

KUTZTOWN UNIVERSITY OF PENNSYLVANIA
GRADUATE STUDIES
(November 2020)

Graduate Academic Policies:

Academic Honesty

Graduate students at Kutztown University are expected to be honest and forthright in their academic endeavors. Any acts of academic dishonesty by students, such as plagiarism on written papers/projects, falsifying the results of research, or cheating on examinations, threaten to undermine the educational and ethical goals of the University for its students. Such violations are of the utmost seriousness.

Academic dishonesty is any action that constitutes a violation of the Academic Honesty – Graduate Students Policy and includes, but is not limited to, the following situations and examples:

1. Providing or receiving unauthorized assistance in coursework, examinations, or lab work.
2. Using unauthorized notes, materials, and devices during examinations or quizzes.
3. Plagiarizing or representing someone else's words, either spoken or written, ideas, formulas, solutions, or data as one's own work.
4. Presenting material to fulfill course requirements that was researched or prepared by others (such as commercial services) without the knowledge of the instructor.
5. Fabricating or falsifying information, including, but not limited to research findings, data, or statistical analyses; forging signatures; or altering dates.
6. Engaging in academic misconduct such as tampering with grades or participating in the distribution and/or receipt of any part of a test before its administration.
7. Possessing or arranging for someone else to possess course examination or quiz materials at any time without the consent of the instructor.
8. Altering or adding or expanding upon answers on exercises, examinations, or quizzes after the work has been graded.
9. Making fraudulent statements, excuses, or claims to gain academic credit or influence testing or grading.
10. Taking examinations or quizzes under the identity of another person or arranging to have another person take examinations or quizzes in place of the person registered for the course.
11. Intentionally evading Kutztown University academic policies and procedures; for example, improperly processing course withdrawals, grade changes, or other academic procedures.
12. Buying, selling, stealing, or engaging in the unauthorized exchange of, or improperly acquiring and/or using, any assignments, papers, or projects.
13. Misrepresenting a mastery of subject matter in an academic project or attempt to gain an advantage by the use of illegitimate or unauthorized means, such as misrepresentation of one's credentials.
14. Gaining unauthorized access to the computer system and/or electronic devices of Kutztown University or another person. Violations include tampering with or copying programs or data or access codes associated with coursework.

15. Using graded assignments in another course. Exceptions to this guideline must be specifically stated in the course syllabus.

(See *Kutztown University Policy ACA-087 Academic Honesty – Graduate Students*)

Academic Warning, Probation, and Dismissal

Graduate students at Kutztown University are expected to maintain satisfactory academic standing. Upon receipt of the first grade in a graduate course below a B, the graduate student will receive a “letter of academic warning” from the Dean of Graduate Studies, with copies forwarded to the student’s advisor and the chairperson of the academic department.

Upon receipt of the second grade below a B, the graduate student will receive a “letter of academic probation” from the Dean of Graduate Studies, with copies forwarded to the student’s advisor and the chairperson of the academic department. When the student receives more than one grade below a B in the same semester, the student will immediately be placed on “academic probation,” with no notice of “academic warning.”

Upon receipt of the third grade below a B, the graduate student will be dismissed from the University. The letter of academic dismissal will be sent by the Dean of Graduate Studies with copies to the University Registrar, the student’s advisor, and the chairperson of the academic department. This dismissal will occur upon receipt of the third grade below a B even in those cases where the second and third grades below a B occurred in the same academic semester.

If a graduate student retakes a course for which the student earned a designation of academic warning or probation and receives a grade of B* or better, the original grade remains on the transcript, the more recent grade is used in the CGPA calculation, and the grade below the B* does not count against the student in applying academic warning, probation, or dismissal.

If a graduate student retakes a course for which the student earned a designation of academic warning or probation and receives a grade below a B*, both the original grade below a B* and the newly-earned grade below a B* will count against the student in applying academic standing. The most recent grade will be used in the CGPA calculation.

A graduate student dismissed from the University may petition the Graduate Exceptions Committee for a potential additional semester of academic probation. See the Graduate Studies website at <https://www.kutztown.edu/about-ku/administrative-offices/graduate-studies/forms.htm>.

*Note: A grade of B- or FA is considered a grade below a B.

(See *Kutztown University Policy ACA-085 Academic Warning, Probation, and Dismissal of Graduate Students*)

(See *Kutztown University Policy ACA-088 Pass/Fail Grading – Graduate Students*)

Audio and Video Recording

Individuals at Kutztown University will respect the privacy of others at the University. The University does not condone the recording of any University activities when participants are

unaware that such recordings are being made. Therefore, the audio or video recording of classes, meetings, or other conversations is prohibited, unless the recording is made with the prior consent of the parties involved or otherwise required by law, University policy, or law enforcement exemption.

Classes may be audio- and/or video-recorded by the professor or by a student in the class for personal use with the prior consent of the professor or as otherwise required by law or University policy. Class participants should generally be informed when a class may be recorded. However, professors should not disclose the identity of students recording classes under an accommodation. Class recordings by students may not be downloaded to any computer, uploaded to the Internet, or otherwise shared, transmitted, or published without the further, prior written consent of the professor and others being recorded. It is also a violation of this policy to download recorded meetings or conversations to a computer, upload them to the Internet, or otherwise share, transmit, or publish such recordings without the prior written consent of all participants. (See *Kutztown University Policy GEN-006 Audio and Video Recording*)

Auditing Graduate Courses

Registrations for the auditing of graduate courses will be considered tentative until the close of regular registration. If the registration of regular students fills the class quota or if regular registrants occupy all facilities, graduate students who have registered for auditing will be withdrawn. The student would register “not-for-credit” and would pay the full fee. The student would not be required to take examinations, would be allowed to take the course only with the approval of the instructor, and would not be given a grade in the course. Once the graduate student had enrolled “not-for-credit,” the student cannot change part way through the course unless through special action by the Graduate Exceptions Committee. The student could take the course for credit at a later date, subject to the recommendation of the department offering the course and the approval of the Graduate Exceptions Committee. (See *Kutztown University Policy ACA-009 Auditing Graduate Courses*)

Class Attendance

Regular attendance in class is expected of all students at the University.

Class Attendance: The individual instructor has both the authority and responsibility for managing student attendance. The instructor’s policy regarding attendance for each course, including its potential effect on the final grade, should be written in the course syllabus or first day handout and communicated to students during the first week of the semester. While, as stated above, classes are conducted on the premise that regular attendance is expected, the University recognizes certain activities and events as legitimate reasons for absence from class.

Class Absence: Legitimate reasons for absence include, but are not limited to, death in the immediate family; documented illnesses, childbirth, and pregnancy (for as long as medically necessary); religious observance; academic field trips; participation in an approved performance or athletic event; military duties; direct participation in University disciplinary hearing; or jury duty. Nevertheless, the student bears the responsibility for providing appropriate documentation and for fulfilling all course expectations in a timely and responsible manner. Instructors will, if requested, without prejudice, provide students returning to class after a legitimate absence, with

appropriate assistance and counsel about completing missed assignments and class material, depending on the nature of the work missed.

(See *Kutztown University Policy ACA-016 Class Attendance*)

Course Repeat Policy

A graduate or post-baccalaureate student can repeat a maximum of two courses for grade improvement. A student cannot retake the same course more than once. The most recent grade (regardless of whether it is higher or lower) will be used for the GPA calculation. A grade of C or better or PA in those courses designated pass/fail is required for all courses counted toward a graduate degree at Kutztown University. A grade of F or FA in a required graduate course mandates repetition of the course. If a graduate student repeats a course in which a grade below a B was earned and the student earns a grade below a B for the repeated course, then both the original grade below a B and the newly-earned grade below a B will count against the student when determining graduate academic standing. (See *Kutztown University Policy ACA-038 Graduate Course Repeats, Grades, and CGPA*)

Grading

The system of grading at Kutztown University for graduate students is as follows:

A (4.0)	A- (3.67)	B+ (3.33)	B (3.0)	B- (2.67)	C+ (2.33)	C (2.0)	F (0.0)
PA (passing grade)	FA (failing grade)	I (incomplete)	NG (no grade reported)				
NC (no credit)	W (withdrawn)	M (military withdrawal)					

An I, incomplete grade, indicates that the student has not satisfied all requirements of a given course. An I grade is not used in the GPA calculation. Graduate students receiving a grade of I in a graduate course have one academic year from the date of the end of that semester to complete missing assignments or requirements that resulted in the incomplete. All grades of I are converted to grades of F if not changed within the grace period of one year with the exception of the graduate thesis or dissertation course. It is the sole responsibility of the student to address all matters concerning the change of the incomplete I grade. A conversion grade of F is computed in the GPA exactly as a regular F. A grade of NG indicates that no grade has been recorded.

Graduate students must have a cumulative GPA of at least 3.00 to apply for candidacy and to graduate.

Under Title IV of the Higher Education Act of 1965, the awarding of Federal student aid is based on the assumption that students will attend school for the entire period for which financial aid is awarded. A university is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. (See *Kutztown University Policy ACA-091 Course Grading – Graduate Students*)

Graduation Requirements

Students who plan to complete requirements for the degree at the end of a current semester must apply for graduation through MyKU. Graduate students who intend to participate in Commencement exercises are expected to complete all requirements for their program of study by the end of that semester. (See *Kutztown University Policy ACA-076 Graduation Requirements – Graduate Students*)

Independent Study

Independent Study is a course of study specific in nature, content, and level that is not provided as a regular course offering of study at the University. An Independent Study would be designed by a faculty member with possible input from the student. The Independent Study would be subject to the approval of the chairperson of the department in which the course of study is undertaken. The option of offering a course by Independent Study within a particular academic department must have been previously approved through the University curricular process. A student wishing to pursue a course by Independent Study should contact a faculty member interested in offering such a course or the department chairperson in the department in which the Independent Study would be taken. (See *Kutztown University Policy ACA-051 Independent Study*)

Individualized Instruction

For graduate students, Individualized Instruction is only available after approval of degree candidacy and completion of 12 graduate credits. Professional credit students cannot register for an Individualized Instruction. In order for a student to request a course to be taught by Individualized Instruction, it must be a regular University course that is not scheduled to be taught that semester. In addition, it must be a required course in the student's program of study. A student may take only one course by Individualized Instruction per semester. The student initiates the request for an Individualized Instruction with the appropriate department chairperson. The course instructor, the appropriate department chairperson, the appropriate dean, and graduate dean must all approve that a course be taught by Individualized Instruction. The completed form must be submitted to the Registrar's Office by the last day of add/drop of that semester. A student enrolled in a course under Individualized Instruction may expect to meet with the instructor for at least five contact hours per credit offered. Examinations and other work will be comparable to the requirements of the course when regularly offered. A student may not repeat a course (taken by the normal method) via I.I. without the approval of the Graduate Exceptions Committee, as applicable. (See *Kutztown University Policy ACA-034 Individualized Instruction*)

Pass/Fail Grading – Graduate Students

Graduate courses may be approved for pass/fail grading where a letter grade is not appropriate. Examples of such courses may include field experience, internship, thesis, or dissertation courses. A grade of PA is given for courses where students have successfully completed the requirements of the course and a letter grade is not appropriate. Credit hours are recorded but not used in the CGPA calculation. A grade of FA is given for unsatisfactory completion of course requirements. No credit hours are recorded, and there is no effect on the CGPA. (See *Kutztown University Policy ACA-088 Pass/Fail Grading – Graduate Students*)

Residency Requirements

All post-baccalaureate students must complete a minimum of two-thirds of their graduate degree or certification program in residence at Kutztown University in order to meet residency requirements. Note that this sets the minimum number of credits that must be taken at Kutztown University and that the University can limit the number of hours that will be allowed to transfer into a graduate program. (See *Kutztown University Policy ACA-078 Residency Requirements – Graduate Students* and *Kutztown University Policy ACA-075 Graduate Transfer Credit*)

Second Degree

For post-graduate students returning for a second Master's degree, students need to complete a minimum of 15 additional credits (regardless of the number of earned credits for the first Master's degree) and complete degree requirements in effect at the time of matriculation for each additional Master's degree. The department will determine the requirements for the currency of prior learning related to the program of study. A student wishing to complete two graduate degrees simultaneously should refer to Policy ACA-072 Simultaneous Degrees – Graduate Students. (See *Kutztown University Policy ACA-074 Second Degree – Graduate Students*)

Simultaneous Degrees

Graduate students seeking to complete two simultaneous graduate degrees will be required to complete at least 12 credit hours beyond the minimum credit requirements for the degree program with the most required credits. A student wishing to earn a second Master's degree after graduating should refer to the Second Degree Policy – Graduate Students, ACA-074. (See *Kutztown University Policy ACA-072 Simultaneous Degrees – Graduate Students*)

Time Limitations

Beginning the first semester of registration in a degree program, all requirements for a Master's degree at Kutztown University must be completed within six (6) years. Students in counselor education degree programs have eight (8) years to complete all degree requirements. Doctoral students have seven (7) years to complete all degree requirements. If needed, a time extension petition for graduate study can be submitted to the Graduate Exceptions Committee. This form must be accompanied by a written explanation documenting the need for the request. (See *Kutztown University Policy ACA-089 Graduate Degree Completion*)

Transfer Credits

The maximum number of semester hours of graduate credit approved for transfer is to be determined by the graduate program, but the number of transfer credits is not to exceed one-third of the credits required for completion of the program. No graduate course for which a grade of less than B or its equivalency was earned may be accepted as transfer credit. Grades earned in courses transferred from other colleges and universities are not included in determining the graduate student's GPA at Kutztown University. Graduate courses taken at Kutztown University while not enrolled in a Master's degree program do not count as transfer credits. (See *Kutztown University Policy ACA-075 Graduate Transfer Credit*)

Veteran and Active Duty Military – Course Scheduling

The University will provide veteran students, active duty service members, and individuals using veteran's educational benefits under the GI Bill® with the opportunity to register for classes earlier than students who do not qualify to enable these students a better chance of enrolling in a full course load and to maximize veterans' education benefits before they expire. A veteran student who is not receiving benefits but who has self-identified as a veteran is responsible for providing documentation (e.g., DD214 Member 4 copy) to the Kutztown University Office of Veterans Services showing that the student was discharged or released from such service under conditions other than "dishonorable," in order to be eligible for early registration. (See *Kutztown University Policy ACA-082 Veteran and Active Duty Military – Course Scheduling*)

Visiting Student Program

A graduate student may take advantage of courses available at another Pennsylvania State System of Higher Education (State System) institution under the following conditions: (1.) The student must be accepted into a graduate program and in good academic standing; (2.) On a space available basis, a student may take up to 12 credits from other State System universities under this program. Exceptions to the maximum credits may be granted for a student enrolled in a joint degree between two or more State System universities; (3.) All credits and grades earned at other State System universities through this program shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades; (4.) It is the responsibility of the student to work with, and get approval from, the student's graduate advisor at the home institution regarding applicability of credits toward graduation requirements at the home institution consistent with State System procedures; (5.) It is the responsibility of the student to complete the Visiting Graduate Student Notification Form and submit this to the home institution prior to enrolling in courses at another State System institution; (6.) A student cannot use the Visiting Student Program to repeat courses taken at the home institution; (7.) A student cannot use the Visiting Student Program for internships or practica that are required for the program of study or for licensure or certification without the express written permission of the home university Dean of Graduate Studies and placement availability at the host institution; and, (8.) The student shall register at, and pay tuition and fees to, the State System institution visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities. (See *Kutztown University Policy ACA-083 Visiting Student Program – Graduate Students*)

Graduate Guidelines/Procedures:

Add/Drop Dates

The add/drop period will extend to the eighth calendar day, excluding holidays and when the University is closed, to provide students with one full week plus the weekend in a typical semester to obtain any necessary signatures/approvals for closed courses or prerequisite overrides.

Admission to Candidacy

All graduate students must be admitted to candidacy at least one semester prior to the anticipated date of degree conferral. A student expecting to graduate in the summer must be admitted to candidacy before the first session of the summer in which the degree is to be granted.

It is the sole responsibility of the graduate student to initiate application for candidacy. Neither Graduate Studies nor the advisor will contact the student concerning application for candidacy. If a student anticipates the transfer of graduate credits from another institution, the student should do so before applying for candidacy. Application for admission to candidacy is not considered an application for graduation.

Graduate students may file for candidacy if the following requirements have been met: (1.) successful completion of between 12 and 24 semester hours of graduate coursework; (2.) a cumulative GPA of at least 3.00; and, (3.) all incomplete grades resolved.

Notes: MSW students must successfully complete the qualifying examination. MBA students are not required to apply for candidacy.

Anti-Discrimination, Anti-Harassment, and Sexual Harassment Training

Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complaint of discrimination, please contact the University's Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by telephone at 610-683-4700 or by e-mail at pena@kutztown.edu or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, D.C., 20202-1100, by telephone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by e-mail at OCR@ed.gov.

All graduate students must complete the University-offered online sexual harassment, anti-harassment, and anti-discrimination training. Training modules are available at the Kutztown University Office of Social Equity website: <http://www.kutztown.edu/about-ku/administrative-offices/social-equity/links-of-interest.htm>. Questions can be addressed by calling 610-683-4700 or sending an e-mail to socialequity@kutztown.edu.

Graduate Student Financial Aid

According to Federal Student Aid (FSA) eligibility guidelines (Chapter 1, pp. 13-14), "If a student is enrolled in courses that do not count toward his/her degree, they cannot be used to determine enrollment status unless they are eligible remedial courses... This means you cannot award the student aid for classes that do not count toward his/her degree or certificate."

Grant Applications

A student grant fund is available to encourage and support graduate students as they undertake research and creative projects, present papers at professional meetings, and need research materials or other resources. Because this grant is designed to provide financial support to students for scholarly activities or research related to their programs of study, it is anticipated that the awarding of this grant will enable a student to better understand the scientific process, develop better communication and analytical skills, and gain experience presenting research results at academic conferences. The maximum grant award is \$1,000.

To be eligible, the student must minimally meet the following three criteria by being: (1.) matriculated in a Kutztown University graduate program; (2.) in good academic standing with at least six graduate credits completed in the student's academic program; and, (3.) enrolled in at least three graduate credits at Kutztown during the term of the award.

If more than one student is presenting at one conference session or participating in a research project, a joint proposal must be submitted. The total travel expenses for student presenters/student researchers at one conference session/researcher project cannot exceed \$3,000.

A graduate student will be approved for a maximum of \$1,000 over the course of the student's academic career at Kutztown University. Students are encouraged to seek other funding sources.

Withdrawal End Dates

When a student registers for classes, the student is responsible for those classes. To be relieved of this responsibility, the student must officially withdraw from those classes through the Registrar's Office. Failure to withdraw from a class for which a student registered, but is not attending, will result in a grade of F for that course. Students will be permitted to withdraw from a course and receive a grade of W up to the end of the tenth week of the semester. The W has no effect on the GPA. After the tenth week of the semester and through the last day of classes, a student who officially withdraws will receive a grade determined by the instructor. The latest date for withdrawal from individual courses in a summer session will be published prior to the beginning of the specific session.