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CATALOGUE ISSUE

2009-2010

College Communications Directory

LaGrange College
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LaGrange, Georgia 30240-2999
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A complete directory of faculty and staff telephone numbers, fax numbers, and e-mail addresses is available on the College web site.

The Area Code of 706 is required when dialing.

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LaGrange College admits qualified students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

LaGrange College Graduate Bulletin, Volume XV, Number 1

President: Dr. Dan K. McAlexander

Editor: Dr. Sharon M. Livingston

LaGrange College Graduate Bulletin, the official publication of LaGrange College for current and future students, is published annually. Correspondence should be directed to the Office of the Academic Dean, LaGrange College, 601 Broad Street, LaGrange, GA 30240-2999. E-mail correspondence to slivingston@lagrange.edu or fax to (706) 880-8358.

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2009 – 2010 Graduate Education ACADEMIC CALENDAR

Summer I Term 2009

June 2009

- 1 • Summer I Classes Begin
- 4 • End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 8 & 9 • Content Diagnostic Examinations
- 26 • Summer I Classes End

Summer II Term 2009

June/July 2009

- 29 • Summer II Classes Begin
- 2 • End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 3 • Holiday - College Closed
- TBA • Certification of Teacher Candidates
- 17 • Summer II Classes End

Fall Semester (63 Class Days)

August / September 2009

- 31 • Registration for New and Returning Day Students not prepaid. Advisors available.
- 2 • All Classes Begin
- 2 • Internship II Begins

Fall Semester (63 Class Days)

September 2009

- 7 • Labor Day—College Closed
- 8 • Internship I Begins
- 9 • End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.

October 2009

- 15-16 • Fall Break—No Classes
- 19 • Mid-Term
- 21 • Last Day to Withdrawal with an Automatic “W”

November 2009

- 1 • Daylight Savings Time Ends
- 2-6 • Student completing degree requirements by end of Fall, Jan, or Spring terms should file petitions for graduation with the Registrar. Advisors available.
- 24 • Last Day of Classes before Thanksgiving Break
- 25-27 • Thanksgiving Break—No Classes
- 26-27 • Administrative Offices Closed
- 30 • Classes Resume after Thanksgiving Break
- 30 • Celebrate the Servant Week Begins

December 2009

- 1 • Last day of Internship I
- 3 • Last day of Internship II
- 7 • Last Day of Fall Term Classes

December 2009

- 8-12 • Final Exams
- 12 • Begin term break at 5:00 p.m.
- 18 • Grades Due
- 24-28 • Holiday for Administration and Staff—College Closed
- 29 • Administrative Offices Open

Interim Term (17 Class Days)**January 2010**

- 1 • New Year's Holiday—College Closed
- 4 • First Day of Classes
- 5 • End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- 13 • Mid-Term
- 13 • Last Day to Withdrawal with an Automatic "W"
- 18 • Martin Luther King, Jr. Day—College Closed
- 27 • Last Day of Classes

Spring Semester (63 Class Days)**February 2010**

- 1 • Classes Begin
- 1 • Internship II Begins
- 2 • Internship I Begins
- 3 • Interim Term Grades Due
- 5 • End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.

February 2010

- 20 • Make-up for snow, if necessary, for Day and Evening

March / April 2010

- 14 • Daylight Savings Time Begins
- 15 • Mid-Term
- 17 • Last day to withdrawal with an automatic "W"
- 29-2 • Student completing degree requirements in Summer or Fall should file petitions for graduation with the Registrar. Advisors available.

April 2010

- 2 • Good Friday—College Closed at Noon
- 5-9 • Spring Break—No Classes
- 29 • Last Day of Internship I

May 2010

- 3 • Last Day of Internship II
- 5 • Last Day of Classes
- 6 • National Day of Prayer
- 7-12 • Final Exams

GRADES DUE FOR GRADUATES BY 12:00 P.M. ON MAY 13

- 14 • Graduation rehearsal—faculty marshals and student marshals attend.
- 14 • Graduate brunch—faculty and staff are invited
- 14 • Baccalaureate Reception with the President
- 14 • Baccalaureate at First United Methodist Church

May 2010

- 14 • Grades for those not graduating due at 5:00 p.m.
- 15 • Graduation on Residential Quadrangle
- 31 • Memorial Day Holiday - College Closed

Summer I Term 2010**June 2010**

- 7 • Summer I Classes Begin
- 8 • End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- TBA • Content Diagnostic Examinations
- July 2 • Summer I Classes End

Summer II Term 2010**July 2010**

- 6 • Summer II Classes Begin
- 7 • End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.
- TBA • Certification of Teacher Candidates
- 26 • Summer II Classes End

ABOUT LAGRANGE COLLEGE

General Information

The *LaGrange College Graduate Bulletin* is subordinate to the *LaGrange College Bulletin*. All policies not specifically addressed in this *Graduate Bulletin* are detailed in the *LaGrange College Bulletin*. This *Graduate Bulletin* details policies, procedures, degrees, and courses that are unique to the graduate program. Inquiries regarding policies not covered should be addressed to the Vice President for Academic Affairs and Dean.

The College reserves the right to make modifications in the degree requirements, courses, schedules, calendar, regulations, fees, and other changes deemed necessary or conducive to the efficient operation of the College. Such changes become effective as announced by the proper College authorities.

Mission

LaGrange College is called through The United Methodist Church to challenge the minds and inspire the souls of students by improving their creative, critical, and communicative abilities in a caring and ethical community.

LaGrange College, established in 1831, is owned by the North Georgia Conference of The United Methodist Church. LaGrange College is proud of this relationship and believes that its mission is an extension of the work of The United Methodist Church. LaGrange College is committed to the free, uninhibited pursuit of truth. Academic freedom and free expression of faculty and students are integral to the LaGrange College ethos. LaGrange College is committed to challenging the minds and inspiring the souls of students by improving their creative, critical and communicative abilities. Faculty recognize the part they play in a student's development by serving as mentors and role models. The total LaGrange College program -- curricular and co-curricular -- is designed to challenge and support students as they deal with fundamental issues of self, world, and God.

The principal curricular methods by which the College assists students in the improving of their creative, critical, and communicative abilities is an interdisciplinary, technologically sophisticated liberal arts program (A.A., B.A., B.S., B.M.), professional programs in business (B.S., B.A.), nursing (B.S.N.) and education (B.A., M.Ed., M.A.T.). The principal co-curricular means is through a comprehensive program of student life and athletics. LaGrange College strives to be a caring and ethical community. The hallmark of the LaGrange College community is the quest for civility, diversity, service, and excellence. *Adopted by Faculty, Administration, and Board of Trustees, 1997; reaffirmed by the Board of Trustees on October 20, 2000.*

Accreditation

LaGrange College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the degrees of Associate of Arts, Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Business Administration, Bachelor of Science in Nursing, Master of Education, Master of Arts in Teaching, and the Master of Arts in Organizational Leadership. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of LaGrange College.

LaGrange College is also approved by the United Methodist University Senate. It has membership in the National Association of Independent Colleges and Universities and the Georgia Foundation for Independent Colleges.

LaGrange College's teacher education undergraduate and graduate programs are accredited by the Georgia Professional Standards Commission to recommend candidates for certification in the areas of early childhood, middle grades, or secondary education.

FINANCIAL INFORMATION

Payment of Charges

All charges for the semester are due and payable at the beginning of the term, and each candidate is expected to make satisfactory arrangements at that time.

Candidates who pre-register and pay in advance of the deadline each semester are not required to attend final registration. Invoices not paid by the due date will be assessed a Late Payment Fee as enumerated below.

The College offers a deferred payment option that allows candidates to make monthly payments to cover educational costs. Interest will be assessed to candidates utilizing this option.

Expenses

- 1. **Admission**
 - Application for admission (non-refundable) 30.00

- 2. **Tuition**
 - Graduate (M.Ed. and M.A.T.) education courses
 - per credit hour 860.00

- 3. **Fees — Miscellaneous**
 - Late Payment Fee 50.00
 - Personal checks failing to clear 25.00
 - Student Identification Card replacement fee 15.00
 - Parking Permit..... 15.00

- 4. **Subscription Fee**

A one-time \$100 subscription fee is assessed in either EDUC 6100 or EDUC 5020,21,22 and 23 to cover the cost of the TK20 software use for assessment, portfolio development, and data collection.

Refund Policy

No refund of any nature will be made to any candidate who is suspended or dismissed for disciplinary reasons.

No refund will be made for individual courses dropped after the end of the drop/add period as established by the school calendar.

Refunds will be processed within thirty (30) days of notification of a Complete Withdrawal. A candidate withdrawing from the College must submit a **Complete Withdrawal Form**, which may be obtained through the Registrar's Office. A Complete Withdrawal date is defined by:

- the earlier of date candidate began school's withdrawal process or date candidate otherwise provided "official" notice; or
- if candidate did not notify school, the midpoint in the term; or the date of candidate's last attendance at documented academically-related activity; or
- if candidate did not notify due to circumstances beyond candidate's control, date related to that circumstance.

The candidate should also consult the Financial Aid Office and the Business Office to determine the financial consequences of a Complete Withdrawal.

The U.S. Department of Education requires all unearned Title IV funds to be returned to the program from which such aid was awarded. The College will credit the candidate's account for all unearned institutional charges. The U.S. Department of Education defines institutional charges as "all charges for tuition, fees, room and board, and expenses for required course materials, if the candidate does not have a real and reasonable opportunity to purchase the required course materials from any place but the school."

In the event of a Complete Withdrawal, refunds of institutional charges will be calculated using the number of days attended. The College will calculate the dollar amount of federal grant and loan funds the candidate has earned during the term by dividing the number of days a candidate actually completed by the total number of days within the term (excluding breaks of five days or more). The resulting percentage is then multiplied by the amount of federal funds that were applied to the candidate's account. This is the amount of Title IV funding the candidate actually earned. The remainder is returned to the originating program. If the resulting percentage exceeds 60 percent, the candidate would be entitled to 100 percent of the federal funds. Refunds of tuition will be applied to the candidate's account in the same manner as the return of federal funds. After the candidate has completed 60 percent of the term, there will be no refund of institutional charges.

In certain cases, these refund requirements may leave an indebtedness on the candidate's account. This may also require the candidate to reimburse the U.S. Department of Education for some or all of the applicable Federal Pell and SEOG funds. It is, therefore, imperative that the candidates fully discuss the ramifications of a Complete Withdrawal with the Financial Aid Office prior to making a final decision.

A candidate will not receive a refund until all financial aid programs have been reimbursed. Refunds will be returned in the order indicated below:

- Unsubsidized Federal Stafford Loan Program
- Subsidized Federal Stafford Loan Program
- Federal Perkins Loan Program
- Federal PLUS Program
- Federal Pell Grant Program
- Academic Competitiveness Grant Program
- National SMART Grant Program
- Federal SEOG Program
- TEACH Grant Program
- Other Title IV Programs
- Other State, private, or institutional assistance programs
- Candidate

Credit Balances

Candidates who have a credit balance on their account may obtain a credit balance refund within fourteen (14) calendar days whichever is the latest of:

- the date the balance occurs;
- the first day of classes of a payment period or enrollment period, as applicable; or
- the date the candidate rescinds authorization given the school to hold the funds.

Candidates must certify they are enrolled and regularly attending class at the time they receive the refund.

Federal Tax Credits

The Tax Reform Act of 1997 provided two tax credits for higher education. The “Hope Scholarship Credit” provides up to a \$1,800 tax credit for the first two years of postsecondary education in a program that leads to a degree, certificate, or other recognized educational credential. The candidate must be enrolled at least halftime. Qualified expenses are for tuition and fees and do not include room, board, books, insurance, and other similar expenses.

The “Lifetime Learning Credit” provides up to a \$2,000 per year tax credit per family after the first two years of higher education. These tax credits are phased out as the modified adjusted gross income exceeds certain limits. Please check with your tax advisor regarding these limits. For additional information about these credits, please consult the Business Office or your tax preparer.

Miscellaneous

- Depending upon individual requirements, a candidate may expect to spend \$1,000 per year on books. Bookstore charges for the fall term are normally higher than for the spring term.
- All candidates must present the College with proof of health insurance at the time of Registration and complete a Waiver Form including provider name and policy number. If the candidate does not have insurance, the College will assess the candidate for limited coverage group sickness and accident insurance coverage.
- Official transcripts and diplomas are withheld for any candidate who has a financial obligation owed to the College.

FINANCIAL AID

Philosophy

LaGrange College believes that the candidate should contribute to the educational expenses of attending a college or university to the extent of their ability. The Financial Aid Office is available to assist candidates in meeting the difference between the cost of education at LaGrange College and what the candidate can contribute. The Financial Aid Office at LaGrange College attempts to defray the cost of education from all available Federal, State, and institutional sources. The candidate should be prepared to assume a measure of responsibility in meeting educational expenses through self-help financial aid sources such as candidate loans.

General Information

Candidates seeking financial assistance must complete a federal need analysis form, the Free Application for Federal Student Aid (FAFSA). The FAFSA collects student and spousal, if applicable, income and asset information needed to determine eligibility for financial aid. This information is used in a federal need analysis formula to determine the Expected Family Contribution (EFC).

The Financial Aid Office establishes a Cost of Attendance Budget each year. A Cost of Attendance Budget includes tuition, fees, room, board, books and supplies, and living expenses. Other components of the Cost of Attendance, which is applied on an individual basis, are childcare expenses, study abroad, and the purchase of a computer. These items may require documentation from the candidate. Below is the Cost of Attendance for the 2009-2010 academic year.

Master of Education	\$24,465
Master of Arts in Teaching	\$34,785

The Expected Family Contribution (EFC) is deducted from the Cost of Attendance at LaGrange College to determine whether a need for financial assistance exists. If the candidate's EFC is less than the Cost of Attendance, a financial need is established. The Financial Aid Office attempts to meet the demonstrated financial need of applicants from federal, state, and institutional sources.

Financial Aid Application Procedures

Applicants for financial aid must:

- Apply and be accepted as a regular degree-seeking candidate in an eligible program at LaGrange College. ***Candidates conditionally accepted into a master's program are not eligible for financial assistance until all admission requirements are met for entry into their chosen program. This includes submission of GRE or GACE test scores.***
- Complete and submit a Free Application for Federal Student Aid (FAFSA) annually.
- Submit all required documents for verification, if selected.

Verification

Verification is the process of evaluating the accuracy of financial information provided on the Free Application for Federal Student Aid. The U.S. Department of Education randomly selects approximately 30% of all financial aid applications for verification. The Financial Aid Office may select additional applications for verification if conflicting or incomplete information exists. A financial aid award cannot be provided until the verification process is completed.

Candidates selected for verification will be asked to verify, at a minimum, the following: adjusted gross income, federal income tax paid, earned income credit, family size, number of family members in college, and untaxed income. Most candidates will be asked to complete a verification worksheet and provide copies of applicable federal tax returns. If discrepancies are found during verification, the Financial Aid Office will transmit the corrected information to the Central Processor. The results are usually received within seven days. Once the corrected financial aid information is received and provided all other eligibility requirements are met, an official financial aid award letter will be mailed.

Financial Aid Eligibility Requirements

In general, to be eligible for financial assistance, the applicant must:

- Be a U.S. Citizen or permanent resident alien of the United States;
- Be admitted or currently enrolled in an approved degree-seeking or teacher certification program;
- Be making Satisfactory Academic Progress towards the completion of their degree program;
- Not be in default on any federal educational loan or have made satisfactory arrangements to repay the loan;
- Not owe a refund on a federal or state grant;
- Not have borrowed in excess of federal loan limits;
- Be registered with Selective Service, if required.

Candidate Financial Aid Rights and Responsibilities

Candidates have the right to know:

- The procedures for applying for financial assistance and eligibility requirements;
- Financial aid resources available and eligibility requirements;
- Refunds and Repayment Policy in the event of complete withdrawal from school;
- Cost of Attendance at LaGrange College;
- Deadlines for applying for financial aid;
- When and how your financial aid award will be disbursed;
- Your loan indebtedness and estimated monthly payments;
- Academic Programs available at LaGrange College;
- Name of associations and agencies accrediting the institution and its programs;
- Campus Security Statistics;
- Athletic Program Participation Rates and Financial Support Data;
- Completion and Graduation Rates.

Candidates have the responsibility to:

- Submit complete and accurate financial aid applications;
- Observe all deadlines for submission of financial aid documents;
- Maintain regular class attendance in all courses for which financial assistance was awarded;
- Maintain satisfactory academic progress towards the completion of their chosen degree or certification;
- Notify the Financial Aid Office and lenders of any change in address or name;
- Complete required Entrance and Exit Interviews for Federal Stafford and for Federal Perkins Loan;
- Respond to all communications regarding candidate loans and financial aid awards;
- Comply with all eligibility requirements for financial aid award funds;
- Repay student loan(s) received for education pursuits regardless of whether he/she graduates;
- Notify the Financial Aid Office of any financial assistance to be received from an external source (VA Educational Assistance, Vocational Rehabilitation, Employer Reimbursement etc.).

Satisfactory Academic Progress Policy

Federal and State regulations require institutions of higher education to establish Satisfactory Academic Progress (SAP) standards for recipients of financial aid. The purpose of satisfactory academic progress standards is to measure a student's progress toward the completion of their educational program. The Financial Aid Office is responsible for ensuring that all students receiving federal, state, and institutional financial aid are meeting these standards by conducting an annual evaluation at the end of the spring semester.

The satisfactory academic progress standards established in this Policy apply to all financial aid programs including, but are not limited to, TEACH Grant, Federal Perkins Loan, Federal Stafford Loan, Graduate PLUS, Federal Work Study, HOPE Teacher Scholarship, and LaGrange College Teacher Discount.

A satisfactory academic progress policy is comprised of two standards: qualitative and quantitative. The qualitative standard measures the cumulative LaGrange College grade point average. The quantitative standard measures the percentage of courses successfully completed (completion rate) and establishes the maximum time frame, measured by semester hours, for completion of an educational program. Financial aid recipients must meet all of these standards to receive financial aid.

Qualitative Standard

A student must be in “good academic standing” based on the cumulative grade point average of all courses taken at LaGrange College to meet the qualitative standard. Graduate students are required to maintain a cumulative grade point average (GPA) of 3.0 to remain in good academic standing. The Chair of the Education Department monitors the grade point average of degree candidates each semester. A student whose grade point average falls below the required 3.0 will be placed on academic probation. If a student’s grade point average remains below a 3.0 for two consecutive semesters, the student is subject to dismissal from the program.

Quantitative Standard

Completion Rate

A student receiving financial aid from any of the programs covered under this policy must demonstrate measurable progress toward the completion of their degree program by maintaining an overall completion rate of 67 percent. This standard applies to all financial aid recipients, regardless of full-time or part-time enrollment status. Attempted hours are those credit hours for which the student is registered on or after the conclusion of late registration (drop/add). Earned hours are successfully completed courses in which grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, or P are awarded, as long as credit is earned. Grades of F, W, WF, NC, NR, AU, AW, or I do not count as successful completion of a course. The formula for calculating a completion rate is: Earned hours divided by attempted hours. For example, the completion rate for a student who attempts 12 hours and successfully passed 9 credit hours is 75 percent--9 earned hours divided by 12 attempted hours.

The following are considered when evaluating the completion rate standard:

Withdrawals, incompletes, and failed courses are considered attempted hours but not earned hours. If an incomplete course impacts a student’s satisfactory academic progress standing, it is the student’s responsibility to notify the Financial Aid Office when a grade is reported for the course.

Audited courses are not considered attempted or earned credit hours.

Transfer credits, including courses taken as a transient student, do not count in the calculation of LaGrange College GPA, but are included in the maximum time frame standard.

Repeated courses, for which a passing grade was awarded, are included in attempted hours but not earned hours.

Maximum Time Frame

Master of Arts in Teaching (M.A.T.) degree candidates must complete their program within 60 semester hours. Master of Education in Curriculum and Instruction (M.Ed.) students must complete their program within 45 semester hours. The maximum attempted hours include any transfer credit that is applicable to the student's degree program. Frequent withdrawals from courses or school, changes of major, failed or repeated courses, or taking courses that are not related to the degree program could jeopardize financial aid eligibility. All attempted hours at LaGrange College and those credits accepted on transfer toward the student's degree program will count toward the maximum time frame. Students who have completed sufficient hours to complete their degree program are no longer eligible for financial aid. Also, if it is determined that a student will not be able to complete their degree within the maximum time frame, eligibility for student financial aid can be revoked.

The following are considered when evaluating the time frame standard:

All attempted hours from all graduate degree programs sought are considered when reviewing the maximum time frame standard. Students who decide to change majors or degree programs are advised to do so early in their academic program so as not to jeopardize eligibility for financial aid.

Students returning to school to pursue another graduate degree are allowed an additional 45 semester hours to complete the degree. All other standards established in the satisfactory academic progress policy apply to subsequent graduate degrees.

A transfer student's compliance with the time frame component of the satisfactory academic progress policy will be based on the sum of the attempted hours at LaGrange College plus the credit hours accepted on transfer from previous institutions toward the student's degree program. For example, if a Master of Education in Curriculum and Instruction candidate had 10 credit hours acceptable toward her degree program, the student may receive financial assistance for up to 35 additional credit hours.

Satisfactory Academic Progress Evaluation Process

The academic history from all periods of enrollment, regardless of full-time or part-time enrollment status, will be reviewed annually at the end of the spring semester to determine if the student is maintaining the standards established in the Satisfactory Academic Progress Policy. This includes all courses attempted regardless of whether financial aid was received.

Transfer grade point averages are not considered in either of these standards; however, accepted transfer credit hours will be considered in the maximum time frame for completion of the degree program. Students who fail to meet the satisfactory academic progress standards will be placed on financial aid probation for the next academic year. Students placed on financial aid probation are eligible for financial aid during the probationary year. If the student does not meet the satisfactory academic progress standards by the next SAP evaluation, future financial aid will be terminated effective with the next term of enrollment. Students whose financial aid is terminated may appeal to the Financial Aid Appeals Committee for reinstatement of financial aid.

Appeal Procedures

A student financial aid recipient who loses eligibility for financial aid may appeal to the Financial Aid Appeals Committee, except for loss of eligibility due to time frame. Appeals must be submitted in writing to the Director of Financial Aid outlining any mitigating circumstance(s) that influenced the student's academic performance. Mitigating circumstances are those events that are beyond the student's control such as serious injury, illness or mental health condition involving the student or an immediate family member, death of an immediate family member, and other extenuating circumstances beyond the student's control. The appeal must include a description of the mitigating circumstance, documentation of circumstance, and the manner by which the deficiency will be resolved. Appeal without supporting documentation will not be considered.

The Director of Financial Aid will convene the Financial Aid Appeals Committee to evaluate the request for reinstatement of financial aid eligibility. The Director of Financial Aid will notify the student in writing at the student's home address or campus e-mail account of the decision of the Committee and any conditions associated with reinstatement within two weeks of receiving the appeal. A student whose appeal is approved will receive financial aid on probationary status for the next term of enrollment and their academic performance will be reviewed at the end of that term for continued financial aid eligibility. The student is encouraged to take advantage of counseling, tutoring, and study skills resources available through the College's Counseling Center.

Re-Establishing Financial Aid Eligibility

A student who is unsuccessful in appealing for reinstatement of their financial aid or a student who does not have a mitigating circumstance that warrants an appeal can only regain eligibility by complying with the satisfactory academic progress policy. It should be noted that taking courses at the student's expense, sitting out a semester, or taking courses at another institution does not automatically restore a student's eligibility for financial aid. If the student has resolved the satisfactory academic progress deficiencies that resulted in the termination of financial aid eligibility, the student should contact the financial aid office and request a satisfactory academic progress evaluation.

Financial Aid Sources

Financial assistance for graduate study is primarily limited to student loans and a few state and institutional grants or scholarships. Available financial aid sources are outlined below.

Federal Stafford Loan is a low interest, repayable loan available to undergraduate and graduate degree seeking students regardless of financial need. The interest rate is a fixed rate of 6.80% for loans disbursed after July 1, 2006. Federal Stafford Loans are available from banks, credit union, savings and loans, and other lending institutions. The Federal Stafford Loan Program consists of a subsidized (need-based) and unsubsidized (non-need-based) loan programs. Subsidized loans will have interest subsidies paid by the federal government to the lender while the student is enrolled in school. Unsubsidized loans are available to students regardless of financial need. Interest accrues while the borrower is in school. The borrower has the option of paying the accruing interest or to allow the interest to accrue and capitalize.

The maximum Federal Stafford Loan a graduate student may borrow each academic year is \$20,500--\$8,500 from the Federal Subsidized Loan and \$12,000 from the Federal Unsubsidized Stafford Loan. The Federal Stafford Loan Program has a maximum aggregate (lifetime) limit on the amount of funds a student may borrow. The aggregate loan limit for graduate students is \$138,500, which includes loans received as an undergraduate student.

Repayment of a Federal Stafford Loan begins six months after the borrower graduates, withdraws, or ceases enrollment as at least a half-time students. The standard repayment period for a Stafford Loan is 10 years.

Graduate PLUS Loan is a new Federal loan program available to graduate students beginning July 1, 2006. The Graduate PLUS Loan allows eligible graduate students to borrow up to their cost of attendance

minus other financial assistance. Unlike the Federal Stafford Loan, borrowers of a Graduate PLUS Loan are subject to a credit check to qualify for this loan program. The interest rate is fixed at 8.5% and repayment begins on the date of the last disbursement of the loan. Students must complete a FAFSA and apply for their maximum annual loan limit under the Federal Subsidized and Unsubsidized Stafford Loan Program before applying for a Graduate PLUS Loan.

Federal Perkins Loan is a low interest, repayable loan awarded to undergraduate and graduate students with exceptional financial need. The interest rate is 5% and no interest accrues on the loan while the borrower is enrolled half-time and during the grace period. Repayment begins nine months after graduating or withdrawal from school. This loan program has cancellation provisions for critical fields of study. Contact the Financial Aid Office for more information.

Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants assistance of up to \$2000 per semester (with an \$8000 maximum for graduate study) to full-time graduate students who intend to teach in a public or private elementary or secondary school that serves students from low-income families in a designated high-need field. In exchange for the TEACH Grant award, the recipient agrees to serve as a full-time teacher for four academic years within in eight calendar years of completing the program for which the TEACH Grant was received. For more information on this program, contact the Financial Aid Office or the LaGrange College Education Department.

Georgia Student Assistance Programs

HOPE Teacher Scholarship provides forgivable loans to graduate students who are residents of Georgia and are pursuing an advanced educational degree in a critical field. Contact the Financial Aid Office for more information.

LaGrange College Financial Assistance Programs

LaGrange College Teacher Discount is available to teachers pursuing a Master of Education in Curriculum and Instruction degree who hold Georgia's equivalent of a T4 level certificate or have documented evidence that a recommendation for a T4 level certificate has been executed by an approved state PSC program provider. In the event the recommendation is denied, the discount will be retroactively terminated.

The discount is 25% of assessed tuition only. This discount cannot be received in conjunction with any other discount offered by LaGrange College. To receive the discount, candidates are to submit a copy of their T4 level certificate to the Financial Aid Office.

Disbursement of Financial Aid

All financial aid funds are credited directly to the candidate's account. The funds are applied towards current tuition, fees, room, board, and other charges as authorized by the candidate. Financial aid funds are for educational expenses and those candidates who fail to enroll or attend classes are not eligible for their financial aid award. Disbursements will only be made to candidates who have submitted all required documents for disbursement, are registered and have begun attendance in all classes, are meeting Satisfactory Academic Progress standards, and are enrolled for the appropriate number of credit hours to establish eligibility for individual financial aid programs. Financial aid disbursements are based on the recipient's enrollment status at the conclusion of late registration.

Disbursement of Excess Financial Aid

Candidates with residual financial aid funds after tuition, fees, room, board, and other authorized charges are paid will receive a refund of the remaining credit balance within 14 days of the first day of classes or 14 days from the date the credit occurs (if after final registration). All refunds must be retrieved from the Business Office and requires a picture ID before disbursement.

If the candidate wishes to leave the credit balance on their account for subsequent terms, he/she must sign an authorization form with the Business Office.

Candidate Financial Aid and Federal Tax Implications

Candidates receiving scholarships and grants that exceed their tuition, fees, book and supplies should be aware that these funds are taxable under federal and state tax law. It is important that candidates maintain records of their grants and scholarships and documentation of educational expenses for reporting purposes.

Federal tax law allows for only qualified scholarships and grants to be excluded from income. Qualified scholarships are any amount of grant and scholarship received that is used for tuition, fees, books, supplies and equipment required for course instruction. Scholarships and grants that are specifically designated for educational expenses other than those described under qualified scholarships (room, board, transportation, or living expenses) are taxable.

For information, please read IRS Publication 970, *Tax Benefits for Education*, for more details on reporting requirements or consult a tax professional.

Suspected Fraud

Institutions are required to report cases of suspected fraud to the Office of the Inspector General of the Department of Education, or, if more appropriate, to the state or local law enforcement agency having jurisdiction to investigate these allegations. Fraud may exist if the institution believes the applicant misreported or altered information in order to increase their financial aid eligibility or fraudulently obtain federal funds.

ACADEMIC POLICIES

Orientation and Advisement

Prospective and newly admitted graduate candidates in the M.Ed. and M.A.T. programs are initially oriented and advised by the Chair of the Education Department. At this time, the Chair orients the candidate to the program and to the College. Additional orientation is handled for the M.A.T. program during summer classes when candidates enter as a cohort group.

The Chair of the Education Department serves as the academic advisor for graduate candidates. Prior to the beginning of each academic term, academic progress is assessed and classes are scheduled for the coming term. The faculty in the Education program utilizes exit surveys during the last semester of the program to assess the effectiveness of their advising and orientation programs and to revise these efforts as needed.

Class Attendance Regulations

A candidate is expected to attend all classes, including labs, for all courses for which he or she is registered. The candidate is solely responsible for accounting to the instructor for any absence. Candidates will be required to withdraw from the class when 25% or more of classes are missed. Since classroom participation is part of the final grade, the professor reserves the right to deduct up to 10% points for all absences and lack of preparation and participation.

Academic Calendars

The Graduate programs in Education follow the academic calendar of the Day program, with slight variation to the Summer I and II semester schedules. The calendar is printed at the front of this *Bulletin*.

Probation

Graduate candidates whose cumulative GPA falls below 3.0 at the end of a term or who fail to make sufficient academic progress will be placed on academic probation. Candidates will receive a letter from the Vice President for Academic Affairs and Dean informing them of their status. Candidates may remain on academic probation for one term. The Summer term is considered a regular term in the College's graduate programs. Candidates are no longer on probation when their cumulative GPA becomes 3.0 or above. In the event that their GPA does not rise to 3.0 or above within one term from the date of academic probation, candidates are subject to dismissal from the College. Only graduate courses taken at LaGrange College will be used to compute GPA.

Dismissal

Graduate candidates may not be dismissed from graduate studies for academic reasons unless they were first placed on academic probation. Graduate candidates who have been dismissed from graduate studies normally will not be readmitted unless it is mathematically possible that they can achieve a GPA of 3.0 or above prior to completing standard degree requirements. Candidates who are dismissed for academic reasons may appeal their dismissal to the Vice President for Academic Affairs and Dean within ten (10) working days following receipt of their notice. Candidates may be dismissed for non-academic reasons relating to dispositions or violation of the Georgia Professional Standards Commission's Code of Ethics. A complete description may be found in the Department's *Field Handbook*.

Policy for Remediation of Inappropriate Dispositions and/or Inadequate Performance

Dispositions

Because appropriate dispositions enhance teaching and learning, LaGrange College's Education Department believes that teachers should project positive and productive attitudes toward students, colleagues and professors. It is not the intent of the Education Department to produce identical personalities. Rather, acceptable dispositions refer to positive attitudes, respect for the diverse characteristics of others and taking grievances to the appropriate person in a professional manner. In the pursuit of knowledge of learning, childhood and society, appropriate dispositions reflect the teachers abiding respect for the intellectual challenges set before them by their professors. Teachers are committed intellectuals who value rigorous inquiry, critique and informed skepticism

as ways to expand their ethical, cultural and intellectual universes. To engage in professional exchanges, committed teachers must demonstrate constructive dispositions at all times. If a classroom professor observes or becomes aware of inappropriate dispositions, she or he will issue a written warning to the candidate. Upon the second time, the candidate will be required to attend a hearing of the Education Department Faculty for possible disciplinary action. At the discretion of the faculty, disciplinary action may result in a reduction in grade or in severe situations, expulsion from the program. Appropriate dispositions are also expected and assessed during field and clinical experiences.

Performance

Candidates who exhibit poor content knowledge, content pedagogical knowledge, professional skills and/or fail to demonstrate a positive effect on student learning based on specific criteria stated in the Field Experience Handbook (FEH) may be required to complete a remedial Professional Development Plan (PDP). Dismissal from the program is possible if the candidate fails to meet the minimum scores on the PDP. Specific procedures, instruments and scoring criteria used to assess dispositions and performance are described in the FEH.

Honor Code

Students at LaGrange College abide by the Honor Code, which states,

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.

The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. All members of the College community are needed to support the enforcement of the Code which prohibits lying, cheating, or stealing when those actions involve academic processes.

The 2009-2010 Honor Council Members are:

Aaron Hill, Honor Council President	
Kim Beaver	Ben Crumbley
Takita Farley	Sarah Gobin
Amber Kelley	Cassie Jo Sharman
Carl Straumsheim	Kelsey Tinker
Dr. Nina Dulin-Mallory, Advisor	Hannah Williams

The Honor Council is selected each spring by the outgoing President of the Honor Council, the outgoing President of the SGA, the Vice President for Academic Affairs and Dean, the President of the Faculty Assembly, and the Advisor to the Honor Council. A member of the faculty serves as advisor to the council. Both members of the faculty and the student body are expected to report any suspected violation of the Honor Code to the Honor Council, either to the Vice President for Academic Affairs and Dean or to the President of the Honor Council. Students who suspect a violation may, in a course-related case, first report the suspected violation to the course instructor. (For a complete description of the Honor Code and policies, please refer to the *Honor Code Student Handbook*.)

The following are examples of violations of the Honor Code:

- Lying in any academic matter;
- Cheating by either giving aid to or receiving aid from a student or other source without the consent of the instructor;
- Plagiarizing (using another's words or ideas without proper citation);
- Failure to report a violation of the Honor Code;
- Failure to appear before the Honor Council as requested by written notice;
- Failure to maintain confidentiality regarding an Honor Council case.

Sanctions include the following:

- Assigning a grade of zero to the related academic work (assignments, exams, reports, projects, case studies, etc.);
- Lowering the final grade in the course by one letter, in a grade-related offense;
- Assigning a grade of F in the course, in a grade-related offense;
- Suspension for the next semester, either fall or spring; or suspension for the next semester and an F in the course, in a grade-related offense;
- Dismissal from the College; or dismissal from the College and an F in the course, in a grade-related offense.

When a student accused of a violation does not appear for a preliminary interview when notified to do so, a hold will be placed on the student's transcript. A hold will also be placed on the transcript when the President of the Honor Council and the Vice President for Academic Affairs and Dean determine that the case will proceed to a hearing. This hold will be removed when the case has been resolved.

If a case cannot be heard before the end of a grading period, the instructor will submit the grade of “I” until the Honor Council acts on the case.

The Honor Council reserves the right to conduct a hearing in absentia when a party to the case fails to appear as directed.

An investigation and hearing shall be confidential and those within the bounds of confidentiality shall not divulge anything that is said or done with regard to these proceedings to anyone outside the bounds of confidentiality. Should anyone outside the bounds of confidentiality receive information which is considered to be confidential, he or she will automatically be bound by confidentiality. Those within the bounds of confidentiality include Council members, the faculty advisor to the Council, the Vice President for Academic Affairs and Dean, the President, accusers, the accused, witnesses, persons interviewed during the investigation, and the College's attorney. In addition, the accused may include within the bounds of confidentiality his or her parents, faculty, staff, minister, personal or legal counsel.

All tests at the College are conducted under the Honor Code. Accordingly, instructors may leave the room during the examination and students are on their honor to do their own work. The Honor Code should be abbreviated on the outside of the test and signed by the student before handing in the examination. Students should leave all books and materials not pertaining to the test either in the hall outside the classroom, or next to the wall in front of the classroom. Students should take the test in the designated classroom, except under extenuating circumstances or by prior arrangement.

Work prepared out of class should be that of the individual. Any assistance from fellow students, books, periodicals, or other materials should be carefully acknowledged. Instructors should give specific guidance regarding what constitutes a violation of the Honor Code. If any doubts about plagiarism arise, a question should be raised by the instructor.

As early as possible in the term, the instructor should make clear to his or her classes how the specifications of the Honor Code apply to class requirements. For example, what constitutes a legitimate use of source material, especially material on the Internet, should be made clear.

Academic Appeals

Graduate candidates at LaGrange College have the right to appeal academic decisions including grades. Appeals by candidates must be in writing and the response to the candidate must be written. Appeals must first be submitted to the level which originated the decision.

Grade Appeals

The initial determination of a candidate's grade is entirely the prerogative of the instructor. However, a candidate who wishes to contest a course grade or other academic decision may initiate an appeal by the procedures outlined below. Grade appeals must be initiated no later than mid-term of the academic term following that in which the grade was assigned. The date of the academic term is defined in the College calendar in the front of this *Bulletin*.

The following procedures govern all candidate requests for grade changes:

- The candidate should first attempt to resolve the matter by discussing the question with the course instructor.
- If the candidate and the instructor are unable to reach a resolution, the candidate must then submit a written appeal to the Vice President for Academic Affairs and Dean. The appeal must state the manner in which the course syllabus was violated.
- The Dean shall then seek an informal conference between the candidate and the instructor to settle the grievance to the satisfaction of the two parties involved. If no resolution can be found, the Dean will deliver the candidate's appeal, together with any other pertinent documents provided by the candidate and/or the instructor, to the Review Panel of the Academic Policies Committee for its determination.
- The Review Panel shall then convene to conduct a preliminary review of the appeal after which the Chair of the Review Panel will set times convenient to the candidate and the instructor for hearing both sides of the dispute.
- Upon completion of its hearings, the Review Panel will report its findings to the Vice President for Academic Affairs and Dean. The Dean will, in turn, inform the principal parties involved of whether the candidate's request for a change of grade or other decision was denied or approved.
- It is the responsibility of the Review Panel to make every reasonable effort to complete its deliberations prior to the end of the term in which an appeal was initiated.

Other Non-Academic Appeals

The College and the Education Department at LaGrange College are committed to mutual respect among all constituents of the college and departmental community. This commitment includes students, faculty, staff, and administration. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. The regulation described on the Education Department's website describes an orderly procedure of grievance and attempts at resolution. A complete explanation of procedure to follow when making a non-academic grade grievance can be found online at: <http://home.lagrangecollege.edu/educate/grievance.htm>

If not resolved after grievance procedures are followed, the candidate may appeal to the Vice President for Academic Affairs and Dean, and ultimately, the President. As a rule, an appeal of a policy or decision must be submitted to the Department. An appeal of a College requirement must be submitted to the Vice President for Academic Affairs and Dean.

Grades and Credits

The definitions of grades given at LaGrange College are as follows:

A+		4.0
A	superior	4.0
A-		3.75
B+		3.25
B	above average	3.0
B-		2.75
C+		2.25
C	average	2.0
C-		1.75
D+		1.25
D	below average	1.0
F	failing	0.0

I	incomplete	This grade is assigned in case a candidate is doing satisfactory work but for some reason beyond the candidate's control has been unable to complete the work during that term.
P	pass	
NC	no credit or non-credit	
W	withdrawn	During the first three weeks a candidate may withdraw from a class with an "automatic" "W." After this trial period the candidate may withdraw, but the grade assigned, "W" or "WF," will be at the discretion of the professor.
WF	withdrawn failing	The grade of "WF" is included in computing the grade-point average.
AW	audit withdrawn	
AU	audit complete	
NR	grade not reported by instructor at the time the report issued.	

A candidate may register for a course on a non-credit basis, for which he or she pays full tuition. To have a grade of "NC" recorded, he or she must fulfill all course requirements.

A candidate may audit a course by paying the audit fee. All requests for audit courses must be approved in writing by the instructor and Vice President for Academic Affairs and Dean. Only lecture courses may be audited.

An "I" is a temporary grade, assigned by an instructor within the last three weeks of the term to candidates who are doing satisfactory work and who cannot complete the course due to circumstances beyond their control. Should conditions prohibiting completion of a course arise within the first eight weeks, candidates should withdraw.

An "I" is to be removed by the date indicated in the academic calendar. Failure to remove an "I" by the date set initiates the following action: The Registrar will write a letter to the candidate using the address on file. The letter indicates that the candidate has two weeks to respond. Otherwise the "I" grade will be converted to an "F".

Grades are assigned and recorded for each course at the end of each term. Grades are available to candidates on the web. Transcripts are withheld for any candidate who is under financial obligation to the College.

GRADUATE EDUCATION PROGRAMS

Introduction to Programs

The Education Department of LaGrange College offers two masters degree programs. The Master of Arts in Teaching (M.A.T.) induction program is an alternative route to certification designed for those with a four-year degree who wish to become secondary teachers in high schools or middle schools. The Master of Education in Curriculum and Instruction (M.Ed.) is an advanced degree for practicing educators.

Guidance and Counseling

- Upon acceptance, the candidate is assigned an advisor.
- With the help of the advisor, each candidate plans a program of study to satisfy the requirements of the selected masters program.
- In order to establish definite goals as well as intermediate objectives, a periodic checklist and definite timetable will be mutually agreed upon by the candidate and advisor.
- Candidates are responsible for seeking advisement and meeting graduation requirements.

Transfer Credit

With the approval of the Department Chair, up to 6 semester hours of credit in appropriate courses taken within the last five years from an accredited degree program may be applied toward a degree as transfer credits at admission. Petitions for approval of transfer credit should be made to the Department Chair. The final 12 hours of study must be completed at LaGrange College.

Transient Credit

Transient credits are not typically permitted. Any requests for transient credit must be made to the Department Chair.

Extension, Correspondence, and On-line Coursework

Graduate credit is not allowed for work done in extension, correspondence, or on-line coursework to meet program requirements. With the approval of

the Department Chair, Master of Arts in Teaching (M.A.T.) candidates may apply on-line coursework from an accredited institution to satisfy content requirements for their certification area.

Grades

All graduate programs require the candidate to maintain a grade point of 3.0. No credit toward the degree will be awarded for any grade below 1.75 (C-).

Probationary Status

No grades below a 1.75 (C-) will be accepted. In the event a candidate's GPA falls below 3.0 the candidate will be placed on probationary status. The candidate has one semester in which to remove the probationary status. Failure to do so will result in being dropped from the program. All requests for exceptions must be addressed to the Department Chair.

Course Repetition

A student is prohibited from repeating a course in which he has made a "C-" or better (while enrolled at LaGrange College or any institution) without the approval of the Vice President for Academic Affairs and Dean, and the Academic Council. Should a case arise in which counting "C-" grades means the student's average drops below a 3.0, the student could petition to repeat a course in which a "C-" or lower was awarded. All courses in which a student receives an unsatisfactory grade must be repeated at LaGrange College. A student may not remove from the transcript an unsatisfactory grade earned at LaGrange College or elsewhere even if the course is repeated.

Time Limitations

Candidates must complete all requirements for their degree within five years starting from the date of admission to the program. All courses or requirements that do not meet this requirement must be repeated.

Applying for Graduation

One semester prior to the anticipated date of graduation, the graduate candidate must file, through the advisor, an application for graduation with the Vice President for Academic Affairs and Dean. Any changes must be approved by the advisor and the Vice President for Academic Affairs and Dean. The applications for graduation are available from the Education Department office.

Master of Arts in Teaching Program

Admission Requirements

Candidates apply for admission to LaGrange College graduate programs through the Graduate Admission Office. At the time of admission, all candidates are assigned an academic advisor. Candidates for the M.A.T. induction program begin courses in June of one year and conclude the program in July of the following year. The Education Department will maintain records of admission and supporting documents, a checklist of entry requirements, and candidacy status. Transcripts and coursework will be examined to determine appropriateness for the Master of Arts in Teaching induction program. Candidates are required to maintain a 3.0 grade point average.

For **unconditional** acceptance to the Master of Arts in Teaching program, an applicant must:

- Submit satisfactory official transcripts from each graduate and undergraduate institution attended;
- Supply three recommendations using the on-line application system;
- Complete an interview with the Chair of the Education Department;
- Provide criminal background check and verify that no criminal record or dishonorable discharge from the armed services will prevent teacher certification;
- Earn a minimum score on the TOEFL exam of at least 550 if English is not the applicant's primary language;
- Provide passing scores for the GACE Basic Skills requirement and the candidate should have a cumulative undergraduate GPA of 2.5 on a 4.0 scale or higher;
- Present a completed application through the Education Department's on-line application system.

Conditional Admission

If one or more of the admission requirements is not completed, candidates may be admitted on a conditional basis. The candidate must remove the conditional status within 9 semester hours of coursework. Failure to do so will result in being dropped from the program.

Certification

LaGrange College is approved to offer initial certification at level 5, T-5, Master of Education level for Middle Grades, biology, mathematics, history, and English.

Because certification requires that specific standards be satisfied, an applicant seeking certification through the Master of Arts in Teaching program must take a Content Diagnostic Examination during the first semester of the program. An applicant who does not possess a degree from an accredited institution of higher learning in the field of certification must have approval from the Chair of the Education Department to pursue secondary education certification.

The candidate will be assessed for content knowledge with a Content Assessment Analysis and a Content Diagnostic Examination. The Content Assessment Analysis is a transcript evaluation by the Chair of the Education Department to determine if the candidate has sufficient academic credit for the certification area. Additional content coursework deemed necessary by the Chair of the Education Department must be completed before the candidate will be recommended for certification.

The Content Diagnostic Examination is an internal instrument that assesses knowledge of the content standards prescribed by the related Specialty Professional Association. The determination of what coursework and/or experiences will be made by appropriate college content faculty.

Admission decisions may be appealed to the Vice President for Academic Affairs and Dean.

After admission to the program, a review occurs each semester for each candidate to determine retention in the teacher education program.

To ensure that content knowledge and pedagogical content knowledge meets state and professional standards, extensive internships are required at certain transition points in the program.

Candidates must successfully complete fieldwork assignments and receive satisfactory ratings on all Teacher Performance Observation Instruments (TPOI) and Dispositions Evaluations or show evidence of successfully completing a Professional Development Plan.

In addition, candidates must take and pass appropriate GACE tests to be recommended for teacher certification in Georgia. GACE scores are collected from all candidates seeking initial certification.

Graduation Requirements

To be eligible for graduation from LaGrange College, candidates must complete an approved program and satisfy other criteria as indicated in this *Bulletin*. Artifacts collected at this time include transcripts, GPA, Lesson Plan Rubrics, Documentation of Student Learning: Internship II, Teacher Work Sample, Professional Logs, Teacher Performance Observations, Disposition Evaluations, PDPs (if needed), and Content Portfolios.

Post Graduation

After completing an initial program, graduates are contacted by letter and asked to respond to a survey based on the Georgia PSC and GSTEP Standards. The survey is designed to elicit responses regarding candidates' perceptions of their preparation at LaGrange College. Employers of LaGrange College graduates are also contacted and asked to complete a brief survey for each LC graduate whom they supervise. The survey asks employers to rate candidates on job performance.

**Program Course Plan—Master of Arts in Teaching
Secondary (39 Credit Hours)**

Semester	Course	Title	Credit Hours
<i>First Summer I</i>	EDUC 6040	Foundation in Curriculum and Instruction	3
	EDUC 5000	Summer Field Experience	3
<i>First Summer II</i>	EDUC 6020	Educational Technology	3
	EDUC 5060	Secondary/Middle Grades Exceptional Child	3
<i>Fall</i>	<i>Methods of Teaching and Learning (choose one)</i>		3
	EDUC 5020a	Teaching Mathematics in the Middle and Secondary Grades	
	EDUC 5021a	Teaching Social Studies and History in the Middle and Secondary Grades	
	EDUC 5022a	Teaching Science in the Middle and Secondary Grades	
	EDUC 5023a	Teaching English Language Arts in the Middle and Secondary Grades	
	EDUC 5700a	Internship I (formal observations)	4
	<i>Interim</i>	EDUC 5040	Affirming Diversity
<i>Spring</i>	<i>Methods of Teaching and Learning (choose one)</i>		3
	EDUC 5020b	Teaching Mathematics in the Middle and Secondary Grades	
	EDUC 5021b	Teaching Social Studies and History in the Middle and Secondary Grades	
	EDUC 5022b	Teaching Science in the Middle and Secondary Grades	
	EDUC 5023b	Teaching English Language Arts in the Middle and Secondary Grades	
	EDUC 5700b	Internship II (formal observations)	8
<i>Second Summer I</i>	EDUC 6030	Problems of Reading	3
<i>Second Summer II</i>	EDUC 6010	Assessment and Accountability	3
	Total Credit Hours		39

**Program Course Plan—Master of Arts in Teaching
Middle Grades (39 Credit Hours)**

Semester	Course	Title	Credit Hours
<i>First Summer I</i>	EDUC 6040	Foundation in Curriculum and Instruction	3
	EDUC 5000	Summer Field Experience	3
<i>First Summer II</i>	EDUC 6020	Educational Technology	3
	EDUC 5060	Secondary/Middle Grades Exceptional Child	3
<i>Fall</i>	<i>Methods of Teaching and Learning (choose one concentration area)</i>		3
	EDUC 5020a	Teaching Mathematics in the Middle and Secondary Grades	
	EDUC 5021a	Teaching Social Studies and History in the Middle and Secondary Grades	
	EDUC 5022a	Teaching Science in the Middle and Secondary Grades	
	EDUC 5023a	Teaching English Language Arts in the Middle and Secondary Grades	
	EDUC 5700a	Internship I (formal observations)	4
	<i>Interim</i>	EDUC 5040	Affirming Diversity
<i>Spring</i>	<i>Methods of Teaching and Learning (choose second concentration area)</i>		3
	EDUC 5020b	Teaching Mathematics in the Middle and Secondary Grades	
	EDUC 5021b	Teaching Social Studies and History in the Middle and Secondary Grades	
	EDUC 5022b	Teaching Science in the Middle and Secondary Grades	
	EDUC 5023b	Teaching English Language Arts in the Middle and Secondary Grades	
	EDUC 5700b	Internship II (formal observations)	8
<i>Second Summer I</i>	EDUC 6030	Problems of Reading	3
<i>Second Summer II</i>	EDUC 6010	Assessment and Accountability	3
Total Credit Hours			39

Program Course Plan – Master of Arts in Teaching with a Concentration in Reading for Middle Grades (42 Credit Hours)

A Master of Arts in Teaching with a Concentration in Reading is offered for candidates who desire an additional concentration area in reading. The Master of Arts in Teaching with a Concentration in Reading may also be required if the Chair of the Education Department determines that an additional concentration area in reading is necessary for candidates seeking middle grades certification standards.

The reading concentration for middle grades consists of five courses for a total of fifteen semester hours. The courses are based on the standards for classroom teachers of reading published by the International Reading Association, GAPSC standards, and GACE standards and reflect current scientific based research from the National Reading Panel. The coursework focuses on reading theories, assessment, adolescent literature, materials, problems in reading, multicultural literature, curriculum, and strategies for addressing the needs of diverse learners. Upon completion of the reading concentration, candidates should be able to:

- Demonstrate knowledge of a wide range of instructional strategies to accommodate the needs of all students;
- Select instructional materials on the basis of students' reading levels, interests, and cultural backgrounds;
- Administer and analyze data from informal literacy assessments to identify students' strengths and problem areas; link assessment and instruction;
- Understand and apply theories of reading and the reading and writing process;
- Implement literacy strategies across the curriculum;
- Influence students to become lifelong readers;
- Reflect critically on teaching experiences and adapt literacy instruction for all learners.

The five courses for the reading concentration are as follows:

EDUC 5050	Affirming Diversity: Teaching Reading for Success in Changing Times	3
EDUC 5070	Assessing and Improving Literacy	3
EDUC 5080	Essentials of Adolescent Literature	3
EDUC 5090	Foundations of Reading Theories	3
EDUC 6030	Problems in Reading	3

Semester	Course	Title	Credit Hours
<i>First Summer I</i>	EDUC 6040	Foundation in Curriculum and Instruction (after 90 credit hrs.)	3
	EDUC 5000	Summer Field Experience	3
<i>First Summer II</i>	EDUC 6020	Educational Technology	3
<i>Fall</i>	EDUC 5060	Secondary/Middle Grades Exceptional Child	3
		<i>Methods of Teaching and Learning</i> (choose one concentration area)	3
	EDUC 5020a	Teaching Mathematics in the Middle and Secondary Grades	
	EDUC 5021a	Teaching Social Studies and History in the Middle and Secondary Grades	
	EDUC 5022a	Teaching Science in the Middle and Secondary Grades	
	EDUC 5023a	Teaching English Language Arts in the Middle and Secondary Grades	
	EDUC 5700a	Internship I (formal observations)	4
<i>Interim</i>	EDUC 5050	Affirming Diversity: Teaching Reading for Success in Changing Times	3
<i>Spring</i>	EDUC 5090	Foundations of Reading Theories	3
	EDUC 5700b	Internship II (formal observations)	8
<i>Second Summer I</i>	EDUC 6030	Problems of Reading	3
<i>Second Summer II</i>	EDUC 5070	Assessing and Improving Literacy	3
	EDUC 5080	Essentials of Adolescent Literature	3
		Total Credit Hours	42

Master of Education in Curriculum and Instruction

The Mission of the Education Department

The Master of Education program in Curriculum and Instruction prepares master teachers who use and produce research for instructional improvement and to make informed curriculum decisions school-wide.

Admission Requirements

Candidates apply for admission to the M.Ed. program through the Education Department. At the time of admission, all candidates are advised by the Chair of the Education Department. As a general policy, candidates begin courses in June of one year and complete courses in July of the following year. The Education Department will maintain records of admission and supporting documents, a checklist of entry requirements, and candidacy status.

Before an applicant can be admitted as a regular candidate qualifying for financial aid, the college must have received copies of official undergraduate transcripts, GRE or M.A.T. scores (if required), three letters of recommendation from supervisors, fellow teachers, parents of former students or others who can attest to the candidate's potential in the program, and other information required of the applicant by the Education Department. The candidate should have a cumulative undergraduate GPA of **2.5** on a 4.0 scale or higher or a GPA of 3.0 in the last 60 semester hours. If an applicant does not have a **2.75** GPA or higher at the time of admission, she or he is required to take the GRE or MAT within the first 12 credit hours of the program. Test scores must not be more than five years old.

Program specific requirements:

- Candidates are required to maintain a 3.0 grade point average;
- Have a successful interview with the Department Chair;
- Hold a current or renewable teaching certificate;
- Must hold an undergraduate degree from an accredited college or university;
- Earn a minimum score on the TOEFL exam of at least 550 if English is not the applicant's primary language;
- Verify that no criminal record or discharge from the armed services will prevent continuing teacher certification;
- Present a completed application.

Conditional Admission

If one or more of the admission requirements is not completed, candidates may be admitted on a conditional basis. The candidate must remove the conditional status within 12 semester hours of coursework. Failure to do so will result in being dropped from the program.

Graduation Requirements

All candidates shall successfully complete 30 hours of coursework with a 3.0 (B) average or better and complete and defend their Graduate Thesis.

Program Course Plan—Master of Education in Curriculum and Instruction (30 Credit Hours)

The Master of Education program offers candidates a diverse educational background and prepares them for a future as creative educational leaders. This program consists of 30 semester hours comprised of ten courses that requires five academic semesters to complete. In this program, candidates have five classes (designated below with an asterisk) devoted to research that must be taken in the prescribed sequence as listed below. EDUC 6300 Graduate Thesis Seminar is taken in the exiting second summer session or during the last semester of academic coursework. In addition to the research classes, candidates take the following classes in the prescribed sequence:

Semester	Course	Title
<i>Summer I</i>	EDUC 6090	Research and Thesis Preparation *
	EDUC 6035	Social Foundations
<i>Summer II</i>	EDUC 6066	Issues in Curriculum and Instruction
	EDUC 6050	Historical Perspectives in Education
<i>Fall</i>	EDUC 6015	Educational Assessment and Decision Making
	EDUC 6100	Theories of Constructivist Learning *
<i>Interim</i>	EDUC 6200	Directed Research Seminar *
<i>Spring</i>	EDUC 6080	Education of Culturally Diverse Students
	EDUC 6065	School Law
<i>Summer</i>	EDUC 6300	Graduate Thesis Seminar *

* Denotes courses in research sequence.

COURSE DESCRIPTIONS

EDUC 5000 Summer Field Experience (3) Summer

Taken in the first summer of the program, this course centers on the basics of classroom instruction and management to prepare the M.A.T. candidate for teaching in the middle schools. Instruction is delivered through small group seminars led by the professor to prepare M.A.T. candidates to assist master classroom teachers in the instruction of 4-8 grade-aged students in a three week summer field experience operated by the college for area children. The objectives for the course are for the candidate to show positive dispositions for teaching as well as provide evidence of a classroom instructional and management plan supported by best teaching practices. Beginning with lesson planning evaluations, middle grades candidates will have supervised field experiences teaching 4-5 grade-aged children, whereas high school candidates will have supervised field experiences teaching 6-8 grade-aged children.

EDUC 5020 Teaching Mathematics in the Middle and Secondary Grades (3) Fall and Spring

This course explores what mathematics content is necessary to know, what methods are available to teach mathematics, how to create healthy classroom environments conducive to high levels of academic achievement and how to design and create instructional experiences based on mathematics content and curriculum, students learning environments and assessment.

EDUC 5021 Teaching Social Studies and History in the Middle and Secondary Grades (3) Fall and Spring

This course explores what social studies and history content is necessary to know, what methods are available to teach social studies and history, how to create healthy classroom environments conducive to high levels of academic achievement and how to design and create instructional experiences based on social studies and history content and curriculum, students learning environments and assessment.

EDUC 5022 Teaching Science in the Middle and Secondary Grades (3) Fall and Spring

This course explores what science content is necessary to know, what methods are available to teach science, how to create healthy classroom

environments conducive to high levels of academic achievement and how to design and create instructional experiences based on science content and curriculum, students learning environments and assessment.

EDUC 5023 Teaching English Language Arts in the Middle and Secondary Grades (3) Fall and Spring

This course explores what English language arts content is necessary to know, what methods are available to teach English language arts, how to create healthy classroom environments conducive to high levels of academic achievement and how to design and create instructional experiences based on English language arts content and curriculum, students learning environments and assessment.

EDUC 5040 Affirming Diversity in the Classroom (3)

Candidates will read and discuss articles and critiques by scholars who are concerned with issues of equity, social justice, community and responsibility in a democratic, multicultural society. Because teachers are advocates for curriculum, instruction, learning environments and opportunities that support the diverse needs of and high expectations for all students, an emphasis will be given to the implementation of multicultural teaching in the classroom. This course will encourage teachers to think theoretically about their practice and learn from experience through contemplation of how the research in multicultural education relates to the classroom today.

EDUC 5050 Affirming Diversity in the Classroom: Teaching Reading for Success in Changing Times (3)

This course is designed to enhance candidates' knowledge of the culture of American ethnic minorities and changing global societies. Emphasis will be on rethinking curriculum from multiple perspectives with special focus on reading instruction.

EDUC 5060 Students with Special Needs (3)

A study of identification and diagnostic techniques for secondary teachers as related to areas of exceptionality among students, alternative styles of teaching to meet special needs, and related legal issues.

EDUC 5070 Assessing and Improving Literacy (3)

Assessing and Improving Literacy in the Middle Grades will focus on the identification and correction of reading problems in middle grades students. Special attention will be given to formal and informal assessment as well as teaching materials and strategies for intervention. A variety of assessment techniques and technology sources will be incorporated throughout the course.

EDUC 5080 Essentials of Adolescent Literature (3)

Essentials of Adolescent Literature is designed to increase students' understanding of various genres of literature, elements of fiction, literary devices, and organizational structures of informational texts. Candidates will learn to select books for instruction, pleasure, and enrichment of the curriculum. This course explores a variety of effective methods for sharing and responding to literature and includes a study of multicultural and international literature and ways to connect adolescents of all cultures to literature.

EDUC 5090 Foundations of Reading Theories (3)

Foundations of Reading Theories explores the psychological, sociological, and linguistic foundations of reading and writing as a communication system and as a learned behavior. This course includes a study of recent reading research and the histories of reading. Candidates will understand the theories behind the reading process and how reading research influences teaching.

EDUC 5700 Internship I (4) and II (8)

Student Teaching is a full semester (13 week) internship in specific middle and high schools with pre-service teachers gradually assuming total responsibility for the class. They are evaluated through a rigorous performance-based assessment process based on national standards. They will participate in classroom teaching and observation, planning and evaluation conferences, and other school-related experiences with guidance provided by the cooperating teachers and college supervisor. Several seminars will be held in conjunction with these experiences and will address a variety of topics. Portfolio elements required.

EDUC 6015 Educational Assessment and Decision Making (3)

To enable teachers to become competent instructional leaders through the analysis and use of data about their classrooms and schools, this course expands teachers' knowledge and skills in assessment techniques for all students. By conducting and using research and through varied assignments, teachers will be prepared to improve instruction using varied assessment techniques and data-driven decision making.

EDUC 6020 Educational Technology (3)

Educational Technology is offered to graduate middle and secondary M.A.T. majors during the summer semesters. This course will meet the expected performances found in the Georgia Technology Standards for Educators. It is designed to teach Global Communication Skills, Application Skills and Integrative Strategies. All candidates will be

responsible for designing a professional web site and electronic portfolio that will contain evidence of their expertise in classroom technology. The evidence will be aligned with the Georgia Technology Standards.

EDUC 6030 Problems in Reading (3)

A study of reading problems encountered in public education. This course addresses reading skill development in special populations including those with limited English abilities, problems in content reading assignments, and non-readers in elementary, middle, and secondary school settings. Special attention is given to developing strategies for teaching reading and writing to readers at various skill levels. Candidates will develop resources for effective teaching based on the Georgia Performance Standards and standards from IRA and NCTE.

EDUC 6035 Social Foundations (3)

This course engages the candidate in a comprehensive investigation of the social forces that affect schools and communities. In combination with research found in the field of education, social foundations relies on an interdisciplinary approach where knowledge from history, philosophy, sociology, anthropology, cultural studies and political science are studied to develop interpretive, normative, and critical perspectives on education.

EDUC 6040 Foundations of Curriculum and Instruction (3)

This course provides candidates with an overview of the theories and models that have shaped the way curricula have developed and the way processes, tools, and applications affect instructional practices. The course examines current educational issues that continue to shape curriculum and instruction in our schools.

EDUC 6050 Historical Perspectives in Education (3)

From local histories and the beginnings of the American school to contemporary events, EDUC 6050 Historical Perspectives of Education is a multi-perspective journey through our collective pasts. This course illuminates our present by using a historical lens to explain why educational practices are as they are today.

EDUC 6065 School Law (3)

Using the case method as a way to facilitate classroom discussion, this course offers a comprehensive view of the law that governs the public school system of America. Teachers and administrators will be prepared with knowledge about how the courts affect instructional practices, school-wide curricular decisions as well as local, state and federal educational policy.

EDUC 6066 Issues in Curriculum and Instruction (3)

Explores issues in curriculum and instruction from an educational literature perspective. Candidates will investigate curriculum theory, development, implementation, and evaluation as well as local and national standards. Candidates will utilize texts and professional journals to become knowledgeable practitioners with regard to curriculum and instruction.

EDUC 6080 Education of Culturally Diverse Students (3)

By increasing an understanding of the students they teach, teachers will enhance their skills in developing engaging and culturally sensitive curriculum for diverse students through the use of a repertoire of instructional strategies that are appropriate for diverse learners to become contributing members of learning communities.

EDUC 6090 Research and Thesis Preparation (3)

This course focuses upon theory, methods, and basics of educational research. Candidates explore the inquiry process, fundamental statistics, and consider issues of reliability and validity. Use of Galileo, references and resources, statement of a problem, expression of hypotheses, research design, organizing the review of literature, gathering data, basic statistical analysis of data, reporting and discussing findings, and drawing conclusions are components of the course. Candidates will consider research opportunities for their Graduate Thesis.

EDUC 6100 Theories of Constructivist Learning (3)

This course explores scholarship that centers on the developmental, social and cultural constructivist theories in educational practice. In addition to the development of the methodology chapter, candidates will use scholarship in constructivism to complete the theoretical framework and literature review portions of the thesis.

EDUC 6200 Directed Research Seminar (3)

Designed to meet individual needs of the graduate student who is preparing his/her thesis. This course is generally taken during the Interim term.

EDUC 6300 Graduate Thesis Seminar (3)

Working under the guidance of the candidate's advisor, this course is taken during the semester in which the candidate plans to defend her/his thesis.

GRADUATE FACULTY

Education Department

David M. Cason (2008)

Assistant Professor of Education;
A.A., Gordon College; B.A., LaGrange College;
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Adjunct Faculty

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