

1984

# Center for Higher Education Policies and Procedures Manual 1984

Nova University

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**Policies & Procedures  
Manual**



FT. LAUDERDALE, FLORIDA

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Nova University/New York Institute of Technology Press  
Educational Text Series

POLICIES AND PROCEDURES MANUAL

CENTER FOR HIGHER EDUCATION

Nova University

1984

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2. Registration
  - 2.01 Registration
  - 2.02 Third Year Registration - Doctoral Program
  - 2.03 Continuing Services
  - 2.04 Educational Services
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18.03 MARP Services

## POLICIES AND PROCEDURES

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Category: Admissions Process

Number: 1.01

Subject: Requirements

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The requirements for admission to the Doctoral program are as follows:

1. Master's degree from an accredited institution
2. Current full-time employment that is related to the applicant's area of specialization
3. Three letters of recommendation from senior academic or administrative personnel in the applicant's place of employment
4. Must also meet specific requirements for each specialization.

The requirements for admission to the Educational Specialist degree program of the Center for Higher Education are as follows:

1. Master's degree from an accredited institution
2. Current full-time employment that is related to the applicant's area of specialization
3. Three letters of recommendation from senior academic or administrative personnel in the applicant's place of employment.

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## **POLICIES AND PROCEDURES**

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Category: Admissions Process

Number: 1.01

Subject: Requirements

Page 2 of 2

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The requirements for admission to the Master of Science Degree programs of the Center for Higher Education are as follows:

### Field-Based Program

1. Bachelor's degree from an accredited institution
2. Current full-time employment that is related to the applicant's area of specialization
3. Three letters of recommendation from senior academic or administrative personnel in the applicant's place of employment.

### On-Campus Program

1. Bachelor's degree from an accredited institution
2. Graduate Record Examination score.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

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## POLICIES AND PROCEDURES

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Category: Registration

Number: 2.01

Subject: Registration

Page 1 of 2

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Doctoral students will register on the first meeting of each seminar. This registration will include:

1. A completed Registration Form with the following attachments:

- a. A check or money order for the appropriate tuition
- b. A Statement of Previous Payment form
- c. A promissory note (to be used only when a guaranteed student loan has been applied for)
- d. MasterCard or VISA Authorization Form.

2. If a student takes two seminars in one term they must pay for two. An exception is when retaking a seminar due to a "No Pass."

3. A student must be enrolled during the Spring term in order to receive credit for the summer institute and any seminar taught in conjunction with it.

Educational Specialist and Master's degree students will register in advance or at the first meeting of each course. This registration will include:

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*J. M. Baiton*  
*H. E. Mark*

## **POLICIES AND PROCEDURES**

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Category: Registration

Number: 2.01

Subject: Registration

Page 2 of 2

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1. A completed Registration Form with the following attachments:

- a. A check or money order for the appropriate tuition
- b. A Statement of Previous Payment form
- c. A promissory note (to be used only when a guaranteed student loan has been applied for)
- d. MasterCard or VISA Authorization Form.

2. Advance registration is handled by the Admissions Office, Center for Higher Education. In class registration is handled by the cluster/site coordinator.

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Effective: 9/1/79  
Revised: 9/1/83

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*PMB astors*  
*H. E. Mark*

**POLICIES AND PROCEDURES**

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Category: Registration

Number: 2.02

Subject: Third Year Registration -  
Doctoral Program

Page 1 of 1

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Doctoral students will be sent a bill for tuition for each four-month term for the third year. Students should return the tuition payment to the Office of the Comptroller, Nova University.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

*J. M. Batters*

Approved: \_\_\_\_\_

*H. E. M. L.*

**POLICIES AND PROCEDURES**

Category: Registration

Number: 2.03

Subject: Continuing Services

Page 1 of 2

Doctoral students continuing beyond the third year of enrollment will be enrolled in continuing services.

When students enter continuing services, they are sent a bill for tuition for each four-month term (effective July 1, 1984 - \$450 per term).

Beginning and tuition due dates for the four-month terms are:

Fall - September 1

Winter - January 1

Spring - May 1

Students will be billed according to this schedule. Students who do not remit tuition when due will be withdrawn.

Students who enroll and pay tuition for any term in continuing services are eligible for a refund if they complete all requirements for the degree within the first two months of the term.

Educational Specialist and Master's program students continuing beyond the normal completion date of each program will be enrolled in continuing services.

When students enter continuing services they are sent a bill for tuition for each four-month term.

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*W. M. Barton*  
*H. E. Mah*

## **POLICIES AND PROCEDURES**

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Category: Registration

Number: 2.03

Subject: Continuing Services

Page 2 of 2

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Beginning and tuition due dates for the four-month terms are:

Fall - September 1

Winter - January 1

Spring - May 1

Students will be billed in conformance with this schedule. Students who do not pay tuition by the first of the applicable month will be withdrawn from the program.

Students who enroll and pay continuing services fees are eligible for a partial refund if they complete their work within the first two months of the term.

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Effective: 9/24/81  
Revised: 7/1/83  
9/1/83

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**POLICIES AND PROCEDURES**

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Category: Registration

Number: 2.04

Subject: Educational Services

Page 1 of 1

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Students must be registered and current in tuition to be eligible to receive services. The only exception is for the removal of a grade of "Incomplete."

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Effective: 7/1/83

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*J. M. Barton*

*H. E. Mal*

**POLICIES AND PROCEDURES**

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Category: Registration

Number: 2.05

Subject: Promissory Notes

Page 1 of 1

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The only time that a promissory note is acceptable is when a student has applied for a guaranteed student loan.

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Effective: 9/1/80

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## POLICIES AND PROCEDURES

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Category: Grades

Number: 3.01

Subject: Interpretation of  
Seminar Grades

Page 1 of 1

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The Doctoral program has three seminar grades:

1. Pass. A student has satisfied all seminar requirements.

2. Incomplete. A student has failed to complete the seminar requirements and as a result of a discussion with the national lecturer, it is reasonable to expect that the student will be able to complete the requirements of the seminar.

3. No Pass. Indicates that a student has attempted to complete all requirements in the seminar but has failed to satisfy the requirements or the student has not completed all requirements, and there is no evidence that an attempt to complete the requirements has been made. Any student receiving a "No Pass" must repeat the seminar. When a second "No Pass" is received, whether it is for the same seminar or two different seminars, the student will be terminated from the program.

Educational Specialist and Master's program students will receive grades of A, B, C, D, F, or I. In courses an "Incomplete" is assigned only when a student has failed to complete the seminar requirements and as a result of a discussion with the instructor, it is reasonable to expect that the student will be able to complete the requirements of the seminar.

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Effective: 9/1/79  
Revised: 9/1/83

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## POLICIES AND PROCEDURES

Category: Grades

Number: 3.02

Subject: Incomplete Grades

Page 1 of 1

Doctoral students must remove their "Incomplete" grades within six months from the end of the term in which they were assigned. If the "Incomplete" in a seminar is not removed within this time the student will receive a "No Pass" and will be required to repeat the seminar.

<u>Term Incomplete Grade Was Assigned</u>	<u>Date Incomplete Grade Must be Removed</u>
Fall	June 1
Winter	October 1
Spring	January 1
Summer	March 1

For all other students, the policy concerning incomplete grades is that they must be removed within four months from the end of the term in which they were assigned. If the "Incomplete" is not removed within this time the student will receive a grade of "F."

<u>Term Incomplete Grade Was Assigned</u>	<u>Date Incomplete Grade Must be Removed</u>
Fall	May 1
Winter	August 1
Spring	November 1
Summer	February 1

The only exception is the grade of "Incomplete" for the practicum.

Effective: 9/1/83

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*J. M. Barton*  
*E. M. L.*

## POLICIES AND PROCEDURES

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Category: Grades

Number: 3.03

Subject: Interpretation of Practicum  
Grades

Page 1 of 1

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1. Grades given for practicums may be "Pass," "U," or "No Pass."

- a. "Pass" is given when a practicum is acceptable and needs no revisions.
- b. "U" is given when a practicum is unacceptable and needs revisions.
- c. "No Pass" is given when a practicum has received a "U" on the second revision.

2. If a practicum has received a grade of "U" and the student desires to change the practicum topic, a grade of "No Pass" will be recorded for the original practicum.

3. Recording of two "No Pass" grades as permanent grades will terminate the student in the program.

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Effective: 9/1/79  
Revised: 9/1/83

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*J. M. Barton*  
*R. E. Mel*

## POLICIES AND PROCEDURES

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Category: Credit

Number: 4.01

Subject: Assignment of Credit

Page 1 of 2

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In the Doctoral program credit is assigned as follows:

1. Seminars. Three (3) semester hours credit is assigned for receiving a "Pass" in a seminar.

2. Practicums. Four (4) semester hours credit is assigned for receiving a "Pass" for a practicum.

3. MARPs. Three grade reports will be issued to MARP year participants. Each grade reporting period carries seven (7) semester hours credit, and credit will be awarded when the required work has been completed according to the following plan:

a. First Grade Report. A "Pass" grade is given only if the student has completed the MARP Proposal and has filed with the Central Office the completed proposal with the three required signatures. The student must also have forwarded to the Central Office a schedule of completion for any seminar work not completed.

b. Second Grade Report. A "Pass" grade is given only when the student has completed the required Individualized Evaluation report, and the MARP advisor has reported to the Central Office that the student is making satisfactory progress on the MARP. The student cannot receive a "Pass" for this period until all core seminar work is

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*H. E. M. L.*

## POLICIES AND PROCEDURES

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Category: Credit

Number: 4.01

Subject: Assignment of Credit

Page 2 of 2

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complete and approved, and the MARP proposal has been approved and on file in the Central Office.

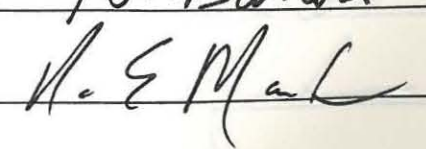
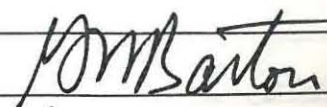
- c. Final Grade Report. A "Pass" grade is given only when the participant has completed the MARP and has submitted an acceptable copy to the Central Office, with the three required signatures. Students expecting to participate in commencement exercises must have all work completed, fully approved, and on file no later than the first day of June. Students are, however, encouraged to submit their signed documents well ahead of this date to facilitate clearance for the commencement exercises.

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Effective: 9/1/79

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**POLICIES AND PROCEDURES**

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Category: Credit

Number: 4.02

Subject: Grade Point Average (GPA)

Page 1 of 1

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All Educational Specialist and Master's degree students must maintain a grade point average of 3.0. The quality points assigned to each letter grade are:

A - 4 per semester hour

B - 3 per semester hour

C - 2 per semester hour

D - 1 per semester hour

F - 0 per semester hour

I - 0 per semester hour, also the course does not count toward the hours attempted.

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Effective: 7/1/83

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*Tom Barton*  
*De E. M. L.*

**POLICIES AND PROCEDURES**

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Category: Ethical Conduct

Number: 5.01

Subject: Legal and Ethical Standards

Page 1 of 1

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Students are expected to comply with the legal and ethical standards of Nova University and the Center for Higher Education. Academic dishonesty and nonacademic misconduct are subject to disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the University, and forging or altering University documents or academic credentials.

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Effective: 7/1/83

Approved: \_\_\_\_\_

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*J. M. Barton*  
*J. E. M. L.*

## POLICIES AND PROCEDURES

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Category: Grievance Procedures

Number: 6.01

Subject: Petition Process

Page 1 of 2

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The Center for Higher Education requires adherence to all policies except when there may be exceptional circumstances. In such cases the following procedures shall be followed:

1. Students should discuss their concern with the cluster coordinator or a member of the central staff.

2. If, after these discussions, it appears to be appropriate to submit a petition to the Center for Higher Education for an exception to any policy, such petition should be submitted to the Petitions Committee at the Center for Higher Education.

3. Cluster coordinators, MARP advisors, national lecturers, instructors, and local research associates with concerns about a student should contact a member of the central staff of the Center for Higher Education.

Each petition will be considered on its individual merits based on determining whether or not there is a genuine need for an exception.

4. Submission of petition to the Petitions Committee shall be in writing addressed to the Center for Higher Education, Nova University.

5. Elements to be included in a petition:

a. Name, address, and telephone number of the petitioner

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Effective:

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**POLICIES AND PROCEDURES**

Category: Grievance Procedures

Number: 6.01

Subject: Petition Process

Page 2 of 2

- b. Statement of Policy concerned
- c. Specific statement of exception being sought
- d. Rationale for the request
- e. Summary of discussion with staff member if applicable (be sure to include name of contact person)

6. The Petitions Committee will meet on Wednesday of each week. However, the Director of the Center may cancel, postpone, or call special meetings at his discretion.

7. Within ten (10) days of Committee action the decision will be transmitted to the petitioner by the Secretary of the Committee.

8. In the event of a ruling unsatisfactory to the petitioner, the petitioner has the right to resort to the Appeals Process outlined in 6.02 of the Policy and Procedures Manual.

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Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*J. M. Barton*  
*H. E. M. L.*



**POLICIES AND PROCEDURES**

Category: Grievance Procedures

Number: 6.02

Subject: Appeals Process

Page 1 of 3

1. Any decision of the Center for Higher Education affecting the progress or status of a student may be appealed.

2. The Appeals Process shall be used after all remedies available in regular staff procedures and the Petition Process are exhausted.

3. A student desiring to appeal an action by the Petitions Committee must file written notice of the substance of the ruling being appealed with reasons for its revocation or modification. The written appeal, with additional supporting documentation, shall be filed with the Secretary of the Appeals Committee.

4. A panel of three persons holding a doctorate from the Center for Higher Education will function as an Appeals Committee.

5. The Committee shall be composed of three members selected from a resource panel of nine graduates who have consented to be available and serve. Each of the nine graduates will serve on at least one committee each year.

6. There will be four committees each year. One committee will hear appeals in October, another in January, the third in April, and a fourth in July. Special meetings may be called to assure a hearing within a maximum of ninety days.

Effective:

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*V. E. Mark*

**POLICIES AND PROCEDURES**

Category: Grievance Procedures

Number: 6.02

Subject: Appeals Process

Page 2 of 3

7. Hearing dates of the Appeals Committee shall be set in advance and be available upon request to appellants. There will be no meeting by the Committee unless an active appeal is on file. In any event, all appeals will be acted upon within ninety days of date of receipt of appeal by the Secretary of the Appeals Committee.

8. The Secretary of the Committee shall be responsible for logistics of all committee meetings, and correspondence attendant to the appeal. The Secretary shall also be responsible for assembling the evidence and other materials relating to the appeal for the use of the Committee.

9. At times it may be necessary to call for additional evidence and/or interview the student in person or by telephone. If the interview is requested by the Committee, expenses of the student (travel and lodging) shall be paid by the University. If the appellant requests the interview, he or she shall pay expenses.

10. At the request of the Committee or the appellant, a tape recording or stenographic record shall be made of the evidentiary portion of any Committee discussion or hearing held pursuant to this Appeals Process. The requesting party or parties will be responsible for the cost of such proceedings.

Effective:

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## **POLICIES AND PROCEDURES**

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Category: Grievance Procedures

Number: 6.02

Subject: Appeals Process

Page 3 of 3

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11. A unanimous vote by the Appeals Committee is necessary to revoke a decision by the Petitions Committee.

12. The Secretary will transmit the decision of the Committee to the Director of the Center within ten (10) days of receipt of the decision. The Secretary will be responsible for notifying the student by certified letter postmarked no later than fifteen (15) days after the decision. The text of the decision together with any actions of the Central Staff, if any action is necessary, will constitute the transmittal.

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Effective: 2/4/81  
Revised: 9/1/83

Approved: \_\_\_\_\_

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*J. M. Stanton*

*H. E. Mal*

## POLICIES AND PROCEDURES

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Category: Graduation

Number: 7.01

Subject: Requirements

Page 1 of 1

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The graduation requirements for the Doctoral program are:

1. Satisfactory completion of required practicums and seminars
2. Submission of the Individualized Evaluation
3. Satisfactory completion of the Major Applied Research Project (MARP)
4. Current in tuition and fees. Students completing the program early must have paid in full three years tuition and fees.
5. Credit for two Summer Institutes.

Graduation requirements for the Educational Specialist and Master's programs are:

1. Satisfactory completion of required practicums and courses
2. Current in tuition and fees
3. A minimum GPA of 3.0.

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Approved: \_\_\_\_\_

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*JMBarton*  
*A. E. Mal*

## POLICIES AND PROCEDURES

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Category: Time Limit

Number: 7.02

Subject: Time Limit to Complete the  
Program

Page 1 of 1

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The time limit for a student to complete any of the doctoral programs offered in the Center for Higher Education will be seven years from the first day of the first month of the term (Fall, Winter, Spring initial enrollment).

Terms:

Fall - September 1

Winter - January 1

Spring - April 1

The time limit for a student to complete any of the Educational Specialist and Master's programs offered in the Center for Higher Education will be four years from the first day of the first month of the term (Fall, Winter, Spring, and Summer) of entry.

Terms:

Fall - October 1

Winter - January 1

Spring - April 1

Summer - July 1

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Effective: 7/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*P. M. Barton*

*H. E. Mal*

## POLICIES AND PROCEDURES

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Category: Graduation

Number: 7.03

Subject: Participation in  
Commencement Exercises

Page 1 of 1

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1. To be eligible to participate in the mid-summer commencement exercises at Nova University the individual must be a graduate of record.

2. To be a graduate of record all requirements must be met and on file in the Central Office no later than June 1st.

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Effective: 1/1/80  
Revised 9/1/83

Approved: \_\_\_\_\_

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*John Barton*

*H. E. Mad*

## **POLICIES AND PROCEDURES**

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Category: Practicums

Number: 8.01

Subject: Submission of Practicum  
Proposals

Page 1 of 1

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For the Doctoral programs the following documents should be included when submitting practicum proposals to Nova Central:

1. Two copies of the proposal and the proposal critique form approved by the cluster coordinator
2. Proposal check sheet

Students in the Educational Specialist and Master's programs should include the following documents when submitting practicum proposals to Nova Central:

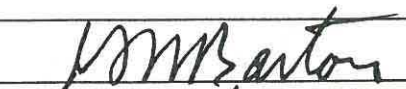

1. Two copies of the proposal
2. Proposal check sheet

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Effective: 9/1/79  
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Approved: \_\_\_\_\_

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## **POLICIES AND PROCEDURES**

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Category: Practicums

Number: 8.02

Subject: Submission of Practicums

Page 1 of 1

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The following documents should be included when submitting practicums to Nova Central:

1. Two copies of good quality
  - a. One of the copies should include:
    1. copy of the proposal
    2. proposal critique form
    3. Nova Central staff reader comments (if any) relating to the proposal
    4. signed peer reader form

Students should retain the original practicum.

Doctoral students from clusters which do not have the services of a cluster coordinator should submit their practicums directly to the Director of Instruction.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

*M. B. Barton*

Approved: \_\_\_\_\_

*H. E. Mafe*



## POLICIES AND PROCEDURES

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Category: Practicums

Number: 8.03

Subject: Submission of Revised  
Practicums

Page 1 of 1

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All revised practicums should be mailed directly to Nova Central by the student and the following documents should be included:

1. Two good quality copies
2. A copy of the original practicum evaluator's comments.

Students should retain the original revised practicum.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

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*J. M. Barton*

*H. E. M. L.*

## **POLICIES AND PROCEDURES**

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Category: Practicums

Number: 8.04

Subject: Required Practicums

Page 1 of 1

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Doctoral program students are required to complete with a grade of "Pass," practicums relating to the following areas:

1. Applied Educational Research and Evaluation
2. At least one of the specialization seminar areas, but it is recommended that students complete a practicum in both seminar areas.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

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*J. M. Barton*

*A. E. M. L.*

**POLICIES AND PROCEDURES**

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Category: MARP

Number: 9.01

Subject: MARP Assignments

Page 1 of 1

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1. At the end of the second year each student's progress will be evaluated to determine eligibility for being assigned a Major Applied Research Project advisor. To be eligible the student must have successfully passed six seminars and four practicums.

2. Students whose progress is evaluated as unsatisfactory will be delayed assignment until such time as they complete the appropriate work.

3. Students should be current in tuition and fees to receive third year services (MARP, practicums, or seminars).

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Effective: 4/18/80  
Revised: 9/1/83

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**POLICIES AND PROCEDURES**

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Category: MARP

Number: 9.02

Subject: Change in Advisor: Request  
By a Current Advisor

Page 1 of 1

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Advisors wishing to discontinue an advisee shall notify the Director of the Center for Higher Education, in writing, stating the reasons thereof. The Director will consider the request and, if granted, will secure another advisor.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*J. M. Barton*

*H. E. Mah*

**POLICIES AND PROCEDURES**

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Category: MARP

Number: 9.03

Subject: Change in Advisor: Request  
By a Current Student

Page 1 of 1

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Students during the MARP year, may request changes of advisors if extenuating circumstances are hindering the student's progress, such as illness of an advisor, prolonged absence of the advisor from the U.S.A., inability of an advisor to counsel with a student because of a change of address or status of employment, or any other reason accepted as valid.

Students desiring a change of advisor should notify the Director of the Center for Higher Education in writing.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*J. M. Barton*

*A. E. Mal*

## POLICIES AND PROCEDURES

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Category: MARP

Number: 9:04

Subject: Submission of the  
MARP Proposal

Page 1 of 1

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The student should follow the procedure stated below when submitting the MARP Proposal to the Center for Higher Education.

One copy (not the original) of the MARP Proposal and the signature page, containing the signatures of the MARP advisor and the local committee member, should be submitted to the Center for Higher Education at Nova University.

When the MARP Proposal has been approved by the central staff committee member, it is placed in the student's folder in the Center for Higher Education. At this time, the first grade report is mailed to the student indicating seven semester hours credit.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*J. M. Barton*  
*R. E. Maden*

## POLICIES AND PROCEDURES

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Category: MARP

Number: 9.05

Subject: Submission of the MARP

Page 1 of 1

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The student should follow the procedure stated below when submitting the MARP to the Center for Higher Education.

One copy (not the original) of the MARP and the signature page, containing the signatures of the MARP advisor and the local committee member, should be submitted to the Center for Higher Education at Nova University.

When the MARP has been approved by the central staff committee member, the student is notified by mail. The copy of the MARP is retained at Nova and reproduced on microfiche. The student needs to send \$25.00\* to cover the reproduction cost. A copy of the microfiche is sent to the student.

\*Effective 7/1/84

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Effective: 9/1/79  
Revised 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*pm Bartow*  
*H. E. M. a. L.*

## **POLICIES AND PROCEDURES**

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Category: Individualized Evaluation

Number: 10.01

Subject: Submission of the Individualized  
Evaluation

Page 1 of 1

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Doctoral program students should submit to Nova Central an Individualized Evaluation as soon as all practicums have been completed.

The Individualized Evaluation should reflect statements on each practicum as to who or what influenced the student's decision to study that particular problem (supervisor, peer, national lecturer, member of Nova Central staff, etc.). Also, it should include any unusual aspects that were encountered in completing the study.

Each participant should feel free to offer any comments regarding the program.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*J. M. Barton*  
*H. E. M. L.*



## **POLICIES AND PROCEDURES**

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Category: Information Retrieval Services      Number: 11.01

Subject: Comprehensive Searches      Page 1 of 1

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Comprehensive bibliographic computer searches are done on demand for all program students and graduates. The cost is \$20.00 for a one-database search (100 citations maximum). Multi-database searches cost \$20.00 for the first database plus \$10.00 for each additional database (100 citations per database maximum). Computer search requests are made via the "Computer Search Request Form." The cost of the computer search must be paid by the student (in which case prepayment must accompany the request) or by the cluster (in which case the cluster coordinator must sign the request form).

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Effective: 9/1/79  
Revised 9/1/83

Approved: Elizabeth A. Blinn

Approved: H. E. Mad

## **POLICIES AND PROCEDURES**

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Category: Information Retrieval Services      Number: 11.02

Subject: Microfiche Delivery      Page 1 of 1

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Microfiche copies of ERIC documents and selected Nova material are available to any student or graduate upon request. Requests may be made via the Microfiche Order Form. There is no charge for this service, and users may keep all the documents they receive. A maximum of fifteen ERIC microfiche may be ordered per computer search.

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Effective: 9/1/79  
Revised 9/1/83

Approved: Elizabeth A. Polina

Approved: H. E. Mal

## **POLICIES AND PROCEDURES**

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Category: Attendance

Number: 12.01

Subject: Attendance Policy  
Seminars and Courses

Page 1 of 1

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Attendance at all sessions of each seminar is required for all Doctoral students expecting to receive credit. Any exception must be based on an emergency and an agreement between the students and the national lecturer. In no case, however, can a student receive credit for a seminar if more than one seminar meeting is missed.

Attendance at all sessions of each course is required for all Educational Specialist and Master's program students expecting to receive credit. Any exception must be based on an emergency and on an agreement between the student and the instructor. In no case, however, can a student receive credit for a course if more than three sessions are missed.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*J. M. Barton*  
*D. E. Mark*

