



SEMESTER CALENDAR

Students may register for courses in the Office of Student Records & Registrar during any one or all five semesters. Ordinarily, most courses are planned according to the following schedule:

Semester	Approximate Dates
Fall	September-December
Spring	January-May
*Wintersession	December-January
**Summer Session I	May-June
***Summer Session II	July-August

During the Fall and Spring Semesters, classes are usually scheduled for late afternoon and evening and meet once per week for fifteen (15) consecutive weeks.

*Wintersession classes meet during the day for five days or during the evening for ten days.

**Summer Session I is a six week semester with classes meeting two evenings per week.

***Summer Session II is a six week semester with classes meeting four or five days in the morning. The evening schedule meets twice per week.

Special Institutes are also conducted during the summer. Check the Summer Session brochure for dates and details.

SATISFACTORY ACADEMIC PROGRESS

Graduate students must make satisfactory progress towards completion of a degree within the stated time limits for the graduate program in which they are enrolled. Any student who is not making satisfactory progress is subject to administrative withdrawal from the program.

All graduate students must meet the following academic standards:

1. In programs with 45 or fewer semester hours of credit, no more than two C's.
2. In programs with more than 45 semester hours of credit, no more than three C's.
3. Receipt of more than the maximum number of C's results in student's automatic withdrawal
4. Receipt of an F results in a student's automatic withdrawal.

SATISFACTORY ACADEMIC PROGRESS - MASTER OF SOCIAL WORK

1. Students in the Advanced Standing Program are permitted one grade of C; a second C grade will result in dismissal from the MSW program. Students in the full-time program are permitted two grades of C; a third grade of C will result in dismissal from the MSW program.
2. Students must have a GPA of 2.75 to move from the foundation year to the concentration year of the MSW program.
3. If students are at risk of dismissal because of earning grades of C or because of a low GPA in the foundation year, they are permitted to take one foundation year course over (one time only).



GRADING GUIDELINES FOR SALEM STATE COLLEGE GRADUATE PROGRAMS

- A Insightful scholarship, valid research, creativity, original application, and genuine promise of continuing growth in the field of study
- A- Solid scholarship, sound research, creative application, and promise of growth in the field of study
- B+ Acceptable scholarship and research, valid application, and probable promise of growth in the field of study
- B Adequate scholarship, research, relevant application, and possible promise for growth in the field of study
- B- Marginal scholarship, research, and application suggesting minimal prospects for growth in the field of study
- C+ Inadequate scholarship, research and application suggesting minimal prospects for growth in the field of study
- C Inadequate scholarship, research and application requiring improvement in future performance
- C- Inadequate scholarship, research and application requiring major improvement in future performance
- F Unacceptable graduate work

GRADING

In most instances, graduate students will receive letter grades, as follows: A, A-, B+, B, B-, C+, C, C-, F, I. The grade point equivalent of the letter grade at the graduate level shall be calculated in accordance with the following:

A	4.0	B-	2.7
A-	3.7	C+	2.3
B+	3.3	C	2.0
B	3.0	C-	1.7
		F	0.0

The grade of "I" (Incomplete) is a temporary grade assigned to students who have not completed course work and who have made provisions to do so with the course instructor before the assignment of final grades for the course. Course work must be completed by the end of the sixth week of the following fifteen-week semester. If the student fails to make up the course work by then, the "I" grade will be changed to an "F". Exceptions to this policy may be granted by the instructor, who must notify the Office of Student Records & Registrar that an extension has been granted. It is the student's responsibility to finish incomplete course work by the deadline or, in cases where an extension has been granted by the course instructor, to request that the instructor notify the Office of Student Records & Registrar of the extension. It is the responsibility of the course instructor to have the Graduate School Dean sign the Request for Grade Change form and then to turn in the form to the Office of Student Records & Registrar.

CHANGE OF GRADE

A student who believes a change of grade is in order may request a change from the instructor. The instructor must use a Request for Grade Change form available in the Office



of Student Records & Registrar. This form must be dated and signed by the instructor and returned to that office for processing.

ACADEMIC APPEAL PROCEDURE

The SSC Graduate Students' Academic Appeal Procedure provides students with methods to resolve academic issues. There is an informal process and a formal process for addressing academic appeals. Students must follow the steps outlined in the informal process before pursuing the formal appeal process.

Appeal Scope

Grounds for an appeal include violation(s) of specific written standards, e.g., computational errors or dismissal from a Graduate Program. The Graduate Education Council may refuse to hear appeals based on matters protected by academic freedom or for other reasons.

Informal Resolution of Academic Appeals

This procedure is not intended to supercede existing procedures within academic programs or departments for resolving student appeals. If the student's department or program has its own formal, internal procedure for resolving student appeals, the student must exhaust that procedure before bringing an appeal to the Graduate Education Council; otherwise the student must follow the following informal procedure. A student with an academic appeal must initially take the appeal to the faculty member or administrator directly involved with the appeal. If the student and the faculty member or administrator satisfactorily resolve the appeal, the informal appeal resolution concludes at this point. If the student and the faculty member or administrator cannot resolve the appeal, the student should take the appeal to the appropriate Graduate Program Coordinator, then to the Department Chair. If the appeal involves the Coordinator, the Chair of the Department or the Director, the student must first attempt to resolve the appeal at that level. If the student satisfactorily resolves the appeal with any individual in this process, there is no basis for submitting a formal academic appeal to the Graduate Education Council. The student must document that he or she has attempted to resolve the appeal expeditiously through the department's or program's internal, formal appeal process or through the informal appeal process, when there is no internal formal process. If the student cannot satisfactorily resolve the appeal through the internal or informal processes, the student may, at his or her discretion, seek resolution via the formal procedure outlined below.

Formal Academic Appeal Procedure

The student may request resolution of the appeal by initiating the following formal procedure.

1. A formal appeal is a written request from the student to the Dean of the Graduate School, asking the Graduate Education Council to hear the appeal. (In the event that the complaint is against the Dean of the Graduate School, the appeal goes directly to the Vice President of Academic Affairs.) The student must submit a written and signed request for a formal appeal hearing within two weeks of exhausting the informal appeal process, and should include as appropriate:
 - a. Statement of the grounds for the appeal.
 - b. The desired outcome from the appeal.



- c. Summary and documentation of the informal appeal.
 - d. Name(s) of faculty member(s) or administrator(s) involved in the appeal.
 - e. Names of witnesses the student will call to testify.
 - f. Supporting documents.
2. The Graduate Education Council will hear appeals at its next scheduled meeting, as long as the appeal is filed at least 20 days before the next scheduled meeting.
 3. The Graduate Education Council hears the appeal. This hearing includes, but need not be limited to the following:
 - a. Meeting(s) with the student and the faculty member or administrator and others involved in the appeal.
 - b. Consultation with others as the Graduate Education Council deems necessary to provide a thorough investigation of the appeal, including mitigating or extenuating circumstances that bear upon the situation.

Procedures of the Graduate Education Council hearings:

The Council will convene in executive session and vote whether to hear the appeal. If the Council votes to approve hearing the appeal it will follow the remaining procedures.

1. The hearing will not be videotaped or audio taped.
2. The Chair of the Council will ask the student and the faculty member or administrator to attend the hearing.
3. **Opening Statements.** The Chair of the Council will ask the student and the faculty member or administrator to outline the facts they intend to present during the hearing. Both the student and the faculty member or administrator must be present through the conclusion of the closing statements.
4. **Presentation of witnesses and evidence by the student.** The student requesting the hearing presents the facts that support his/her appeal, and if applicable, calls witnesses to support the appeal. The Council and the faculty member or administrator may question the student and the witnesses as each finishes his/her testimony.
5. **Presentation of witnesses and evidence by the faculty member or administrator.** The faculty member or administrator presents facts and calls witnesses, if applicable, to respond to the appeal. The Council members and student may question the faculty member or administrator and the witnesses as each finishes his/her testimony. The Council may ask witnesses to remain or leave the hearing room at any time during the hearing.
6. **Closing Statements.** The student and the faculty member or administrator summarize their testimony and highlight any specific information they wish the Council to consider.
7. **Deliberation by the Graduate Education Council.** All people other than the Council members and the recording secretary will leave the hearing room before the Council begins deliberations. If the Council needs more information, it may suspend the hearing in order to seek clarification. The Council will make every



reasonable effort to reach a timely conclusion to its deliberations.

The Council's decision is limited to approving or disapproving the student's appeal.

8. In instances where more than one student brings a common appeal, the Council may wish to consider the cases at the same time. The Council will take this action only with the agreement of the students.

Procedural Safeguards

1. All Council members will refrain from discussing appeal hearings outside the Council meetings.
2. The faculty member or administrator involved in the appeal shall receive a copy of the formal appeal and all supporting documents at least two weeks prior to the hearing.
3. All information pertinent to the appeal will be available to the parties at the office of the Dean of the Graduate School, or at the office of the Vice President of Academic Affairs if the appeal is against the Dean.
4. The Office of the Dean of the Graduate School will send written notification of the date, time and place of any hearing to the student, and faculty member or administrator at least seven days before the hearing to permit a reasonable amount of time to prepare.
5. Union employees have the right to choose a Union member to act as their advisor. Such advisor may be present at any hearing and may counsel the Union employee.
6. Students have the right to choose a non-faculty member to act as their advisor. Such advisor may be present at any hearing and may counsel the student. The student must present the appeal. No person may represent the student.
7. All hearings are closed to the public and the press.
8. If any member of the Council is closely connected with the matter of the appeal, he/she must excuse him/herself from the hearing.
9. A student, faculty member or administrator may request the Council to postpone the hearing. To do so, the student, faculty member or administrator must submit a written request to postpone the hearing to the Dean of the Graduate School at least seventy-two hours before the date and time of the hearing.
10. The Dean of the Graduate School will mail the results of the Council's decision to the student, and faculty member or administrator within seven calendar days after the conclusion of the Council's deliberations.
11. The Office of the Dean of the Graduate School or the Office of the Vice President of Academic Affairs will maintain the records involved with the appeal. The Office of the Dean of the Graduate School or the Office of the Vice President of Academic Affairs will not release the appeal records unless:
 - a. Authorized in writing by the student and faculty member or administrator involved; or
 - b. conditions specified in the Family Rights and Privacy Act of 1974 and its



amendments apply; or

c. if required by law.

12. The results of an academic appeal hearing will not be placed in a Unit member's personnel file, and cannot be used in his or her evaluation.

ATTENDANCE

Regular attendance in all courses is strongly recommended. The course instructor will establish the specific attendance policy for each course.

STUDENT ABSENCE FOR RELIGIOUS BELIEFS

Any graduate student who is unable to attend a class or to participate in any examination, study, or work requirement on a particular day of religious observance will be provided with an opportunity to make up that examination, study or work requirement, provided, however, that such make up shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the Graduate School for making this opportunity available to the student, and no adverse or prejudicial effects shall result to any student exercising this prerogative. (See Chapter 151C of the General Laws of Massachusetts.)

COURSE LOAD

Nine credits are considered full time for most graduate students. Six credits are full time for the Geo-Information Science program. Part-time graduate students are reminded that a maximum of two courses per semester is strongly recommended. The study expectations for such a commitment precludes taking additional hours when one is employed full time.

TIME LIMITS

All requirements for the degree normally must be completed within six years from the date of the student's acceptance. Students enrolled in the MSN/MBA combined degree program have seven years from the initial date of acceptance to complete degree requirements. No graduate course offered for the degree may be more than six years old at the time degree requirements are completed with the exception of any courses accepted in transfer.

CHANGES IN REGISTRATION

Students must notify the Graduate School and meet with their program coordinators to update their plan of study when there are any changes in registration. Any adds, drops, and changes of course section or academic status must be submitted to the Office of Student Records & Registrar on a Registration Change form. Failure to notify the Office of Student Records & Registrar may result in errors on the student's permanent record.

AUDIT COURSES

Students may register for a credit course and not receive credit; this procedure is called "auditing a course." Students auditing a course may participate in class activities, but are not required to complete assignments or take examinations, and will not receive a grade.

WITHDRAWAL FROM THE DEGREE PROGRAM

Withdrawal from the graduate program can take many forms. A student may officially withdraw, be dismissed, take a leave of absence, or be administratively withdrawn.



Withdrawal from the program implies withdrawal from all courses, and the graduate regulations concerning grades are applicable. Mere non-attendance does not constitute official withdrawal from the program. It is necessary to complete an official withdrawal form and file it with the Graduate School office. These forms are available from the program coordinator. Unauthorized withdrawal from the program or non-attendance (failure to register and attend Fall & Spring semesters) may result in administrative withdrawal.

DISMISSAL

Dismissal may result from unsatisfactory academic progress, failure to complete the program in six years, failure to withdraw officially from the program, infractions of College regulations, and for other reasons.

LEAVE OF ABSENCE

A leave of absence is a period during which students maintain their status, but are entitled to none of the services of the College provided by the payment of tuition or fees. An application for a leave of absence may be filed at any time during the academic year for the following semester(s). A leave of absence may begin during a semester, provided the completed application for leave is filed with the Dean of the Graduate School before the end of the fourth class session. In this case the entire semester is counted toward the leave. No refund of tuition will be given except as provided by other existing regulations.

The total leave allowed a student during his/her graduate program is two semesters, which need not be taken consecutively. Students desiring leaves of absence must complete a Leave of Absence form available from the appropriate program coordinator to complete arrangements for leave. A date of return will be agreed upon in advance and stated on the Leave of Absence form. A student who fails to return on the agreed date will be considered to have withdrawn from the College.

A leave of absence may be granted to any student complying with the Graduate School regulations. Such a leave of absence will be revoked if the student incurs an academic dismissal subsequent to the granting of the leave. Students on leave are fully responsible for returning on the agreed date. No reminders will be sent to the student. A leave of absence does not waive the mandatory six-year requirement. That is, all students requesting a leave of absence still must complete their program within six years of date of acceptance.

READMITTANCE

Students dismissed from the Graduate Program for academic or administrative reasons and who wish readmittance must petition for consideration to the Graduate Education Council.

Students who withdraw from the program and wish readmittance must reapply for admission to the Graduate Program. Decisions on admissions will be made by the Admissions Committee of the appropriate program and by the Dean of the Graduate School.

WITHDRAWAL FROM COURSES

To withdraw from a course, the student must complete a Registration Change form available in the Office of Student Records & Registrar. A grade of "W" will be assigned for students who withdraw prior to the fourth class meeting. Withdrawal after that deadline will result in a grade of "F", except when extenuating circumstances are involved. Students who



wish to withdraw without academic penalty after the deadline must present their case in writing before the end of the course to the Dean of the Graduate School for appropriate action.

SYLLABUS POLICY

By the second meeting of the semester, the instructor will provide the Graduate Office* and each student in class with a course syllabus. The syllabus should contain:

1. The instructor's name and a method of reaching the instructor.
2. The instructor's attendance policy for the course.
3. A list of required and optional texts.
4. An outline of the course goals and objectives.
5. An outline of the course topics.
6. The course requirements: papers, projects, examinations (with due dates, if possible).
7. The method of grading.
8. Any other pertinent information relative to the instructor's conduct of that course.
9. The statement: "Salem State College is committed to providing equal access to the educational experience for all students who are in compliance with Section 504 of the Rehabilitation Act and the American Disabilities Act and to providing all reasonable accommodations, aids and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak to the instructor immediately."
10. An instructor may find it necessary to modify requirements, but such modifications should be consistent with the nature of the course.

*Syllabi kept at the Graduate Office are not for student use.

PRACTICA/INTERNSHIPS/CLINICAL EXPERIENCES IN EDUCATION*

By definition, a practicum is a course or academic exercise aimed at closely relating the study of theory and practical experience, both usually being carried on simultaneously.¹ Since the practicum consists of a mature experience in a particular field of endeavor, there are required course pre-requisites which must be completed by graduate students so involved. The brochures and catalogs as prepared by the Graduate School should be consulted for these requirements.

The experience gained by the graduate student in a practicum assignment is a professional preparation requirement to be satisfied by all graduate programs accredited by the National Council for the Accreditation of Teacher Education. The philosophy of this Council is that study of "theory relevant to the specialty" requires related experience in professional practice through which the student may conceptualize principles and interpret his application to practical problems, and through which he further develops his individual style in professional practice.² The guidelines which appear below are presented so as to make clear to students the composition, rationale and requirements that are involved.

1. Office of Education, U.S. Department of Health, Education, Welfare, Definitions of Student Personnel Terms in Higher Education, U.S. Government Printing Office,



1968, p. 4.

2. American Association of Colleges for Teacher Education, Recommended Standards for Teacher Education. Approved by the National Council for Accreditation for Teacher Education, January, 1970, p. 15.

*Students enrolled in the MSW program must consult School of Social Work Bulletin for specific details regarding Social Work Practica.

TIME REQUIREMENTS FOR PRACTICUM/CLINICAL EXPERIENCES

NCATE standards for practicum experience require a minimum of 300 clock hours per semester of practicum-related activities and 400 hours of clinical experience. Consult specific programs for time requirements.

APPLICATION

It is the responsibility of each graduate student to make application through the Office of Student Teaching to participate in the practicum in his/her particular area of concentration. This application must be completed at registration no later than one semester prior to the practicum in which he/she wishes to be enrolled and requires the signature of the program coordinator. Students will obtain the application form from the Office of Student Teaching.

ASSIGNMENT OF STUDENTS TO PRACTICUM/INTERNSHIP EXPERIENCE

It is the responsibility of the Graduate School to provide the best possible practicum experience for students enrolled. The Office of Student Teaching, in consultation with the practicum student and program coordinator, will make the necessary arrangements with the particular school director or agencies so involved.

DIRECTED STUDY

During the final third of a degree program, a graduate degree student may participate in a directed study. A directed study proposal must be developed in consultation with the faculty member who will supervise the work and must be submitted as part of the application for directed study. The proposal must then be approved by the instructor, the program coordinator and the Dean of the Graduate School before the student may register for the course. Tuition remission, waivers and vouchers may not be applied to costs associated with directed study courses.

COMPREHENSIVE EXAMINATIONS

Comprehensive Examinations are required in most graduate degree programs. They are intended to assess and evaluate a student's knowledge of the major components of his/her graduate study. Candidates for the MEd in Technology in Education will complete a multimedia portfolio in lieu of a comprehensive examination.

For the MEd, MA, and MAT ESL degrees, a student must have successfully completed twenty-four credit hours in the graduate program to be eligible for the examination. For the MS in Counseling and Psychological Services approximately seventy percent of course work must be completed to be eligible. Candidates for the MA in History have the option of comprehensive examinations for their capstone event (see below). After a review of their academic records, students are notified if they are eligible to sit for the examination. Each student must then file an application form with the Graduate School for the specific examination date desired and receive approval. The deadline for filing is published in the brochure of the appropriate semester in which the examination is given. Comprehensive



examinations are given in November, March, and July, of each year. A student is allowed two attempts to pass the comprehensive examinations.

COMPREHENSIVE EXAMINATIONS, THESIS OR PORTFOLIO – MASTER OF ARTS IN HISTORY

MA in History candidates have the option to select a thesis, comprehensive examination or a portfolio as their capstone experience in the program.

As a rigorous demonstration of a graduate candidate's research and writing skills, the MA in History thesis is valued at six (6) credits. The Chairperson of the History Department, the Graduate Committee and the Dean of the Graduate School must approve a thesis request. Candidates who seek approval to write an MA thesis are required to demonstrate a minimum grade point average of 3.5 in graduate courses. The topic, resources and format of the thesis, as well as composition of a thesis committee, will be determined jointly by the candidate and a thesis director (selected by the candidate and approved by the Graduate Committee). The project will culminate in a written paper (75 page minimum) and an oral defense before the thesis committee. Candidates may take only one directed study in the program if they intend to undertake a thesis.

The MA in History comprehensive examinations serve as an extensive demonstration of a graduate candidate's historical knowledge and historiographical insight. The graduate candidate who selects this capstone option is required to pass written examinations in two areas of historical study. The areas for comprehensive examination will vary from student to student and will be jointly determined by the student and a comprehensives advisor. Candidates must have their choice of fields approved by the Graduate Committee at least one semester prior to the taking of the comprehensive exam. A student is allowed a maximum of two attempts to pass these tests. The two parts of the comprehensive shall be taken on two designated days within an eight-day period, as designated by the Graduate School.

The MA in History portfolio serves as a comprehensive demonstration of a candidate's growth in historical knowledge and historiographical insight through the course of the graduate program. The graduate candidate who selects this capstone option will work with a portfolio advisor to determine its specific contents. Upon completion, the candidate will submit the portfolio to a portfolio committee, selected jointly by the candidate and the Graduate Committee. The portfolio committee will review the project, and determine whether to pass the portfolio or return it for further work. It shall consist of 1) a number of formal writings from the student's graduate work, including revised drafts of these assignments, and 2) a personal statement that will serve as the introduction, summary and rationale for the portfolio. The portfolio may also include documentation of professional historical activities, such as exhibit curation or archival work.

For more specific information and regulations on theses, comprehensives and portfolios, graduate candidates should see the current edition of the Department of History's Graduate Student Handbook.