MORGRIDGE COLLEGE OF EDUCATION POLICY AND PROCEDURES
http://bulletin.du.edu/graduate/gradpolicy/#text

Vision Statement

The Morgridge College of Education will be a global leader in innovative and effective approaches for promoting learning throughout the lifespan. Transcending traditional ideas about education and schooling, we will embrace a new, comprehensive vision of learning as a lifelong activity that involves the whole person and can occur through a variety of methods, anywhere and at any time. We will promote educational change and social equity and will provide leadership for the improvement of education, mental health and information services and systems.

Academic Policies

All college and program policies which are considered the minimum requirements for all members of the university community are administered under the University of Denver’s DU Graduate Bulletin. The University of Denver reserves the right to make changes in the regulations, rules, fees or other aspects of the policy manual without advance notice. This handbook provides additional policy and procedure information specifically affecting Morgridge College of Education (MCE) students and may be more stringent than the policies outlined in the Graduate Bulletin.

University of Denver Honor Code (MCE Adoption)

All members of the university community are expected to assume the responsibility of observing certain ethical goals and values as they relate to academic integrity. Essential to the fundamental purpose of the University is the commitment to the principles of truth and honesty. This Honor Code is designed so that responsibility for upholding these principles lies with the individual as well as the entire community.

The purpose of the Honor Code is to foster and advance an environment of ethical conduct in the academic community of the University, the foundation of which includes the pursuit of academic honesty and integrity. Through an atmosphere of mutual respect, we enhance the value of our education and bring forth a higher standard of academic excellence. No member of the University community, including students, faculty, staff, and administrators, shall act in any way that could reasonably be construed as an intentional misrepresentation or deception in academic or professional matters.

All students have the right to continue their education free from the threat of harassment, abuse, retribution, and/or violence. The University may take whatever measures it deems necessary in order to protect the safety, security, and/or integrity of a complainant, the University, and/or any member(s) of its community. Such measures include, but are not limited to, involuntary removal from a course, program, activity, or the campus pending a hearing, modifications to living arrangements, and/or reporting incidents to law enforcement.
enforcement or other non-University agencies. The Director of the Student Conduct, in consultation with the appropriate faculty and/or administrators, shall be empowered to impose any interim restriction.

The University also recognizes its obligation to students who have been charged with but not found responsible for misconduct. Therefore, no interim action shall unduly interfere with a respondent’s academic progress short of that deemed necessary to protect the University, any member(s) of its community, and/or its mission. See the full text of the Honor Code as it relates to students.

**Degree Planning**

*Orientation*
Students are strongly encouraged to attend the MCE orientation at the beginning of their first quarter. At this event students will have an opportunity to meet program faculty and staff, as well as members of other MCE programs. The event is designed to provide an opportunity to learn about a variety of college and university support systems, as well as provide an overview of the student’s specific program content and requirements.

*Advising*
Students are assigned academic advisors upon enrollment in the program. Students are instructed to contact faculty advisors directly to schedule appointments and create coursework plans. Academic advisors will provide clarification of the policies and procedures that are college-wide in their applicability.

*Course Descriptions*
The DU Course Catalog contains the official, current course descriptions. Select a term, and then select your program.

*The Coursework Plan*
During the first quarter of study students will develop, with the assistance of their advisor, a plan of study consistent with program requirements to ensure that the student understands the sequence of required courses. The signed coursework plan of study and any transfer or waiver request forms will be submitted to the department Academic Services Associate (ASA) for processing. It is recommended that a copy be retained by both the student and advisor.

Certificate students will submit the initial completed and signed coursework plan no later than the end of the first quarter of enrollment; degree seeking students will submit the course plan within the first 15 credits of enrollment. Sample course work plans appear within this handbook.

Although the initial quarters of enrollment may consist of required courses, students will also confer with the advisor to select electives when appropriate. Course work plans can be amended when deemed necessary by the student and advisor. To ensure that approved
changes are honored at the time of degree evaluation, a revised, fully signed and dated coursework plan must be submitted to the department Academic Services Associate (ASA). This document will replace the original plan.

Transfer of Credit
Degree seeking MCE students may request to transfer a limited number of credits that have not already been counted toward a previous or concurrent degree. Transfer credit toward a 45 credit hour Master’s degree is generally limited to 10 quarter hours. Transfer credit toward a 90 credit Doctoral degree is limited to 15 quarter hours. Refer to specific criteria in the DU Graduate Bulletin.

Transfer credit requests must be approved during the first quarter of attendance as a degree-seeking student. The student, with the support of the advisor, will initiate a request to transfer-in credits by completing the Transfer of Credit Request including obtaining the signatures of both the faculty advisor and the department chair.

Waiver or Substitution of Courses
If the advisor and student determine that the student has previously completed course work required for the degree, the student may request a waiver or substitution by completing the Graduate Course Substitution or Waiver Approval form. Under no circumstance will the waiver or substitution of a course(s) reduce the number of credits required for the degree. Substitutions must be clearly indicated on the signed course work plan.

Non-MCE Courses
Degree-seeking students in the MCE are sometimes advised to take classes in other units on campus to complement the course work completed within the college. Please note that courses taken at University College or Colorado Women’s College will not be counted as part of the degree unless the course approved by the advisor has been certified to be one level above the student’s degree, and has been approved in writing by the MCE Associate Dean. Written approval, signed by both the advisor and the associate dean must be obtained prior to taking the course, and submitted with a revised coursework plan to the department Academic Services Associate.

MCE Grading Scale (Approved February 2013)

Grades submitted by instructors at the end of the term are final and are not subject to change by reason of revision of judgment on the part of the instructor. Grades cannot be changed on the basis of second trial, such as a new examination or additional work undertaken or completed after the original grade has been submitted.

Any student whose overall grade point average falls below a 3.0 will be placed on academic probation. Upon program notification, the student must meet with the advisor to develop a plan of improvement. After three (3) consecutive quarters of deficit, the student may be recommended for termination from the program.
A  4.0 = 93-100
A- 3.7 = 90-92
B+ 3.3 = 87-89
B   3.0 = 83-86
B- 2.7 = 80-82
C+ 2.3 = 77-79
C   2.0 = 73-76
C- 1.7 = 70-72
D+ 1.3 = 67-69
D   1.0 = 63-66
D- 0.7 = 60-62
F   0.0 = 59 & below

_Time to Degree_

The MCE faculty is committed to working closely with students to facilitate their academic progress. As part of this process, advisors regularly review all students’ work to assess their progress toward the degree. Assessment is based on a review of coursework, independent work, and other relevant criteria such as demonstrated competence in writing and critical thinking. In addition, in order for students’ knowledge to be current, and to pursue research on timely problems that will advance the field, it is expected that all students will make steady progress toward completion of degree requirements.

MCE students are expected to complete degree requirements within the following number of years of beginning their programs, as measured by the matriculation into the degree program:

- Certificate students – three years
- Master’s candidates – five years
- PhD and EdD candidates – seven years

Failure to complete the degree within the established time limits will result in termination unless the student successfully petitions for a time extension to the Associate Provost for Graduate Studies. The student initiates the petition via PioneerWeb and must be supported by the advisor in order to be considered. If the petition is not approved, the student will be terminated from the program. Students may petition for an extension of time for a minimum of one quarter and up to a maximum of one year per request. If, the one-year time extension has expired and the degree work has not been completed, students should discuss with their advisor the feasibility of submitting a petition for an additional time extension. Please note that additional time extensions are rarely granted and only when strongly supported by the faculty advisor and the associate dean if the student has made a strong case for extenuating circumstances, along with a clear timeline plan for degree completion.

Petition procedures and instructions are detailed in the _DU Graduate Bulletin_.

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Graduation

Completing a degree in the Morgridge College of Education (MCE) deserves celebration; the university and the MCE applaud your hard work and great accomplishment.

In order for the degree to be conferred (appear on the transcript), students must apply to graduate. The application must be submitted at least two quarters prior to the intended date of graduation. Failure to file the application on time will automatically delay the date of graduation to a subsequent quarter.

Enrollment Requirements

Degree-seeking students must be in active status and enrolled for consecutive terms, fall through spring and summer for specific programs (e.g., TEP, ELPS). Enrollment may consist of registration for courses, thesis credits, or dissertation credits.

Student Status

Unless a student is on an official leave of absence, a student’s status is rendered inactive after one quarter of non-enrollment. Inactive students will not be able to register for courses and will need to contact the Office of Graduate Studies (gststu@du.edu) to request a reactivation form. The inactive student is responsible for any continuous enrollment fees owed for previous quarters. Complete information regarding leaves of absence is found in the DU Graduate Bulletin. The Application for Personal Leave form for Graduate Students must be completed for each quarter (except summer) that the student plans to remain unregistered.

Provisional Admission Status

Students who are admitted with some deficiency in undergraduate training, incomplete credentials, or low GPA are admitted with provisions. The student status of individuals admitted with provisions will be changed to regular status as soon as the conditions governing this type of admission have been met. In general, provision related to incomplete credentials must be satisfied no later than the sixth week of the first quarter of enrollment. Provisions related to deficiencies in undergraduate training or low GPA must be met within the first quarter of enrollment. Students will refer to their letter of offer of admission for specific provisions and the completion timeframe set by the MCE. Unmet admission provisions will result in a registration hold. Provisional admission status is monitored by the Office of Graduate Studies.

Doctoral Research (Dissertation) Registration Requirement

MCE doctoral students who have finished all required course work and passed the comprehensive examination will register for a minimum of one dissertation (PhD) or doctoral research (EdD) credit for consecutive terms fall through spring, until the minimum number of research credits has been completed or until the student graduates. PhD programs in the
MCE require a minimum of ten (10) dissertation credits, but student progress toward the
degree may require that students register for additional credits to maintain degree candidacy.

With advisor approval, doctoral students may register for up to 5 dissertation credits required
by the program prior to the completion of all coursework and comprehensive exams.
Dissertation credit, as with any credit, will not be refunded if the student does not successfully
complete his/her dissertation, other required courses, or qualifying or comprehensive exams.

Continuous Enrollment (CE)
The University of Denver continuous enrollment process enables students who are working on a
dissertation, thesis, or research paper/capstone to continue to qualify for Federal Financial Aid,
among other benefits.
Registration for continuous enrollment credit may accompany registration for doctoral research
credit, but under no circumstances does it replace the requirement for quarterly registration in
dissertation or doctoral research credit. Students who do not comply with this policy will be
required to pay any tuition and fees related to research credit missed in previous quarters. The
department reserves the right to require that additional conditions be met before granting
approval of this request if the student is not demonstrating progress towards the degree.
Complete DU CE guidelines and procedures are found in the DU Graduate Bulletin.

- CE requires annual approval by the student’s faculty advisor and/or the Associate
  Dean, and the Associate Provost for Graduate Studies. Students are responsible for
  registering for CE each quarter by the appropriate registration deadlines. Interested
  students must request approval each fall by submitting the Continuous Enrollment
  Approval form to the advisor.
- CE is designed primarily for students who are working on a thesis, dissertation, or
  research paper/capstone, and for doctoral students who are preparing for the
  comprehensive exam.
- Students enrolled in the dual undergraduate-graduate program who have earned the
  baccalaureate degree and have completed all required graduate coursework and are
  working on a thesis are eligible for graduate CE.
- CE is not to be used for students who are only engaged in required internships and
  practicums. Students should register for internship and practicum courses through their
  department.
- Students should be enrolled in CE by the end of the 100% reimbursement/drop-add
  period to be eligible for the university health insurance and health fee, plus loan
  deferment. Students who do not enroll prior to the first day of classes of a given quarter
  will be charged late registration fees as determined by the Registrar.
- CE enables students to maintain active status with the University and access to
  university resources including library, email, lab access, participation in the University of
  Denver Student Health Insurance Plan and Health & Counseling fee services, and part-
time student rates at the Coors Fitness Center. Students who are appointed University
  of Denver employees must pay the Coors Fitness Center faculty/staff rate.
• CE is not to be used for enrollment purposes while making up an incomplete grade. An exception is if all other coursework is completed and the student is working on the thesis, dissertation or research paper/capstone while completing the work required for the incomplete grade. It is the responsibility of the student and graduate college, school, or department to make this determination prior to approving eligibility for CE credit.

**Professionalism in the MCE**

The MCE prepares students for professions which require a deep knowledge of content and pedagogy, as well as a commitment to mutual wellbeing. Therefore, the Morgridge College of Education expects all students, staff and faculty members to act in a professional manner in all interactions and communications (email, phone, and face-to-face) throughout the program and in every program-related setting: classes, schools sites, community settings, in-services, and program meetings. The following behaviors will never be tolerated in any of these settings and any evidence of the display of such may lead to probation or immediate dismissal from the program, please refer to the [DU Graduate Bulletin]:

1. Verbal or personal attacks including: bullying, belittling, mocking, or ridicule.
2. Discriminatory, derogatory, or inflammatory language intended to demean and dehumanize.
3. Disrespect of any student, teacher, faculty member, administrator, parent, or other person at the partnership sites.

**Student Responsibilities**

In addition to following the University of Denver Honor Code and maintaining the professional ethical standards of our field, students are expected to take responsibility for their success in the program. The faculty is responsible for supporting all students’ efforts in achieving success, but, ultimately, success is the student’s responsibility. Students are responsible for keeping all official university records up to date, meeting deadlines for filing any document needing faculty, program, college, or university approval, being prepared for advising meetings and classes, fulfilling the obligations of all coursework, and behaving responsibly and courteously in interactions with fellow students, faculty, staff, and professionals in the field. If circumstances create a situation which may make it difficult for a student to meet program obligations, including class work, the student must let the instructor and/or advisor know of these difficulties as soon as possible.

**Reasons for Probation and Dismissal**

Students who do not adhere to University/MCE/program policies may be placed on probation and may be dismissed from the program. While such instances are rare, should they occur, students will be contacted by their advisor and informed *specifically and in writing* of issues and concerns with regard to academic progress or attendance, interpersonal or practice effectiveness, safety concerns, and/or ethical violations. *Students will be asked to respond to*
these concerns personally and in writing. Decisions regarding probation or dismissal will be made by the Department Chair and the appropriate faculty in consultation with the MCE Associate Dean. All pertinent information regarding the basis for such decisions will be disclosed to the student in a timely manner. For more information, please see Procedures for Academic Grievances and Appeals. Note that, for the Morgridge College of Education, the third level of the appeal process will be submitted to the Associate Dean (instead of the Dean).

Violation of the DU Honor Code: All members of the university community are expected to assume the responsibility of observing certain ethical goals and values as they relate to academic integrity.

Lack of Academic Progress: It is expected that students make reasonable and consistent progress toward their degree. Students who are not making reasonable and consistent progress toward their degree may be put on academic probation and/or dismissed from the program.

Cheating: Most students understand that copying another student's answers on a test, copying another student's paper, stealing copies of a test, using forbidden material on a closed book test, etc., are included in the typical definition of academic dishonesty. Again, as students you should know such behavior is unacceptable and, according to the DU Honor Code, are grounds for placing a student on probation or dismissing them from the University. In a number of program courses we promote an atmosphere of student cooperation and collaboration. As a result, students are often encouraged to work together on projects or to prepare for tests. Students are expected to be the sole author of their work (unless otherwise indicated by an instructor per assignment expectations). In addition, any work being submitted must be new and specific to that assignment; that is, a student may not turn in an assignment that was previously turned in for another class. A student wishing to draw on previous work or integrate outside work of their own must obtain instructor permission; failure to do so shall be considered a violation of the University Honor Code.

Plagiarism: It is unacceptable in academic settings to use other people's ideas or data without giving them credit. This is called plagiarism and is considered unethical according to the APA (2002) Code of Ethics. As a result, the Program faculty wants to clarify that it is similarly unacceptable in our Program to "borrow" another student, author, and publisher's work without giving credit. Using papers written by others, or parts of papers, materials, and handing it in as your own work is clearly unethical. Students should not copy something written or published by others.

Please see the DU Graduate Bulletin for further information.
Dissertation, Doctoral Research Project, Master’s Thesis Plagiarism Prevention Policy

Approved by MCE Faculty Governance on September 9, 2014

The University of Denver has a very clear policy regarding plagiarism. Plagiarism, as a concept, can be somewhat confusing for students. In an effort to increase clarity regarding the definition and operational implications of plagiarism as well as to protect the individual students as well as the Morgridge College of Education we have instituted a policy related to culminating written projects, which include dissertations, doctoral research projects (EdD students only), and master’s theses.

Prior to submission for review students will be responsible for using the Turnitin, which is a plagiarism-prevention service, to check the document for plagiarism. The process will be as follows:

1. The student completes the project.
2. The student’s advisor will enroll the student in the MCE course called “MCE Turnitin.”
3. The student will log on to Canvas, click on the Assignments tab and follow the step by step directions to produce an Originality Report.
4. Turnitin produces the report. The report is available by clicking on the Grades tab.
5. The student reviews the report, making any necessary changes to the document.
6. It is then the advisor’s and student’s shared responsibility to ensure that needed changes are made.
7. The student should then produce a second Originality Report that the advisor reviews and discusses with the student, pointing out any needed changes to the student’s text.
8. The advisor and student should both retain a copy of the Originality Report until the student graduates from his/her degree program. The advisor is responsible for deleting the student, the report, and the student’s work from the Canvas “MCE Turnitin” class.

This process will be used by every student. Students are still expected to be arbiters of their own honesty. This process does not shift the onus of responsibility in any way to the faculty, rather it is another step in attempting to reduce and avoid plagiarism.

Video- and Audio-Taping Policy

The MCE partners with many K-12 schools to support students in the completion of internship and/or practicum requirements. While in these schools, it is not uncommon for MCE students to record their interactions with students and use the recordings as a tool for improving their teaching practice. Before conducting any recording, students will consult with the host school administration regarding the school/district regulations.

APA Requirement

The MCE requires that students use the American Psychological Association (currently in its 6th edition) guidelines when writing research papers. The APA guidelines set forth rules that ensure
clear and consistent presentation of written material. Editorial style concerns uniform use of such elements as:

- punctuation and abbreviations
- construction of tables
- selection of headings
- citation of references
- presentation of statistics
- many other elements that are a part of every manuscript.

Note: Students conducting arts-based research who want to diverge from the APA style guide should speak with their advisors.

It is highly recommended that all students purchase *The Publication Manual of the American Psychological Association* to ensure that papers submitted conform to APA guidelines. The [DU bookstore](http://www.apastyle.org/pubmanual.html) carries the APA Manual, and additional information is available online.
Katherine A. Ruffatto Hall Operational Procedures

Room Scheduling Guidelines
To book a room for your oral defense or MCE-related meeting, see this web page for directions: http://morgridge.du.edu/schedule-events/

Computer Lab Support
- Printing and scanning assistance, including trouble-shooting
- Student ID cards are loaded with a $50 printing allowance each quarter. DUNet printers available for use are located in the computer lab and in the turret room behind the student locker bank (KRH 206).
- The technology team will be responsible for replacing paper, toner cartridges, paper jams, staples and addressing minor hardware/software questions.
- Problematic print jobs should be presented to the technology team for coordination with UTS.
- Computer lab hours of operation can be found here: http://morgridge.du.edu/technical-support/
- For all other issues, please contact a member of the Technology Team at MCE.Support@du.edu or in KRH 212.

Student Technology Support
All student computer technical support issues are currently handled by UTS. UTS can be reached at 303-871-4700 or by visiting the UTS helpdesk in the Anderson Academic Commons.

Equipment Checkout
For information on technical equipment checkout, such as laptops and web cameras, please visit this web page, under the TECH FAQ tab: http://morgridge.du.edu/technical-support/

NOTE: Policies are constantly revised and improved and it is the student’s responsibility to keep up with such changes.