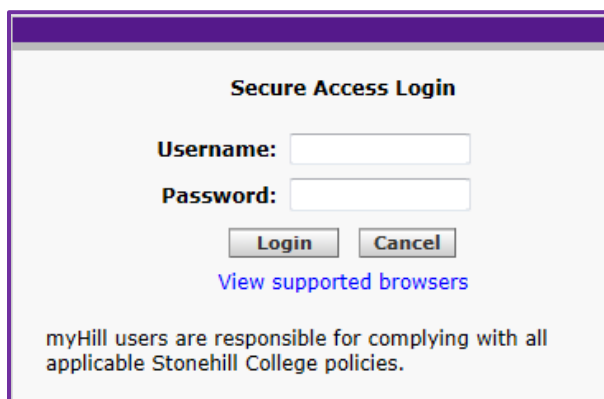
Course Selection and Enrollment

A faculty advisor will assist students with course selection. Once courses for the upcoming semester become active, students can register upon receipt of their registration PIN from the Registrar's Office. Students enrolling for the first time must submit their enrollment deposit to become an active student. Registration for courses is completed within the myHill portal under the "myacademics" tab. Students can register directly by visiting www.stonehill.edu/academics/imc/courses/graduate-course-registration/.

How to Register

Log into *myHill.stonehill.edu*

Type in your Stonehill User Name and Password in the box provided.

A screenshot of a web login form titled "Secure Access Login". It features two input fields: "Username:" and "Password:". Below the password field are two buttons, "Login" and "Cancel". A link "View supported browsers" is located below the buttons. At the bottom of the form, a disclaimer states: "myHill users are responsible for complying with all applicable Stonehill College policies."

*If you forget your password please contact
the Help Desk 508-565-4357*

Things to know before registration:

- **Registration Holds:** Students with outstanding obligations to Student Financial Services, Health Services, Student Affairs, or the Registrar's Office must clear their holds prior to registration in order to register.

To Search for Classes:

- Click on the myAcademics Tab
- Click on the Class Schedule link under the Registration section
- Next, select the Term and click Submit

- You should select Course Subject
- To refine your search, select the Course Level of Graduate
- Once you have defined your choice, click Class Search
- Once you have made your selection, make a note of the CRN (Course Reference Number) on a Registration Worksheet.
- Registration Worksheets can be found under Forms for Students on myAcademics tab.

To Register for Classes:

- From myHill, Click the myAcademics Tab
- Click on the Add or Drop Classes link under Registration
- Select the Term and Click Submit
- Enter the CRN's and click Submit Changes.

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To Drop a Course:

- Click on the Add or Drop Classes link under Registration
- Select the Term and Click Submit
- Next to each course you will see a drop down menu under the Action heading with **DROP** as the only action.
- Select **DROP** then click Submit Changes.
 - Linked courses such as Learning Communities and Lecture/Lab must be dropped at the same time.

Registration Add Errors:

- You will get a Registration Add Error if either the course is closed or there is at least one course pre-requisite which you do not qualify for.
- The status bar below the error message will provide you with more information about why you are not allowed to register

Codes for Days of the Week:

- M = Monday, T = Tuesday, W = Wednesday, **R = Thursday**, F= Friday, S = Saturday, U = Sunday (e.g. TR meets Tuesday/Thursday)

To View or Print your class schedule:

- Click the myAcademics Tab
- Click on the Concise Student Schedule

CRN	Course Title	Campus	Credits Level	Start Date	End Date	Days	Time	Location	Instructor
20174 BUS 101 D	First-Year Business Experience	Stonehill College	4.000 UG	Aug 27, 2014	Dec 18, 2014	M	2:30 pm - 3:45 pm	The Martin Institute (AUD)	Gettman
20104 COM 103 E	Public Speaking	Stonehill College	3.000 UG	Aug 27, 2014	Dec 18, 2014	R	1:00 pm - 2:15 pm	Duffy Academic Center 117	Gettman
20538 PSY 305 A	Theories of Learning	Stonehill College	3.000 UG	Aug 27, 2014	Dec 18, 2014	WF	1:00 pm - 2:15 pm	College Center 106	Tierney
20542 PSY 320 B	Introduction to Health Psychology	Stonehill College	3.000 UG	Aug 27, 2014	Dec 18, 2014	R	4:00 pm - 6:30 pm	Shields Science Center 140	Shyne
20545 PSY 415 A	Brain & Behavior	Stonehill College	3.000 UG	Aug 27, 2014	Dec 18, 2014	TR	10:00 am - 11:15 am	Shields Science Center 141	O'Hea
							8:30 am - 9:45 am	Shields Science Center 236	McCoy
			Total Credits: 16.000						

Add/Drop

Once you have finalized your classes, you have access to add or drop courses from your schedule through the date listed in the academic calendar as the last day for add/drop.

Advising

The graduate program director serves as advisor to students in each program. As a faculty advisor, the graduate program director helps students plan their courses of study based on specific program requirements as well as student interests and career aspirations.

Contact your AdvisorIntegrated Marketing Communications

Lee McGinnis

Office: Duffy Academic Center- 247

Email: lmcginnis@stonehill.edu

Phone: 508-565-1971

Special Education

Margaret Pierce

Office: College Center-110C

Email: mpierce@stonehill.edu

Phone: 508-565-1901

Graduate Grading Scale

The College uses the following system of letter grades and quality points to evaluate student performance.

Grade	Definition	Quality Points per Credit Hour
A	Excellent , work that is of the highest standard, showing distinction	4.00
A-		3.70
B+	Good , work that is of high quality	3.30
B		3.00
B-	Satisfactory , work that fulfills requirements in quality and quantity and meets acceptable standard for graduation	2.70
C+	Unsatisfactory , work that does not fulfill requirements or meet acceptable standards for graduation	2.30
F	Failure , work undeserving of credit	0.00
IF	Incomplete/Failure	0.00
AU	Audit	
I	Incomplete	
P	Pass	
S	Satisfactory	
U	Unsatisfactory	
W	Withdrew	

Administrative Grades:

IP	In Progress
NS	Not Submitted

Grades of AU, I, P, S, U and W are not assigned quality points and are not included in the computing of the quality-point average.

An **IF** (Incomplete/Failure) is issued when a student has failed to meet the 30-day deadline for completing the work in an incomplete (I) course. An “IF” is assigned 0.00 quality points, and is calculated as an “F” when computing the student’s average (GPA).

IP (In Progress) is an administrative grade marker automatically assigned to any course

that is currently in progress. Quality points are not assigned and are not included in the computing of the grade-point average.

NS (Not Submitted) is an administrative grade marker used to indicate that a grade was not submitted by the instructor by the final grading deadline. The “NS” will be replaced with a final grade upon its receipt from the course instructor. Quality points are not assigned and the “NS” grade is not included in the computing of the grade-point average.

Grade-Point Average (GPA)

The semester GPA is based on all courses taken in that semester, including failures. It is calculated by (1) multiplying credits for each course by quality points assigned to each grade earned, (2) totaling points earned for all courses and (3) dividing total points by the number of credits attempted. Cumulative GPA is calculated in the above manner for all courses taken at Stonehill College, including failures. Grades earned in courses accepted in transfer, or in courses approved to be taken at other colleges, are not calculated in either the semester or the cumulative GPA.

A student who fails a course can secure credit for the course only by repeating and passing it. A student has the option of repeating a course if the grade is below a B-.

Graduate Standards of Work

A student in good standing is one who meets the standards set by the graduate degree program and the Office of the Provost. Graduate students must maintain a 2.70 cumulative grade-point average to remain in good academic standing. A student whose cumulative GPA falls below 2.70 will be placed on academic probation and will have one semester to meet the 2.70 minimum or he or she will be academically withdrawn from the graduate program. Any term in which students are enrolled is considered the next semester.

In addition, no course in which a grade below B- (2.70) is earned may be credited toward any graduate degree. A student who receives below B- (2.70) in two courses is automatically withdrawn from the graduate program.

A student must have a 2.70 cumulative grade-point average or above to graduate. Please reference the **Grade-Point Average (GPA)** section under **Graduate Grading Scale** for details.

Students who are academically withdrawn from the College may not reapply.

Some programs may require additional standards of work. Please check the appropriate program section of this catalogue under **Degree Requirements**.

Graduate Transfer of Credits

At the discretion of the graduate program director of each program at Stonehill College, a student may be permitted to transfer up to six (6) credits of comparable graduate coursework from a regionally accredited institution.

- Requests to transfer credit into a Stonehill College graduate program must be initiated in the Registrar's Office, which will determine transferability of credit in consultation with the graduate program director based on the educational quality of the learning experience being transferred in; the comparability of the nature, content and level of the learning experience earned to Stonehill College's academic programs; and the appropriateness and applicability of the credit earned in light of the student's educational goals.
- No more than two (2) courses or six (6) credit hours may be transferred into a Stonehill College graduate program.
- Transfer credit will not be granted for courses in which a grade lower than a B (3.00) was earned. Similarly, no credit will be granted for courses showing a grade of pass or satisfactory. Undergraduate-level courses will normally not transfer.
- Only credit hours are transferred. Transfer grades are not recorded on the Stonehill transcript and are not included in the computation of the cumulative grade-point average. Credits transferred in from quarter-hour, trimester or other non-semester-hour institutions may be adjusted to make them equivalent to a Stonehill semester-hour credit.
- Students are required to provide the Stonehill College Registrar's Office with an official copy of the transfer school's transcript before credits will be transferred.
- Descriptions of the classes for which credit is sought must accompany a credit transfer request. Additional information (e.g., a syllabus) may also be required to determine transferability.
- Students wishing to take and transfer in courses from another institution after initial matriculation at Stonehill must have the courses preapproved by the graduate program director and a staff member in the Registrar's Office.
- All coursework, including transfer credit, must satisfy the time-to-degree requirement, as outlined in the Time to Degree part of this catalog.
- Coursework more than five years old will not be accepted for transfer credit.
- Someone in the Stonehill College Registrar's Office will notify the student of the credit transfer decision.

Graduate Leave of Absence Policy

Only students in good academic standing and good standing with the College may apply for a leave of absence. Leaves of absence may be granted for up to one academic year and are renewable up to an additional academic year thereafter. The academic year is defined as the fall and spring semester only. Students returning from a leave of absence must file a Request to Re-Register Application with the Registrar's Office at least 30 days prior to the start of the semester in which they plan to return. The Request to Re-Register Application must also be signed by the graduate program director of the academic program in which the student is enrolled. Students taking leaves of absence will not have an extension of the limitation of time for degree completion. See **Graduate Time to Degree** for more information.

Students taking a leave of absence must officially drop all courses for which they are currently registered. Students on an approved leave of absence will not have access to the College's resources during the leave; this includes but is not limited to faculty resources, library resources and recreational resources.

Upon the student's return, Stonehill College reserves the right to request documentation from a student who requests a medical leave. This documentation must be provided to the College in writing, detailing that the medical problem no longer precludes safe attendance at the College, including the successful completion of academic coursework.

Graduate Time to Degree

Graduate students must complete all degree requirements within seven (7) calendar years of matriculation. Leaves do not stop the clock for the completion of a degree.

Coursework more than seven (7) years old will not be permitted for degree credit.

Resources

Electronic Accounts

MyHill: MyHill is our secure portal that provides simple access to announcements, information and online services based on an individual's role at Stonehill.

Email: Email is provided to the Stonehill community through the Microsoft Office 365 cloud-based platform.

eLearn: eLearn is our learning management system based on the Blackboard Learn platform. It provides powerful tools for faculty to present course content, collect student assignments, enable collaboration and manage outcomes. Students benefit from a single resource to access all their information for a course.

Additional Resources

Accessibility Resources (OAR): The Office of Accessibility Resources (OAR) supports Stonehill's unwavering commitment to providing a welcoming, supportive and inclusive environment for students with disabilities. To learn more, visit the office website at www.stonehill.edu/offices-services/accessibility-resources/.

Career Development Center: The Career Development Center (CDC) is well-positioned in the marketing and communications fields, and is able to provide career guidance as well as make introductions to local alumni and employers in the field. To learn more, visit the CDC website at www.stonehill.edu/offices-services/career-development/.

Center for Writing an Academic Achievement (CWAA): The Center for Writing and Academic Achievement (CWAA) provides academic support services in a welcoming, professional environment that emphasizes collaborative learning and peer tutoring, supplemented with professional-level support. For students in our Graduate Programs, the CWAA offers Professional Writing Tutoring on an appointment-only basis. The CWAA is located in MacPhaidin Library, Room 314. Graduate Students are encouraged to contact the CWAA with any questions at CWAA-services@stonehill.edu. The hours for Professional Tutoring will vary by semester. Students can visit the CWAA website to view schedules and make appointments <http://www.stonehill.edu/offices-services/cwaa/for-students/>

Recreation Center: A membership allows you to utilize the facilities at the Sally Blair Ames Sports Complex. These amenities include a one-eighth-of-a-mile track, tennis/volleyball/basketball courts, racquetball courts and the fitness center. Students who wish to take advantage of the Sally Blair Ames Sports Complex can purchase a pass.

The MacPháidín Library: The MacPháidín Library is the main library for the campus and is open to all Stonehill College students, faculty and employees. The library offers resources to meet the unique needs of students enrolled in the program, and provides access to several electronic database resources (such as the ScienceDirect database) as well as print and e-book collections and interlibrary loan texts. In addition, the program's students will be given opportunities to sharpen their technology and research skills. This will help them optimize time spent engaging with the library's resources while enrolled in the program. All graduate students have full access to library resources both on and off campus.

Technology Resources: Each student enrolled to receive a master's degree in integrated marketing communications will be given Stonehill account credentials that grant access to the campus network, applications, software and technology services. Additionally, students will be provided with an account in our Office 365 suite, which includes a Stonehill email address, OneDrive file storage, Office applications for their personal computer, and many other online collaborative tools. Graduate courses will utilize our Blackboard eLearn learning management system, where students may access syllabi and course content, take assessments, submit assignments, view course grades, and interact with their classmates and faculty. Students will also have access to software in computer labs on campus as well as options for downloading or individually procuring software, such as Creative Cloud and IBM Watson Analytics, to enable them to work off campus.

Recommended laptop standard for incoming students. Updated annually:

<https://stonehill.teamdynamix.com/TDClient/KB/ArticleDet?ID=40671>

Hoonuit (formerly Atomic Learning):

<https://stonehill.teamdynamix.com/TDClient/KB/ArticleDet?ID=31817>

Information on how to install a personal copy of Microsoft Office:

<https://stonehill.teamdynamix.com/TDClient/KB/Default?CategoryID=6749>

Software installed in computer labs around campus:

<https://stonehill.teamdynamix.com/TDClient/KB/ArticleDet?ID=40669>

Adobe creative suite for students:

<https://www.adobe.com/creativecloud/buy/students.html>

Stonehill College Bookstore: The Stonehill College Bookstore is located on the basement level of Boland Hall. The bookstore can also be accessed online at www.stonehillshop.com.

Parking: All graduate students have access to parking lots on campus once they register their vehicle and purchase a parking decal.

Hill Card: The Hill Card is Stonehill's campus access card. Students use their Hill Card to access the library, the sports complex and other campus resources. The Hill Card also serves as a debit card, connecting students with a monetary account called Hill Dollars.

Hill Dollars: Hill Dollars is a voluntary debit account that may be used to make purchases at a variety of on- and off-campus locations. Unused Hill Dollars are 100 percent refundable and carry over from semester to semester.

Adding Funds to a Hill Dollars Account: Anyone may add funds to your Hill Dollars account by making a guest deposit. They will need a credit or debit card and the student's identification number to make a deposit. There is a maximum of \$750 allowed per deposit, and there is no fee for this transaction.

On-campus locations accepting Hill Dollars:

- Stonehill Bookstore
- Dunkin' Donuts (Shields Science Center)
- Au Bon Pain (Donna and May Hall)
- Mail Services
- Vending Machines
- Student Activities Information Desk
- Student Accounts (campus fees)

Off-campus locations accepting Hill Dollars:

- **Anna's Pizzeria (formerly Mina's) at 620 Washington Street, South Easton, MA**
Web: www.annaspizzeriaeaston.com/
- **Back Bay Bagel at 1280 Belmont Street, Brockton, MA**
No web page
- **Bill's House of Pizza at 97 Main Street, North Easton, MA**
Web: www.billshouseofpizaeaston.com/
- **Bertucci's at 1285 Belmont Street, Brockton, MA**
Web: www.bertuccis.com/
- **Buffalo Wild Wings at 500 West Gate Drive, Brockton, MA**
Web: www.buffalowildwings.com/
- **CVS at 555 Washington Street, Easton, MA**
Web: www.cvs.com/
- **Daddy's Dairy at 1280 Belmont Street, Brockton, MA**
Web: www.daddysdairy.net/
- **D'Angelo Sandwich Shop at 646 Washington Street, South Easton, MA**
Web: www.dangelos.com/

- **Disco Yo! at 285 Washington Street, Suite 4, North Easton, MA**
Web: www.discoyo.com/
- **Domino's at 646 Washington Street (D'Angelo Plaza) South Easton, MA**
Web: www.dominos.com
- **Dunkin' Donuts (Stonehill College) at 320 Washington Street, Easton, MA**
Web: www.dunkindonuts.com/dunkindonuts/en.html
- **Five Guys Burgers and Fries at 27 Westgate Drive, Brockton, MA**
Web: www.fiveguys.com/
- **Hilliard's House of Candy at 316 Main Street, North Easton, MA**
Web: www.hilliardscandy.com/
- **Honey Dew Donuts at 2 Belmont Street, Easton, MA**
Web: www.honeydewdonuts.com/coffee
- **Little Sami's at 1145 West Chestnut Street, Brockton, MA**
Web: www.littlesamis.com/
- **Marylou's at 945 Belmont Street, Brockton, MA**
Web: www.marylous.com/
- **May East Restaurant at 594 Washington Street, Suite 7, South Easton, MA**
No web page
- **Moe's Southwest Grill at 27 Westgate Drive, Brockton, MA**
Web: www.moes.com/
- **Ninety Nine Restaurant at 99 Belmont Street, Easton, MA**
Web: www.99restaurants.com/
- **Panera at 1801 Belmont Street, Brockton, MA**
Web: www.panerabread.com/en-us/home.html
- **7-Eleven (#33352) at 566 Washington Street, Easton, MA**
Web: www.7-eleven.com/
- **Slice of Greek at 111 Belmont Street, Easton, MA**
Web: www.pizzasubrestauranteaston.com/
- **Subway at 2 Belmont Street, Easton, MA**
Web: www.subway.com/subwayroot/default.aspx
- **Tedeschi Food Shops at 285 Washington Street, Easton, MA**
Web: www.tedeschifoodshops.com/

Frequently Asked Questions (FAQs)

What is the course structure?

The graduate programs are campus-based. During the fall and spring semesters, courses are held one night per week, in the evenings from 6:30 p.m. to 9 p.m. During the summer semester, courses meet twice per week over a five-week mini-term. In addition, courses may be held on Saturday from 9:00 a.m to 11:30 a.m or in an online/hybrid format.

When can a student start?

There are three entry points: spring, summer and fall. The 12 month accelerated option for Special Education has one entry point in the summer.

How long will it take to finish the graduate program?

A student attending the program part time can complete the degree in two years.

What is considered full-time study?*

Full-time study is defined as nine (9) credits or three (3) courses per semester.

What is considered part-time study?*

Part-time study is defined as three-six (3-6) credits or one-two (1-2) courses per semester.

**Please note that a student must carry at least two courses per semester to be eligible for financial aid.*

Can I transfer in credits from another program?

*Yes, at the discretion of the graduate program director, a student may be permitted to transfer up to six (6) credits of comparable graduate coursework from a regionally accredited institution. Please see the policy for detailed requirements under **Graduate Transfer of Credits**.*

Is there financial aid?

Stonehill College offers Federal Direct Unsubsidized Stafford Loans and Graduate PLUS loans to assist with the cost of attendance. We do not offer institutional grants. The Skyhawk rate is a preferred rate for Stonehill College alumni, employees, employees' spouses, employees' children, and/or nieces and nephews of C.S.C.

What is the tuition for the program?

The current tuition rate and fees can be found at www.stonehill.edu/financial-aid/graduate-students/cost-of-attendance/.

What additional fees are there?

Registration Fee: For all graduate students, a \$30 fee is charged for registration every semester.

Technology Fee: The technology fee of \$50 per semester supports the technology infrastructure and educational environment necessary to meet the technological demands of the graduate community.

Parking Fee: Graduate parking permits are \$30/semester (fall and spring only). The cost of the decal will be charged to your student account.

Graduation Fee: The graduation fee is a one-time, nonrefundable \$100 fee that is added to the student's account when he/she applies to graduate. The fee is to be paid when the student applies to graduate regardless of whether he/she intends to participate in the commencement ceremony.

Recreational Center Fee: Graduate students can purchase a membership to use the sports complex. The cost is \$30/semester, and students will use their Hill Card to gain access. The pass can be purchased through the marketplace.

Lab Fee: A \$50 lab fee applies to certain courses. These fees are used to maintain and upgrade equipment as well as to provide materials necessary for the course.

Is there on-campus housing?

At this time, Stonehill College is only able to offer housing to our full-time undergraduate students.

Is student health insurance available?

Graduate students who are enrolled part time are not eligible to participate in the Student Health Plan (SHP). If you are in need of coverage, we strongly encourage that you seek alternative coverage options through the Massachusetts Health Connector.

Visit mahealthconnector.org for more information.

Full-time students taking nine (9) or more credits per semester who elect to enroll in health insurance through Stonehill can review enrollment details by visiting www.stonehill.edu/offices-services/health-services/student-health-insurance/.

Do I need to provide proof of health insurance coverage?

State law requires that students taking nine (9) or more credits carry health insurance and annually provide proof of such insurance to the College. Insurance waivers are completed online by visiting www.gallagherstudent.com/stonehill.

Do I need to provide proof of immunizations?

State law requires that students taking nine (9) or more credits provide proof of immunizations to the College.

Do I have access to Health Services while I am on campus?

Health Services is an appointment-based clinic that is reserved for use by full-time undergraduate students. If you are on campus for evening courses and need assistance for nonemergency medical care after hours, there is a medical facility located less than a mile from campus called Compass Medical Center. It is located at 21 Bristol Drive, Easton, MA 02357. It accepts most insurance plans and is staffed by physicians, physician assistants and nurse practitioners.

Do I have access to counseling services on campus?

Counseling services on campus are reserved for use by full-time undergraduate students.

If you'd like to find a mental health professional on your own, we recommend www.HelpPro.com, an online national mental health service finder. It's been in existence for more than 10 years, has a database of providers for individual and group therapy, and offers medication assessment and monitoring. You can search by location, area of specialty, theoretical approach and payment options (for example, insurance type).

While on campus in case of an emergency, you should contact Campus Police & Safety by calling 508-565-5100.

What type of academic/writing support is available?

Writing resources are available to the graduate student community through the CWAA. The Center for Writing and Academic Achievement (CWAA) provides academic support services in a welcoming, professional environment that emphasizes collaborative learning and peer tutoring, supplemented with professional-level support. For students in our Graduate Programs, the CWAA offers Professional Writing Tutoring on an appointment-only basis. The hours for Professional Tutoring will vary by semester. Students can visit the CWAA website to view schedules and make appointments <http://www.stonehill.edu/offices-services/cwaa/for-students/>

While we encourage our community to support our recreational sports teams by being spectators at games and events, participation in recreational sports is reserved for our full-time undergraduate students.

Are there student organizations that I can join?

While we currently do not have any organizations formed for the graduate student community, we do envision that such groups may develop in the future. Our undergraduate student-run organizations do, however, facilitate campus-wide events that are at times inclusive of the entire Stonehill community.

What about spiritual life?

All members of the Stonehill community are welcome and encouraged to gather for worship. Masses are celebrated on campus throughout the week in the Chapel of Our Lady of Sorrows and the Chapel of Mary. Campus Ministry provides information about local religious services in other faith traditions for those students who are interested.

What type of dining options are available while I'm on campus?

Students have access to the Roche Dining Commons as well as grab-and-go items and fresh-made sandwiches at Au Bon Pain, The Hill and Ace's Place. Purchases at on-campus dining facilities can be made by Hill Dollars or with cash. Credit cards are not accepted. There is a list of off-campus options in the Hill Dollars section of the handbook. There is also a full-service Dunkin' Donuts located in the Shields Science Center that accepts cash, credit or Hill Dollars.

How do I get a Hill Card?

Once you submit an enrollment deposit and receive a new username and password for the myHill portal, you can upload a photo. Details can be found at www.stonehill.edu/current-students/the-hill-card/hill-card-photo-requirements/. Students will receive their Hill Card at orientation. If a student is not present at orientation, the Hill Card can be picked up at Campus Police.

What happens if I lose my Hill Card?

Lost, stolen or damaged Hill Cards should be immediately reported to the campus police by calling 508-565-5100. After verifying the identity of the student, campus police will deactivate the lost/stolen/damaged card and produce a replacement card.

You may also report a lost or stolen card by going to your myHill account.

Under quick links, click on "I Lost My Card." Your card will then be reported as lost.

This will prevent access to your Hill Dollars account.

*Students will be charged a **\$25 fee for each replacement Hill Card**. Until a Hill Card is reported lost or stolen, students are responsible for any loss of funds.*

MTEL and Licensure Information for *Licensure Candidates ONLY*

Required MTEL Tests

Each time you take an MTEL designate Stonehill College to receive your score.

All tests are offered only as computer-based tests (CBT).

Please visit www.doe.mass.edu/mtel/testrequire.html for current information

License Area:	Moderate Disabilities PreK–8
Required MTELS:	Communication & Literacy Skills (01)*
	Foundations of Reading (90) **
	General Curriculum (03)*

A score of 240 or higher on a subtest or test is reported on your (Educator Licensure and Renewal) ELAR account as a “Pass.” All educators must pass all required tests only once. For MTELS passed prior to your arrival at Stonehill College, provide score reports to your academic advisor.

A licensed teacher is not required to retake a previously passed MTEL, but must pass the required subject tests when pursuing an additional license.

* These MTELS have two subtests. Candidates may take one or both subtests at a given administration. A passing score on a higher-level Mathematics MTEL (53, 47 or 09) will meet the Math subtest requirement for General Curriculum, but is not recommended unless seeking Math license.

** Take a literacy course before attempting MTEL. The Reading Specialist MTEL will meet this requirement but is not recommended.

Please note that this information is subject to change.

Graduate Program (Post-Baccalaureate) leading to Initial Licensure

All applicants seeking admission to an Initial license program are required to have taken Communication & Literacy Skills as part of the admissions process.

All candidates seeking an Initial License must pass ALL required MTEL(s) to be eligible for student teaching/practicum.

Licensure Requirements

In order for Stonehill College to endorse you for educator licensure in Massachusetts, you must:

1. Set up ELAR account
2. Complete all state testing requirements
3. Apply for license and SEI endorsement for teachers via ELAR

Planning for the MTEL

Advance planning is essential and consulting with your academic advisor is helpful. When it comes to licensure, it is best to work backwards and ask:

1. How long is your program of study? When will you graduate?
2. Will you need test accommodations? If so, alternative testing requests require extra time and planning.
3. When do you plan to do your practicum?
4. How many MTEL tests are required for the license you seek?
5. Schedule an MTEL immediately after taking a related course and/or workshop.
6. Allow time to retake an MTEL if not successful (at least 45 days are required), and plan for additional intensive preparation.
7. Many candidates find that taking only one subtest in each test administration enhances success.

The Tests

- This is a test, not a success measure of your life or of your entire knowledge base. Take the exam rested, nourished, and as free of stress as possible.
- Be familiar with test-taking strategies.
- MTEL tests that you have passed and those you have attempted will show only on your own (ELAR) account. Districts cannot view attempts.
- Keep a print copy of MTEL reports in a safe location and bring them to advising meetings. Designate Stonehill College to receive your scores each time you register.
- Keep your advisor informed of your plans.

Specific Preparation Suggestions

- Go to www.mtel.nesinc.com and print the test objectives for each exam required for your license and link objectives to Stonehill coursework and to the MA Curriculum Frameworks, www.doe.mass.edu/frameworks
- Print and take the practice MTEL(s)—attempt to replicate test conditions.
- Review the Test Information Booklet for additional practice items and open-response scoring rubric.

- Go through computer-based testing (CBT) directions/tutorial several times before taking exam.
- Seek peer support. Study together with a plan and schedule to boost performance. Consult with other teachers for help.
- Review content areas in student textbooks at your license grade level and higher.
- Use individualized tutorial support for Communication and Literacy.
- Take related MCAS/PARCC tests in the subject area(s) of your license and beyond the grade level of your license. Tests can be accessed at www.doe.mass.edu/mcas/testitems.html

MTEL Exam Registration

Register online for the MTEL at www.mtel.nesinc.com and include Stonehill College to receive test results each time you register.

2017–2018 Computer Based Testing

If you have concerns or comments about the test center or the conditions under which you took a test, please submit your comments in an email to Evaluation Systems of Pearson, the testing administrator, no later than seven days after your test session. Computer based testing is available year round, by appointment, Monday—Saturday (excluding some holidays).

Candidates schedule computer based test dates via the MTEL website. Tests are taken on a computer at a professional testing site; CBT locations, addresses, seat availability can be accessed at www.pearsonvue.com/mtel. Register early because slots fill quickly. There is a 45 day required wait time between attempts of the same MTEL.

For detailed information about test dates and registration, visit www.mtel.nesinc.com or contact Evaluation Systems/Pearson, 866.565.4894.

You are required to use your MEPID# to register for each MTEL.

If you need test accommodations or have been approved for accommodations, allow additional time to register and learn where the testing site is located.

If you are unsuccessful after two attempts at the same MTEL, contact your academic advisor or a certification officer as soon as possible.

MTEL Worksheet

This is to help you formulate a schedule, a preparation plan, and a progress update. It is in your best interest to plan early.

Student Name:		Faculty Advisor:	
MEPID#*	License Pursuing:	Year of Graduation:	
Communication & Literacy	Test Date: Completed: Y/N	Test Name:	Preparation Plan:
Foundations of Reading	Test Date: Completed: Y/N	Test Name:	Preparation Plan:
General Curriculum	Test Date: Completed: Y/N	Test Name:	Preparation Plan:

Final Passing Scores: (All MTELs must be passed prior to practicum)

Licensure Application Checklist

Use this quick guide to make sure you have all of the information required to apply for educator licensure in Massachusetts.

Remember to be accurate and consistent with personal information.

- ✓ Set up ELAR account immediately, and report your MEPID to Kathy McNamara if you have not done so already
- ✓ Check MTEL Pass results on your account
- ✓ Check licensure status on your account
- ✓ Name/Proof of Name Change (if needed)
- ✓ MEPID# (8 digits starting with "5")
- ✓ Graduate students upload Official Undergraduate Transcript to ELAR (preferred method), or mail a copy to DESE
- ✓ Pass Communication & Literacy Test
- ✓ Pass Subject Matter Test(s) (if required for license you seek)
- ✓ Pass Foundations of Reading Test (if required for license you seek)
- ✓ Complete all required coursework, including practicum/clinical, with all credits posted
- ✓ Request Endorsed Transcript from Stonehill College

Reciprocity

Reciprocity: Licensure in Other States (2015-2020)

Educator preparation programs at Stonehill College fulfill the Massachusetts Department of Elementary and Secondary Education licensure regulations, and are also recognized by the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate agreement, which enables graduates approved for licensure in Massachusetts to apply for comparable positions across the United States. Candidates can review individual state's educator licensing requirements online for details on additional requirements.

MTEL/Licensure Resources

ELAR Account: www.mass.gov/edu/gateway

MTEL Website: www.mtel.nesinc.com — Test Objectives, Test Dates, Practice Tests, Registration, Faculty Guide, Test Information Booklets

Massachusetts Department of Elementary and Secondary Education (MA ESE) www.doe.mass.edu, 75 Pleasant St, Malden, MA 02148-5023.

MTEL FAQs, MTEL Notices from ESE, Test Preparation: www.doe.mass.edu/mtel

Licensure Requirements Tool: www.doe.mass.edu/licensurehelp

Licensure Call Center — 781.338.6600, Monday-Friday, 9am-Noon and 2pm-5pm 24-hour Automated Line — 781.338.3000; press “2” to obtain status of existing license application

Walk-in Welcome Center Service Counter — Monday-Friday, 8:45am - 4:45pm; 1st floor

Massachusetts Curriculum Frameworks: www.doe.mass.edu/frameworks

Candidate Assessment of Performance: www.doe.mass.edu/edprep/cap

Rethinking Equity and Teaching for English Language Learners (RETELL): www.doe.mass.edu/retell – information about the Sheltered English Immersion (SEI) Endorsement required for core academic teachers

Foreign Degree and Credit Equivalency (Transcript Evaluation Services)

www.mass.gov/edu/government/departments-and-boards/ese/programs/educator-effectiveness/licensure/academic-prek-12/teacher/foreign-degree-and-credit-equivalency

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