

Chapter 1: Graduate Program Governance and Outcomes

University Mission, Vision, and Values

OUR MISSION:

To continue the Wilkes tradition of liberally educating our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching, scholarship and academic excellence, while continuing the university's commitment to community engagement.

OUR VISION:

Wilkes University will provide exceptional educational experiences that transform students and develop innovations through scholarly activities that lead to national recognition and shape the world around us.

OUR VALUES:

- **Mentorship:** Nurturing individuals to understand and act on their abilities while challenging them to achieve great things.
- **Scholarship:** Advancing knowledge through discovery and research to better educate our constituents.
- **Diversity:** Embracing differences and uniqueness through sincerity, awareness, inclusion and sensitivity.
- **Innovation:** Promoting creative scholarly activities, programs, ideas and sustainable practices.
- **Community:** Appreciating and collaborating with mutual respect to foster a sense of belonging.

Institutional Student Learning Outcomes

Students will:

- Demonstrate a comprehensive understanding of appropriate theories, methods and standards specific to the field of study;
- Demonstrate appropriate application of the methods, skills and techniques specific to the field of study;
- Demonstrate the ability to engage in the process of systematic inquiry appropriate to the field of study;
- Demonstrate effective written communication skills in the field of study;
- Demonstrate effective oral communication skills in the field of study; and
- Demonstrate understanding of integrity and ethical practice.

Accreditation:

Wilkes University is an accredited member of the Middle States Association of Colleges and Schools and its graduate and professional programs are approved by the Department of Education of the Commonwealth of Pennsylvania. In addition to total program accreditation,

certain special areas are recognized by professional organizations. The Master's Degree in Business Administration (MBA) program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), and the graduate programs leading to the Master of Science Degree in Nursing and the Doctor of Nursing Practice (DNP) are accredited by the Commission on Collegiate Nursing Education (CCNE). The American Council on Pharmaceutical Education (ACPE) has granted full accreditation to the Doctor of Pharmacy (Pharm. D.) program.

The baccalaureate degree in nursing/master's degree in nursing/Doctor of Nursing Practice/, and post graduate APRN certificate programs at Wilkes University are accredited by the Commission on Collegiate Nursing Education.

Wilkes University is also licensed by the Arizona State Board for Private Postsecondary Education to operate in the state of Arizona

University Administration (<http://wilkes.edu/about-wilkes/leadership/presidents-office/meet-the-cabinet/index.aspx>)

President: Dr. Patrick Leahy

Provost: Dr. Ann Skleder,

Associate Provost: Dr. Jonathan D. Ference

University Leadership and Deans: <http://wilkes.edu/about-wilkes/leadership/presidents-office/meet-the-cabinet/index.aspx>

College of Arts, Humanities and Social Sciences: Dr. Paul Riggs

Jay S. Sidhu School of Business and Leadership: Dr. Abel Adekola

The School of Education: Dr. Rhonda Rabbitt

Nesbitt School of Pharmacy: Dr. Scott Stolte

Passan School of Nursing: Dr. Deborah Zbegner

College of Science and Engineering: Dr. William B. Hudson

Program	Degree	Website Link
Business Administration	M.B.A.	http://www.wilkes.edu/academics/graduate-programs/masters-programs/mba/index.aspx
Bioengineering	M.S.	http://www.wilkes.edu/academics/graduate-programs/masters-programs/bioengineering-ms/index.asp
Creative Writing (low residency)	M.A.	http://www.wilkes.edu/academics/graduate-programs/masters-programs/creative-writing-ma-mfa/index.aspx

Education (low residency)	M.S.	http://www.wilkes.edu/academics/graduate-programs/masters-programs/graduate-education/index.aspx
Engineering Electrical Engineering	M.S.	http://www.wilkes.edu/academics/graduate-programs/masters-programs/electrical-engineering-ms/index.aspx
Engineering Management		http://www.wilkes.edu/academics/graduate-programs/masters-programs/engineering-management-ms/index.aspx
Mechanical Engineering		http://www.wilkes.edu/academics/graduate-programs/masters-programs/mechanical-engineering-ms/index.aspx
Mathematics	M.S.	http://www.wilkes.edu/academics/graduate-programs/masters-programs/mathematics-ms/index.aspx
Nursing (on-line)	M.S.N. and post- graduate APRN certificates	http://www.wilkes.edu/academics/graduate-programs/masters-programs/nursing/index.aspx
Adult Gerontology Primary Care Nurse Practitioner		
Family Nurse Practitioner		
Psychiatric Mental Health Nurse Practitioner		
Nursing Education		
Nurse Executive		
Nursing Informatics		
Sustainability Management (low residency)	Certification	http://www.wilkes.edu/academics/graduate-programs/continued-learning/sustainability-management-certificate.aspx
Creative Writing (low residency)	M.F.A.	http://www.wilkes.edu/academics/graduate-programs/masters-programs/creative-writing-ma-mfa/index.aspx

Doctor of Education (on-line)	Ed.D.	http://www.wilkes.edu/academics/graduate-programs/terminal-degrees/doctorate-of-education-edd/
Doctor of Nursing Practice (on-line)	D.N.P.	http://www.wilkes.edu/academics/graduate-programs/terminal-degrees/online-doctor-of-nursing-practice-dnp/index.aspx
Doctor of Pharmacy	Pharm.D.	http://www.wilkes.edu/academics/colleges/nesbitt-college-of-pharmacy/program-information/pharmd-program/index.aspx
Nursing PhD	PhD	

Chapter 2: Admission Process

Statement of Nondiscrimination

Wilkes University does not discriminate on the grounds of race, color, national origin, sex, age, or disability in the administration of or admission to any of its educational programs, activities, or with respect to employment, in compliance with Title VII, Title IX, Section 504, ADA, and the Age Discrimination Act. It is the policy of Wilkes University that no person, on the basis of race, color, religion, national origin or affectional preference, or Vietnam-era veteran status, shall be discriminated against in employment, educational programs and activities, or admissions. Inquiries may be directed to the Dean of Student Affairs or the Affirmative Action Office (Ext. 4500).

The University complies with the Ethnic Intimidation Act of 1982 of the Commonwealth of Pennsylvania which provides additional penalties for the commission of illegal acts of intimidation when such actions are motivated by hatred of the victim's race, color, religion or national origin.

State Authorization and Registration

Authorization requirements for distance education vary by state. Wilkes University is currently in the process of pursuing individual state authorizations and approvals, as necessary, for its online course delivery. Wilkes is not required to have state authorization in all 50 states and may choose not to enroll students from states where we are not authorized. Any questions related to the university's approval to offer graduate education programs in a specific state should be forwarded to our Graduate Admissions team. Please note: Since distance

education requirements vary by state, distance education students who change their residency to a state in which Wilkes University is not approved to operate may be unable to remain enrolled at Wilkes University or may have their academic progression delayed until proper approvals may be obtained.

Alaska

The programs within the Wilkes University Passan School of Nursing and School of Education are exempt from authorization under AS 14.48 because the program is online or distance delivered and does not have a physical presence in the state.

Arizona

Wilkes University is licensed to operate in the state of Arizona by the Arizona State Board for Private Postsecondary Education.

Maryland

Wilkes University is registered with the Maryland Higher Education Commission (MHEC) to enroll Maryland residents in the fully online distance education programs registered on the MHEC website. The Commission's registration of Wilkes University's fully online programs is not an authorization of the institution to operate in Maryland or an approval or endorsement of the University's programs. Maryland residents should inquire with the appropriate program director or graduate admissions office for more information on registered programs.

Ohio

The online graduate programs within the Wilkes University School of Education or Passan School of Nursing with on-ground experiences that are available to Ohio residents are authorized by the Ohio Board of Regents. Additional online graduate programs that do not have on-ground experiences are exempt from authorization by the Ohio Board of Regents.

Out-of-State Student Complaint Process

Students enrolled in online programs through Wilkes University are encouraged to address any issues by following the institutional process outlined in the appropriate student bulletin. The following link (<http://nc-sara.org/sara-states-institutions>) provides students with access to the complaint process available to students within their home state. However, students are strongly encouraged to first address any issues with the university before filing a complaint with the State.

Graduate Admission

Graduate admission requirements vary based upon program of study. For all programs, an applicant must have received a baccalaureate degree from an accredited institution and must have satisfactorily completed a minimum of coursework in designated areas, specific prerequisite courses dependent upon the field of advanced study. For specific information, students should review the specific program of interest found in detailed sections of this bulletin.

It is expected that candidates for admission shall have maintained average or above-average performance during their undergraduate years and thus demonstrate a capacity for successfully completing graduate work. Certain programs require a specific undergraduate grade point average for admission.

A student whose background is judged to be deficient in any specific area of the proposed field of study or whose undergraduate grades are below standard may be asked to remedy the deficiency by taking one or more courses at the undergraduate level, without graduate credit.

Regular admission is granted to students who have completed all requirements of the application process and who have demonstrated an acceptable level of academic work in their undergraduate degree program, including meeting program-specific, minimum GPA requirements and demonstrating preparedness for work at the graduate level in their field of specialization.

Provisional admission is granted to students who have not satisfied admission requirements including missing documentation or insufficient prerequisite coursework for regular admission. Some graduate programs may allow a provisionally admitted student to begin graduate work before or simultaneously with completion of admission deficiencies. Individual programs will determine the maximum number of graduate credits a provisional student may complete. Upon completion of the designated, maximum number of graduate credits, a provisionally admitted student will either be granted regular admission or denied admission into a graduate program. Under extraordinary circumstances a student may petition the Program Director or Chair of the Department, as applicable, for an extension to the number of allowable credits.

Conditional admission is granted to students who have demonstrated inadequate scores or academic performance, including failure to meet the minimum GPA requirement. To change to regular status, the conditionally admitted student must

maintain a satisfactory GPA, as determined by the specific department of study, during the first X credit hours (typically six credits.)

Rejection will be used in cases when a student fails to meet the general or academic admissions requirements of the individual program of study.

Cancellation. Applicants who have not fully completed the admission process, and who have not yet started taking academic classes, will have one year to complete their application file. Should the process not be completed within that timeframe, the application will be cancelled one year after the date of application.

Additionally, students who have completed the admission process and received a decision, but have not yet started taking academic courses, will have their applications cancelled one year after the date of acceptance. Students who are still interested in an academic program thereafter will be required to reapply to the program.

It should be noted that individual graduate programs retain the right to impose more rigorous conditions on students who have been admitted. Such conditions, if imposed, will be detailed in the letter of admission sent to the student.

Application Process

Those interested in graduate programs offered at Wilkes University may apply online at www.wilkes.edu/applyonline. On campus, graduate admissions is located in the lower level of Breiseth Hall, Suite 002. You may contact the office by calling 800-WILKESU Extension 4235.

All students, whether degree-seeking or not, must complete an application for graduate admission form and pay the one-time application fee. For degree-seeking students, official transcripts (signed, sealed and sent directly from higher education institutions) of all previous college and/or university work must be submitted. Students applying for Graduate Education programs must submit a copy of their teaching certificate for most, but not all, programs. (See specific program requirements). Some degree-seeking programs require letters of recommendation, and some require test scores for admission. (See specific program requirements.) For information on testing, contact the Educational Testing Service, Box 955, Princeton, NJ 08540, or other appropriate organization. Additional admission requirements vary based upon program. **Refer to specific degree--program**

sections of the Graduate Bulletin for more information on the admissions criteria for each graduate program.

International students are welcome to apply to graduate programs at Wilkes with the following materials:

- A completed online application (www.wilkes.edu/applyonline)
 - An official university transcript evaluated by course via World Education Services (WES) (or other service, see below) for all undergraduate and graduate work completed outside of the U.S.
 - Official results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) if the language of instruction for the applicant's undergraduate degree was not English
 - Statement of financial verification (bank or government statement) indicating that the application or the applicant's sponsor has on account a sum of money sufficient to pay tuition, room, board, and expenses for one academic year
 - A copy of the picture page of applicant's passport
- Applicants are also required to submit necessary materials to satisfy individual program admission requirements, which can be found in their respective sections in the bulletin.

Applicants are required to submit all application materials to:

Wilkes University
Graduate Admissions
84 W South Street
Wilkes-Barre, PA 18766

Students who attended a college/university outside of the US are required to submit a course-by-course evaluation of their foreign transcripts to be considered for admission. Evaluations must be received from the evaluation company, not the student, in order to be considered official. Wilkes University accepts course-by-course evaluations from the following companies: World Education Services, Educational Credential Evaluators, Educational Perspective, Global Language Services, and Josef Silny & Associates, Inc., International Education Consultants. Students who attended a college/university within the U.S. must submit an official transcript to Wilkes University from the college/university.

Please contact the institution's registrar's office to submit a transcript request. Transcripts must be received from the college/university, not the student, in order to be considered official.

All international student applicants whose native language is not English, who come from non-English speaking countries, and whose undergraduate studies were not in English, must take the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) exam and submit the results of this test with the application for admission or provide proof that their language of instruction was English.

Sufficient Scores for Graduate Work are as follows:

TOEFL Paper Based: 550

TOEFL Computer Based: 213

TOEFL Internet Based: 79

IELTS: 6

International Students are required to submit a statement of financial verification (bank or government statement) indicating that that the prospective student or student's sponsor have on account a sum of money sufficient to pay tuition, room, board, and expenses for one academic year. It is generally required that each international student also submits an affidavit of support and bank statement indicating that the applicant has access to funds at least equal to one full year of tuition plus living and personal expenses in the United States.

International students for whom an F-1 visa is required, must submit all required application documents, in addition to all documents described in the Application section above, at least three months prior to the beginning of the semester in which they intend to begin graduate studies. Students should complete their application file by June 15 for admission in the fall semester and by November 15 for admission in the spring semester. Students who apply for programs that allow you to start in summer should complete their application by March 1.

The U.S. Citizenship & Immigration Services (USCIS) Department requires a certificate of eligibility (Form I-20) to be initiated by the University prior to applying for a student visa to study in this country. Any extension of stay or employment while in the United States must have the prior approval of the regional office of the Immigration and Naturalization Service.

The Form I-20 will only be issued after the application process is complete and the student has been admitted to the institution.

International students in the graduate program must maintain full-time student status (at least 9 credit hours per semester).

International students may be required to take certain courses for undergraduate credit that are not applicable to the master's degree. In some cases these courses will be specified in the admissions letter, but the Department Chairperson and the student's advisor may add requirements if a student is found to be deficient in the English language or in background knowledge in the field.

International Student Services Requirements

All international students must attend the mandatory weeklong orientation with International Student Services of the Center for Global Education and Diversity before they begin their graduate studies. The ISS staff serve as advisors on non-academic matters to all international students. Services include assistance with visa and other immigration issues; assistance and advice on personal issues; orientation to life in the United States and the American educational system. ISS staff assist students in dealing with U.S. and foreign government agencies, other campus offices and departments, and the community. These services are available to all international students.

International Student Academic Status

An international student holding an F-1 visa (or equivalent) must maintain full-time status during the regular semesters (fall and spring) by registering for the minimum number of credits (currently nine) as defined by the Student and Exchange Visitor Information System (SEVIS) or for the number of credits remaining in order to complete his or her graduation requirements, whichever is less.

If such student is unable to satisfy the above condition, he or she must petition the Graduate Studies Committee for an exemption. The Committee will accept only reasons recognized and specified by the United States Immigration and Naturalization Service.

An international student fulfilling the Thesis option/requirement (currently six credits) will have two continuous semesters to complete his or her work and defend the thesis. A request for an extension must be recommended by the student's Thesis Committee and approved by the Graduate Studies Committee. The decision to either grant or deny the extension must state the reasons AND the time extension granted.

An international student fulfilling the non-Thesis (Report/Project) option/requirement will have one semester to complete his or her report/project. A request for an extension must be recommended by the Program Director and approved by the Graduate Studies Committee. The decision to either grant or deny the extension must state the reasons AND the time extension granted.

To meet the definition of CPT, the employment must meet at least one of the following criteria:

1. The employment will yield crucial data which is absolutely necessary to complete the student's required thesis, i.e., it would not even be possible to complete the thesis without this employment.
2. The employment is absolutely necessary for the student to complete a project for which he or she will receive academic credit that directly counts towards the student's formal degree requirements. It will be impossible for the student to complete the project without this particular employment, and the project will earn credits that will fulfill a specific degree requirement in the student's program. An international student who elects to do an internship, including Curricular Practical Training (CPT), must be placed in such internship and have such internship monitored by the Office of Cooperative Education. There must be a clearly defined curricular need for such internship placement.

Transfer Credits

(Please see individual department information for program-specific considerations.)

A maximum of six credits toward a master's degree or 12-18 credits of post-master's graduate work for terminal degrees, completed at another U.S. regionally accredited university or college may be applied toward the requirements for the program specific degree. Acceptance into a graduate program is necessary before

credits can be considered for transfer to the program of study. Students seeking to transfer courses from another institution may be requested to produce a course syllabus and coursework so that a final determination can be made. Academic officers who are agents of Wilkes University may review the syllabus to determine if the course contains graduate-level learning objectives, a sufficient number of contact hours (40-45 for a three-credit course), and an appropriate content outline containing assessments and assignments that clearly delineate student performance.

Wilkes University does not transfer credits for 1) courses titled as workshops; 2) other courses that are determined not to meet academically rigorous standards; 3) courses that do not align with the goals and objectives of existing Wilkes University courses; or 4) courses taken as Pass-Fail, unless the "Pass" can be substantiated by the former institution as being equivalent to a grade of B (3.0) or better.

A transfer credit form must be submitted and an official transcript provided in order for credits to be transferred. Approval for any transferred credits toward a degree program must be granted by the respective program. Transferred academic work must have been completed within six years prior to the date of admission to the graduate program at Wilkes University with a grade of B (3.0) or better. Grades earned in transferred courses are not included in the computation of the cumulative grade point average at the University.

Current Wilkes graduate students who seek to take a graduate course at another accredited university or college, in order to transfer the credits into their respective program at the University, must complete a "Pre-Approval Form" prior to registering for the course. All completed forms for transfer of credits should be submitted to the respective department. An official transcript must be requested from the other institution as soon as it is available and should be sent to the Student Services Office.

A student cannot be approved for graduation until all transfer credits are approved by the respective program, an official transcript has been received at Wilkes University from the institution granting the credit, and the approved transfer credits are posted to the Wilkes University transcript. All paperwork must be received prior to each semester's Wilkes graduation clearance deadline.

Intensive English Program

The mission of the Intensive English Program (IEP) at Wilkes University is to provide quality academic instruction in English as a second language (ESL) to both international and English-language learning students planning to pursue university studies in the United States. To this end, the IEP provides a curriculum, certified faculty, classroom materials, and teaching methods that are well grounded in both theory and practice and based on the latest research findings in the field of second language learning and teaching. This fully accredited program provides

- quality academic English language instruction for students whose native language is not English;
- preparation for further academic study in the U.S.;
- learner-centered instruction;
- advising for successful attainment of academic or professional goals;
- opportunities for intercultural experiences and cooperation;
- services relating to admission, counseling, academic life, and the general success of international students attending Wilkes University;
- English language instruction for personal growth; and
- instruction in accordance with Wilkes University's Writing Across the Curriculum (WAC) program.

Chapter 3 – Registration

Registration

Graduate registration varies from program to program at Wilkes. In some, as in Graduate Creative Writing, students cannot register for courses themselves. All registrations are completed by the Director's office staff during each on campus residency. In others such as Graduate Teacher Education, students can register for courses on line by using the Wilkes portal. All graduate students should see the GRADUATE BULLETIN and speak with the Director in charge of their program to understand how and when they may register for graduate courses.

Adding a Class

Students may add a course with the permission of the instructor of the course and of their faculty advisor. Written permission, indicating approval, must be submitted to the Registrar's Office.

Credit Overload

Only a student with a grade point average of 3.00 or a student demonstrating special need will be allowed to register for a credit overload. A credit overload shall be interpreted as credits carried in excess of those required by the student's particular curriculum. Approval must be granted by the student Program Director.

Withdrawal from Courses

It is presumed that a student will complete the course for which he or she has registered. Students must pay careful attention to the official withdrawal policy approved by the faculty. A grade of “W” is given for approved withdrawal; unofficial withdrawal will result in a grade of “0.00”.

Regulations for Withdrawal

A student may withdraw **within the first 20%** of the course by informing his or her advisor in writing. If the student has completed between: **20% to 60%** of the course, the student must obtain written approval to withdraw from both **the course instructor and student’s advisor**. **After 60% of the course** is completed, a student may withdraw from a course only for serious circumstances, as determined by the Department Chairperson or the Director/Coordinator of the appropriate graduate program in consultation with the instructor. Fear of receiving a low grade does not constitute a serious circumstance.

A mark of “W” indicates an authorized withdrawal from the course. Students are advised that withdrawing from a course(s) may have financial implications; see sections on “Refunds” and “Withdrawal-Return of Financial Aid Funds” in the Graduate Bulletin for more information. Tuition adjustment (less fees) is determined based on the percentage of course completion at the time of the withdrawal.

It is the student’s responsibility to initiate withdrawal from a course by informing the appropriate individual in writing within the designated time frame. A grade of “0.0” is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student.

“W” is not a grade; it does not constitute a reflection of academic performance within a course. The appropriate grade for academic performance below the minimum standard for course credit is “0.0”.

(Note: All international students who fall below full time status due to a withdrawal are required to also contact the Center of Global Education and Diversity.)

Tuition Refund Policy

- I. Non- participation students who are dropped from a course for not satisfying the requirement for initial course participation are refunded 100 percent of the course tuition.
- II. The following schedules apply to learners in all credit bearing programs for all terms that follow traditional, accelerated and online formats.
- III. Students who request an exception to the tuition refund policy due to extenuating circumstances should submit a request in writing to the Tuition Refund Appeals Committee for review.

Graduate Refund Schedule

**Withdrawal or Drop Date Based on
Percentage of course completion**

Fees*)

Tuition Adjustment (Less

0-13% course completion (includes first class session for all courses)		100%
14-20% course completion	75%	
21-27% course completion	50%	
28% course completion- end of term	0%	

***All fees charged by the university are non-refundable**

Auditing Courses

Auditing courses is a practice designed primarily to allow students to expand their educational opportunities. Courses may be taken on an audit basis only if formal registration is completed prior to the end of the first week of the semester. Permission of the course instructor will be required. Students who withdraw from a course but who wish to attend additional class sessions in that course may do so with the permission of the instructor; in all cases, however, these students will receive a grade of "W" (withdrawal).

Students auditing courses will comply with all stated course policies and meet all stated course standards, and requirements, including attendance. Students who fail to comply with course standards, requirements, and policies will not be awarded "Audit" recognition. All relevant fees will be charged.

Final Grade

Wilkes University students can obtain their final grades each semester via the university's secure website: <https://mywilkes.wilkes.edu>. Graduate students, however, can receive final grades by mail in paper form at the end of the semester. The advantage of online grading is that students have immediate and 24-hours a day access to their final semester grades and unofficial transcripts as soon as the Registrar posts them.

Textbook Information

Barnes & Noble Bookstore
 7 S main street
 Wilkes Barre, PA 18701
 570-208-4700

Chapter 4: Tuition and Fees

Tuition and Fees are billed and collected every semester by the Wilkes University Bursar's Office. **Wilkes University will be using an e-bill service, TouchNet, to handle invoices and electronic payments. Students will receive notification of charges via email only through their official Wilkes email account.**

Students must be financially clear in order to register for classes during Preregistration or Add/Drop. In order to be financially clear, the student must either pay in full any outstanding balance due to the University or make arrangements for payment in full with the University. Arrangements for payment may include application for student financial aid to cover the entire

balance, entering into an installment payment plan with the University, or submitting documentation in support of an employer's commitment to provide reimbursement for costs incurred by the student. To qualify you must download and complete the Employer Deferment Agreement form each semester. Students who fail to pay all debts to the University shall not be permitted to receive any degree, certificate, or transcript of grades, nor shall they be permitted to participate in Commencement activities. Please see special programs for additional fees/.

Managing Your Wilkes Account

Regardless of the payment method, students are responsible for their bill being paid and submitting any and all forms required for that payment. To access your account and find all forms, students should follow these steps:

- Log on to **<http://mywilkes.wilkes.edu>**
- Enter your Wilkes username and password
- Click on the **Student** tab
- Under **My Account** section the following services are available:
 - View Invoice
 - Account Summary
 - Pay on Account
 - eRefund
 - Installment Payment Plan
 - Tuition and Fee Rates
 - Voluntary Student Health Plans
 - Authorize Users
 - Tuition Deferment
 - Book Vouchers

Students who do not know their Wilkes username and password should contact the Help Desk at 1-866-264-1462.

Program Specific Tuition and Fees

A chart summarizing student expenses for the current academic year can be found on the University's website. Students are referred to the course descriptions in the Bulletin for laboratory and other fees associated with particular courses. Inquiries about particular charges should be addressed to the Bursar's Office located on the first floor of 32 West South Street or by calling 570-408-4960.

Payment of Charges

Cash or check payment:

Payments may be made at the Bursar's Office at 32 West South Street during regular business hours or payments may be mailed to:

Wilkes University

Student Lockbox
PO Box 824696
Philadelphia, PA 19182-4696

Credit card payments:

No credit card payments will be processed in person or over the phone. To pay with a credit card, log on to the Website at mywilkes.wilkes.edu and Enter your user name and password. Select “Student Services” and follow the remaining prompts. Wilkes University accepts credit and debit cards with Mastercard, Discover, and American Express. A 2.75% processing fee will be added to your total credit card payment by the credit card processor. This fee will appear as a Vendor Service Fee Charge on your statement. Please be aware that school districts/employers may not reimburse this convenience fee. Please check with your SD/employer.

Chapter 5: Financial Aid

Several federal loan programs are available for graduate students and can be obtained by completing the Free Application for Federal Student Aid (FAFSA) online. Private loans are also available. You must meet the following criteria in order to be eligible to borrow Federal Financial Aid:

- Graduate students must be accepted as matriculated degree-seeking students. Certificate programs are not eligible to receive Financial Aid.
- You must be a U.S. citizen, permanent resident or eligible non-citizen.
- You must be making satisfactory academic progress toward completion of your degree.
- You may not be in default on any federal education loan or owe an over payment of a federal education grant.
- You must be registered for at least **6** credits per semester.

Application

To apply for federal aid, students must complete the Free Application for Federal Student Aid (FAFSA). The application can be completed online at www.FAFSA.ed.gov. The FAFSA asks for information about you (your name, date of birth, address, etc.) and about your financial situation. Depending on your circumstances (for instance, whether you’re a U.S. citizen or what tax form you used), you might need the following information or documents as you fill out the FAFSA:

- Your Social Security number
- Your driver’s license number
- Your Alien Registration number if you are not a U.S. citizen
- Federal tax information or tax returns including IRS W-2 information, for you (and your spouse, if you are married)
- Records of your untaxed income, such as child support received, interest income, and veteran’s non-education benefits.

- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate but not including the home in which you live; and business and farm assets for you.

Types of Aid

The Federal Direct Unsubsidized Stafford Student Loan:

This is the primary loan from the Department of Education. The unsubsidized Stafford loan interest rate is a variable rate. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. Students borrowing Federal Direct Loans for the first time at Wilkes University must complete Loan Entrance Counseling and a Master Promissory Note prior to receiving their first loan disbursement. The maximum unsubsidized Stafford Loan limit for graduate level students is \$20,500 or less based on the cost of attendance.

Students are not required to make any payments while enrolled in school at least half-time, and for an additional six months after you graduate, leave school, or drop below half-time enrollment. During any period when you're not required to make payments, interest will accrue on your loan. You may choose to pay the accrued interest or allow the interest to be capitalized (added to your loan *principal* balance) when you have to start making payments. Your loan servicer will notify you when your first payment is due.

The Federal Direct Graduate PLUS Loan:

To receive a Direct Graduate PLUS loan, you must be a graduate or professional student enrolled at least half-time at an eligible school in a program leading to a graduate or professional degree or certificate. The maximum PLUS loan amount you can borrow is the cost of attendance minus any other financial assistance received. A credit check will be performed during the application process. A student who has an adverse credit history, may still receive a Direct PLUS Loan through one of these two options:

1. Obtaining an *endorser* who does not have an adverse credit history. An endorser is someone who agrees to repay the Direct PLUS Loan if you do not repay it.
2. Documenting to the satisfaction of the U.S. Department of Education that there are extenuating circumstances relating to your adverse credit history.

If you are eligible for a Direct PLUS Loan, you will be required to sign a Direct PLUS Loan *Master Promissory Note* (MPN), agreeing to the terms of the loan. Students who haven't previously received a PLUS loan will also be required to complete Loan Entrance Counseling.

Students are not required to make any payments while enrolled in school at least half-time, and for an additional six months after you graduate, leave school, or drop below half-time enrollment. During any period when you're not required to make payments, interest will accrue on your loan. You may choose to pay the accrued interest or allow the interest to be capitalized (added to your loan *principal* balance) when you have to start making payments. Your loan servicer will notify you when your first payment is due.

Private Loans:

Banks and other private agencies can make educational loans to individual students. The application is processed directly by the lending institution and carries higher interest rates than the government loans. A student may require a credit worthy co-signer in order to be approved for a private loan. Repayment options vary depending on the lender.

Graduate Assistantship:

Several programs on campus offer full or partial graduate assistantships to be applied towards the cost of tuition. Students selected for graduate assistantships provide services for a department from staffing offices to upgrading labs to coaching university sports teams or working with undergraduate students. Graduate assistants should speak with their supervisor regarding hours of work per week they must complete. Departments that regularly offer assistantships include: MBA, Engineering, Creative Writing, Athletics, and Student Life.

Scholarships:

Students should consult each program and its respective program handbook to see what, if any, institutional scholarships are available within their program of study. Students should also consult private funding agencies within their hometown or special interest category. Some private foundations and local governments do offer scholarships for graduate study.

Chapter 6: Student Conduct at Wilkes University

Graduate students are obligated to observe the regulations governing all Wilkes University students relative to:

1. Academic honesty and integrity;
2. Respect for the rights of others relative to their safety, welfare and educational commitments;
3. The safety and security of the entire community.

Any disciplinary cases arising from a lack of observance of these regulations will be adjudicated by the Dean of the appropriate college or school and the Office of Student Affairs. Appeals from the decisions of this Committee may be made in written form to the Provost.

Academic Integrity Policy

Wilkes University holds the following principles to be essential to responsible, professional behavior for employees and students: honesty, trustworthiness, integrity, and dignity; as well as respect and fairness in dealing with other persons, a sense of responsibility towards others, and loyalty toward the ethical principles promoted by the University through its mission, vision, and values. It is important that these principles and the tradition of ethical behavior be consistently demonstrated and carefully maintained.

Wilkes University is highly invested in demonstrating the critical importance of these principles for the students in its programs. All faculty members are charged with upholding the high professional standards that will become the foundation for the professional development of our students. Any suspicion of academic dishonesty that is detected by faculty or staff is to

be addressed as outlined in the procedure below. A quality education requires that students are as aware of their ethical responsibilities as they are their program content.

Students must assume personal responsibility to ensure that their work is original and that it is properly referenced in accordance with appropriate academic standards.

Instructors and staff shall utilize anti-plagiarism tools as a means to enforce compliance with this policy.

This policy is intended to provide clear expectations for the conduct of students and to provide a clear process for the handling of any infractions. The examples are provided to create a context for the determination of the level of infraction and are not to be considered as all inclusive.

This policy is incorporated by reference into the *Graduate Bulletin*, and all graduate students are responsible for its content.

Academic Integrity Violations

Cheating – The use of information or materials that are written, verbal, electronic, or viewed from another student’s work without the prior knowledge or authorization of the instructor. Cheating may also be alleged if there are conversations (verbal or electronic) during the administration of a test or if an effort is made to solicit exam information from another student.

Fabrication – Intentional or negligent misrepresentation of research data or creation of research data that does not exist. Fabrication can also take the form of falsifying information such as the submission time or date of assignments, or reasons for tardiness of assignments, or reporting false information regarding another student.

Unauthorized Access to, or Obstruction of, Intellectual Property – Theft of course materials from an instructor or theft of another student’s work constitutes unauthorized access. Intentionally denying access to resource materials or referenced materials to interfere with the academic progress of others constitutes obstruction of intellectual property.

Facilitation of Academic Dishonesty – Allowing another student to use one’s work without the authorization of the instructor constitutes facilitation of academic dishonesty. Providing information regarding exams or assisting a student in obtaining unauthorized materials also constitutes facilitation of academic dishonesty.

Plagiarism – The submission of work without the proper use of citation or quotation marks, or the use of the words or ideas from others presented as one’s own for a portion or all of one’s work constitutes plagiarism. This includes, but is not limited to, material from books, journals,

the internet, social media, or other students or individuals. Paraphrasing that is unreasonably close to the original work and incomplete citations also constitute plagiarism.

The above list is meant to be a framework to disseminate the expectation for academic integrity. The list and the examples are not exhaustive. Violations of this policy are classified by the four levels of severity of the infraction. Below are the recommended sanctions assigned to each level of severity. The sanctions listed shall be used as a guide for enforcement of the policy. Those charged with levying the sanctions are not restricted to the sanctions listed.

Low Level Offense – Low Level Offenses occur because of inexperience or lack of knowledge of academic standards by the person committing the offense. These infractions involve a small part of the total coursework, or occur on a minor assignment. The following are some examples:

- Working with another student on an assignment without instructor authorization.
- Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for low level offenses are listed below; one or more of these may be chosen in each case:

- An extra assigned paper or research project on a relevant topic.
- A make-up assignment at the same level of difficulty.
- A make-up assignment at a more difficult level than the original assignment.
- No credit given for the original assignment.
- Other appropriate sanctions (for example, required attendance at non-credit workshops or seminars on ethics or related subjects) as prescribed by the individual Colleges, Schools, or Departments.

Records of students who commit low level offenses shall be maintained in the Department Chairperson's or

Program Director's Office until graduation. One year after the student graduates, all documentation, paper and electronic, of low level offenses shall be destroyed.

Medium Level Offense – Medium Level offenses are those characterized by dishonesty of a more serious nature or which affect a more significant aspect or portion of the course work. Examples include:

- Quoting directly or paraphrasing to a moderate extent, without acknowledging the source.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without the prior express permission of the instructor.
- Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be acknowledged.
- Receiving assistance from others, such as research, statistical, computer programming, or field data collection assistance that constitutes an essential element in the undertaking,

without acknowledging such assistance in a paper, examination, project, or other assigned work.

The recommended sanction for a Medium Level offense is one year of academic probation. The student shall receive zero points on the work and shall fail the course. The student shall be allowed to reregister for the course after the period of time as designated by the sanction.

Notation of academic probation shall be placed on the student's transcript and shall remain for the period in which the sanction is in force. A letter from the Academic Dean of the College or School shall be sent to the student and a copy shall remain in the student's educational record. Records of students who commit Medium Level offenses shall be maintained in the Department Chairperson's or Program Director's Office until graduation. One year after the student graduates, all documentation, paper and electronic, of medium level offenses shall be destroyed.

High Level Offense – High Level offenses include dishonesty that affects a major or essential portion of work done to meet course requirements and/or involves premeditation, or is preceded by one or more violations at low and medium levels. Examples include:

- Copying on examinations.
- Acting to facilitate copying during an exam.
- Using prohibited materials, for example, books, notes, or calculators during an examination without prior express permission from the instructor.
- Collaborating prior to an exam to develop methods of exchanging information and/or the implementation of such exchange.
- Altering examinations for the purposes of initiating re-grading.
- Acquiring or distributing an examination from unauthorized sources prior to the examination.
- Plagiarizing major portions of a written assignment.
- Presenting the work of another as one's own.
- Purchasing a term paper or other course materials.
- Removing posted or reserved material, or preventing other students from having access to it.
- Fabricating data or inventing or intentionally altering material (for example, citing sources that do not exist).
- Using unethical or improper means of acquiring data.

Under normal circumstances, the sanction to be sought for all high level offenses or for repeated violations of low or medium offenses is a minimum of one year academic ineligibility from the University and a failing grade for the course. The notation of academic ineligibility shall be placed on the student's transcript and shall remain for the period of time as designated by the sanction. The student may request reinstatement and may retake the course after the designated time period. The designation of academic ineligibility shall remain on the student's transcript until there is action by the student to have it removed. In certain instances, students may be placed on permanent academic suspension.

Severe Level Offense – Severe Level offenses represent the most serious breaches of intellectual honesty. Examples include:

- Academic integrity infractions committed after a previous finding of either a medium or high level academic integrity violation.
- Infractions of academic integrity resembling or constituting criminal activity (such as forging a grade form; stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript). (Actions that may be construed as criminal activity will be handled by the appropriate legal authority as directed by the University's protocol.)
- Having a substitute take an examination; or taking an examination for someone else.
- Fabrication of evidence, falsification of data, quoting directly, or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own within a master's thesis or project or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Violations of Codes of Professional Ethics.

Under normal circumstances, the sanction for all severe level offenses and a repeat infraction at high level offenses is immediate and results in permanent academic suspension from the University. A notation of the permanent suspension shall be placed on a student's transcript and shall remain permanently, unless otherwise determined by a particular College, School, or Department.

Procedure for enforcement

This policy shall be posted on the University website for easy reference.

Program Chairpersons, Directors, Coordinators, and Faculty are in the best position to ascertain the full impact of the actions of the student and are the catalysts to begin the process of inquiry regarding the allegations of a violation, regardless of the source of the allegation.

When an instructor is made aware of a violation of the Academic Integrity Policy at the Low Level, the instructor will complete an Academic Integrity Violation Charge Form, communicate with the student and include their feedback on the form. The form and supporting documentation will be submitted to the Department Chairperson or Program Director for review. The Department Chairperson or Program Director and Instructor will determine the sanction. The sanction will be communicated to the student by the instructor. Documentation of the infraction will be kept on file with the Department Chairperson or Program Director through graduation. One year after the student graduates, all documentation, paper and electronic, of low level offenses shall be destroyed.

When an instructor is made aware of a violation of the Academic Integrity Policy at the Medium Level, the instructor will complete an Academic Integrity Violation Charge Form, communicate with the student and include their feedback on the form. The form and supporting documentation will be submitted to the Department Chairperson or Program Director for review. The Department Chairperson or Program Director and Instructor will determine the sanction. The sanction will be communicated to the student by the instructor. Documentation of the infraction will be kept on file with the Department Chairperson or Program Director through graduation. If part of the sanction is Academic Probation, this designation shall be placed on the student's transcript for the period of time as designated by the sanction. One year after the student graduates, all documentation, paper and electronic, of Medium Level offenses shall be destroyed.

When an instructor is made aware of a violation of the Academic Integrity Policy at the High or Severe Level, the instructor will immediately inform the Department Chairperson or Program Director and the Academic Dean of the appropriate College or School for which the course is offered. The instructor will complete an Academic Integrity Violation Charge Form. This will initiate a Formal Review Process. Supporting documentation will be reviewed and a letter to the student will be compiled and sent, via certified mail, to the student with information regarding the allegation, supporting documentation, and notice that a Faculty Panel will be convened to review the evidence. The student shall be allowed to submit feedback within a reasonable designated timeframe. The student may request to be present for the panel review and/or may choose a member of the campus community to be present as an internal advisor. The Dean will convene a Faculty Panel and set a meeting date for review of the evidence.

Both the Faculty Panel and the student may elect to call witnesses to provide relevant and material evidence relating to the allegation. The recommendation of the Faculty Panel shall be submitted to the Academic Dean of the appropriate College or School. The Dean shall review all of the documentation and the recommendation from the Faculty Panel and make a determination as to the appropriate sanction. The sanction will be communicated to the student by the Academic Dean. The determination of the Dean is final.

For all level offenses, the student has the right to appeal the decision. If a student believes that the charge or sanction related to the academic integrity policy violation is unacceptable and/or unreasonable, the student may submit a complaint, in writing, to the Department Chairperson or Program Director within two weeks of receiving notification of the determination. If a student does not receive a response from the Department Chairperson or Program Director within two weeks from the date of originally submitting the complaint or is not satisfied with the result of that determination, the student may then submit the complaint to the academic Dean of the College or School for review. If a student does not receive a response from the Dean of the College or School within two weeks from the date of submitting the complaint to the Dean or is not satisfied with the result of that determination, the student may then submit the complaint to the Provost. The determination of the Provost shall be final.

For all level offenses, the student may continue to participate in the course until the case has been resolved. If the student chooses to withdraw from the course, the process will continue through to resolution with the recommended documentation included in the student record. A grade of I (incomplete) shall be assigned pending resolution. All information and identities of involved parties are confidential.

Administering this policy is the responsibility of everyone in the Wilkes University community. Students, instructors, program coordinators, department chairpersons, directors, and deans all have an investment in providing an environment that promotes scholarship, honesty, and integrity. This responsibility is taken seriously and this policy shall be enforced uniformly.

Anti-Hazing Policy

Wilkes University does not condone hazing of any kind. Hazing, is defined as follows:

any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy applies to all University organizations, groups and individuals and is equally applicable on and off campus.

Any alleged act of hazing brought to the attention of University officials will be fully investigated and those individuals and/or groups accused will be brought before the University's Student Affairs Cabinet for adjudication.

Anyone found in violation of the Hazing Policy will be subject to disciplinary action.

The severity of the sanctions will depend on the circumstances surrounding the violation. Disciplinary action by the University will be in addition to any penalties imposed by civil authorities for violations of state law.

Graduate Disciplinary Process Flowchart

- Incident/Alleged policy violation takes place.
- Report submitted to Student Affairs for investigation.
- No policy violation or suspect found. End of process.
- Investigation finds policy violation and alleged suspect.
- Conference held with alleged violator
- Charges and sanctions agreed upon by Assoc. Dean of Student Affairs (or designee for off-campus locations) and alleged violator. End of process.
- Assoc. Dean of Student Affairs (or designee for off-campus locations) and alleged violator do not agree upon charges and sanctions.
- Process is determined
- Administrative hearing held by the Assoc. Dean of Student Affairs (or designee for off-campus locations), if the policy violation does not appear to warrant dismissal or suspension from the University.

- Graduate Studies Committee, if the policy violation could result in dismissal or suspension from the University.
- Decision is made regarding the violation/sanction.
- Student is determined not to be in violation of a University policy. End of process.
- Student is found guilty of violation and accepts the sanction imposed. End of process.
- Student is found guilty of violation and does not accept sanctions.
- Student requests an appeal of the decision through the Office of the Provost
- The appeal is denied. The process ends.
- The appeal request is approved.
- The Office of the Provost reviews the case.
- The original decision is upheld. End of Process.
- It is discovered that there was:
 - Procedural error;
 - New evidence;
 - Inappropriate sanction.
- The case returns to the original Graduate Studies Committee group or another group, as determined by the Dean of the respective school or college, based on findings.

Grievance Policy/Internal Complaint Procedure

The purpose of this policy is to serve as a guide for students who wish to file a complaint about any aspect of Wilkes University's operations/policies/procedures or about the actions of any student, visitor, or employee of Wilkes University. This policy is to be implemented only when dealing with circumstances not covered by existing academic or student conduct procedures.

Procedures and Guidelines

1. Complaints, other than those being filed against persons, should be directed, in writing, to the appropriate Administrator (Director/Dean)/Department Chair/Faculty Member). It is the responsibility of that person to address the situation and, if possible, see that it is corrected. This must be done within a reasonable amount of time which will of course, depend upon what must be done to rectify the situation. The Administrator (Director/Dean)/Department Chair/Faculty Member should inform the student in writing of the measures that were taken or are being taken to address the issue. If a student does not receive a response from the Administrator, Department Chair, Faculty Member within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or the Provost.
2. Complaints being filed against a person, should be directed, in writing, to that person's immediate supervisor. If it is a sexual harassment complaint the procedures, outlined in the Sexual Harassment Policy should be followed. If the complaint is not one of sexual harassment, then it is the responsibility of the supervisor to address the issue with the respondent. The supervisor must inform the student, in writing, of the measures that were taken or are being taken to address the issue. If the student does not receive a response from the supervisor within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or Provost.
3. In all instances of a student filing a complaint, the student must be assured in writing that no adverse action will be taken against the student for filing a complaint.

4. All documentation regarding a complaint, as well as its disposition, must be securely stored in the office of the person who received the complaint and acted upon it. These records must be maintained for a period of six (6) years from the date final action was taken on said complaint.
5. If a student feels that a response to a complaint is unacceptable and/or unreasonable, the student may bring the complaint to the immediate supervisor of the person who initially acted in response to the matter. If a student does not receive a response from that supervisor within two weeks from the date of originally filing the complaint with that person, the student may then bring the complaint to the appropriate Vice President or Provost.

Chapter 7 – Academic Standing

Master’s and Doctoral Degree Requirements - General

Students may be awarded the master's degree upon satisfaction of all graduate degree requirements and the following specific requirements:

- A completed file (application, application fee, official transcripts, copy of teaching certificate, letters of recommendation, and any required testing).
- Regular admission into a graduate program;
- Satisfactory completion of all requirements for the degree to be completed within six calendar years preceding the date of the granting of the degree. If an extension of the six-year limit is needed, a request should be submitted in writing to the Academic School Dean. The Dean will review the request and consult with appropriate parties (graduate program director, chairperson, or advisor) and will notify the student and the appropriate administrative offices of the final decision.
- A minimum average of 3.0 for all graduate work (see Grade Regulations);
 - If a thesis is required, the candidate should:
 - o Be accepted by a thesis advisor and an Advisory Committee before completion of nine hours of graduate study;
 - o Submit an acceptable thesis in the required format and quantity of copies no later than three weeks prior to the commencement at which the degree is to be conferred;
 - o Arrange for publication of the thesis. (see Thesis Policy);

Specific requirements for graduate degrees will be found within each of the degree programs described in the following sections.

Students CANNOT substitute other courses for any of the required core courses in any program without the express written consent of the department chair/director.

Policies Grading

Numerical grades are given for graduate work:

4.0 = A	Academic achievement of superior quality
3.5 = B+	Academic achievement of good quality
3.0 = B	Academic achievement of acceptable quality in meeting graduation requirements
2.5 = C+	Academic achievement of adequate quality but below the average required for graduation
2.0 = C	Academic achievement below the average required for graduation
0.0 = F	Failure. No graduate course credit

A grade of "X" indicates assigned work yet to be completed in a given course. Except in thesis work, grades of "X" will be given only in exceptional circumstances. Grades of "X" must be removed through satisfactory completion of all course work no later than four weeks after the end of the final examination period of the semester in which the "X" grade was recorded. Failure to complete required work within this time period will result in the conversion of the grade to 0. An extension of the time allowed for the completion of work should be endorsed by the instructor in the form of a written statement and submitted to the Registrar.

Appeal of Grade Policy

Students who have a clear and justifiable grievance with reference to a grade should first seek resolution with the instructor and, subsequently, with the Department Chairperson/Director. It is expected that they will consult with the faculty member in an effort to resolve the dispute. The Chairperson/Director may also exercise the option to involve others in the discussions with the faculty member.

If satisfaction cannot be obtained, the student has the right to appeal to the **Dean of the School/College**. The appeal must be made by the end of the fourth week of the subsequent fall, spring, or summer trimester or Term (Creative Writing Program). The **Dean of the School/College** will consult with the Department Chairperson/Director and will establish an Appeal Committee of three faculty members -at least two of whom shall be from the department of the faculty member concerned, if possible. A Committee Chairperson will be appointed by the **Dean of the School/College**. The Committee Chairperson will notify the faculty member of the appeal and the composition of the Committee.

The Appeal Committee will review the student's complaint, interview the faculty member, and study the evidence presented by both parties. If necessary, the Committee may interview the student, other students or faculty in its efforts to determine the facts.

The Committee will make a report to the Dean of the School/College in which it reviews the issues and recommends a solution. In most cases this will be a recommendation to uphold the grade awarded by the instructor or to alter the grade that the student received. In some cases the recommendation may be to present the student with other alternatives such as the completion of additional work before a final grade is determined.

The Dean of the School/College, after consultation with the Provost, will inform the faculty member and the student of the recommendations of the Appeal Committee and will take the steps that are necessary to implement the recommendations.

Chapter 8 – Graduation Procedures and Commencement

It is the responsibility of the graduate student to sign up for a graduation audit no later than ninety days prior to the date of the Commencement Exercise at which the student expects to be graduated. This is done by registering for GRD-000-B (0 credits/\$165.00 graduation fee) during the beginning of the final term before graduation.

If registration is completed, students should call or write to the Registrar's Office to notify of intent to graduate. A completed file and acceptance into a graduate program are required for graduation. Transfer credits (approval forms and official transcripts) must be received before each semester's graduation clearance deadline. Students changing their status from non-degree seeking to degree-seeking must do so at least a year prior to graduation.

Graduating students may participate in one of the three commencement exercises held over the calendar year. These exercises occur in May, September and January of each year. Diplomas given during September ceremonies will always be dated as the fourth Saturday in August.

Chapter 9: Information Resources and Technology

Internet Connection

Wilkes Email and MyWilkes Portal

Access: Software and Hardware

Learning and Professional Development Resources and Programs

Center for Global Education and Diversity

Intensive English Program

International Student Services

Office of Diversity Initiatives

Allan P. Kirby Center for Free Enterprise and Entrepreneurship

Kirby Lecture Series

Small Business Development Center

Institute for Public Policy and Economic Development

Center for Continued Learning

The Center for Educational Research, Technology and Innovation (CERTI)

Barnes & Noble Bookstore / Purchasing Textbooks Online

Internet Connection

Wilkes students can access wireless Internet at many locations throughout campus including the University Center on Main (UCOM), Breiseth Hall, Henry Student Center, Stark Learning Center, Cohen Science Center and Farley Library. Simply connect to either Student.Wilkes.edu network and use your university username/password to gain access or to Guest.Wilkes.edu and

use the guest password found on the homepage of the “MyWilkes” portal under the Guest Network Password tab.

Wilkes Email and MyWilkes Portal Access

Wilkes University operates through a central portal system called "MyWilkes". This centralized system operates through the Trademark Banner system and contains most of the logistics of students' needs such as enrollment and course status, finances with the University, schedules of events and the University's main calendar of events, meal plans, dining menus and services, academic services through the university college such as tutoring and other academic assistance, information on academic records such as transcripts, information and sign-up for the university wide text messaging and emergency system, support information for university government, clubs, centers and information technology.

Access: Software and Hardware

Wilkes University graduate students have privileges to obtain software from the University for academic use. Microsoft Office Suite can be purchased from the University Bookstore for a modest fee. Other resources, including free anti –virus software and discounts on software and hardware are available on the Information Technology Services Quick Link tab of the “MyWilkes” portal.

Learning and Professional Development Resources and Programs Center for Global Education and Diversity

The Center for Global Education and Diversity fosters Wilkes’ mission of educating students “in a constantly evolving and multicultural world,” through the cooperation among, and the individual operations of, the three offices: Diversity Initiatives, Intensive English Program, and International Student Services. Each area of the Center advises and advocates for groups of students: underrepresented minorities, non-native speakers of English, and international students and scholars who have come to the US to study or research at Wilkes.

The Center brings diversity and a global perspective to the Wilkes community by sponsoring campus-wide programs to develop a broader understanding of the world. Providing support in matters of diversity, internationalization, and globalization, the Center is an important resource and support for all areas of the University.

Services provided include:

- support for students from underrepresented groups such as women, ethnic and religious minorities, who are gay/lesbian/transsexual/transgender
- support for international students, faculty, and staff
- support for faculty and students interested in the globalization of higher education
- the Intensive English Program (IEP) for non-native English speakers who need to improve their English language skills

- multicultural programming
- reserving the Savitz Multicultural Lounge in the Henry Student Center

Contact: Georgia Costalas, Executive Director

Office of Diversity Initiatives

The Office of Diversity Initiatives (ODI) serves as the liaison and secondary advisor for students from underrepresented populations. ODI provides and supports cultural awareness for all students through a series of events and programming on and off campus throughout the academic year. Our programs include Welcome to our Neighborhood, Night on the Town, Diversity Week and celebrations of commemorative months. The office provides Safe Space awareness, Ally training and diversity training to create a more inclusive environment.

Contact: Erica Acosta, Associate Director for Diversity Initiatives

International Student Services

The Center's International Student Services staff advises international students on academic, cultural, and personal issues, as well as helping with immigration and visa information. ISS provides an orientation to life in the United States and the American education system; assists students in dealing with a variety of offices and constituencies including U.S. and foreign government agencies, campus offices and departments, and the community. ISS provides activities and events to foster intercultural learning and to facilitate interaction and exchange between international and domestic students.

Contact: Jonathan Summers, Associate Director of International Student Services;
Crystal Cool, Assistant Director of International Student Services

Intensive English Program

The mission of the Intensive English Program (IEP) at Wilkes University is to provide quality academic instruction in English as a second language (ESL) to both international and other English-language learning students planning to pursue university studies in the United States. To this end, the IEP includes curriculum, certified faculty, classroom materials, and teaching methods that are well grounded in both theory and practice and based on the latest research findings in the field of second language learning and teaching. This fully accredited program aims:

- Provide high quality English language instruction;
- Prepare students for further academic study in the U.S. through a well-articulated curricula;
- Provide English language instruction for personal growth;
- Provide students with the guidance they need to successfully reach their academic or professional goals;
- Provide highly qualified faculty who encourage academic success and provide leadership in the areas of intercultural understanding and cooperation;
- Provide learner-centered instruction to meet student academic needs;

- Provide services relating to admission, counseling, academic life, and the general success of international students attending Wilkes University

All policies and governances found within this handbook apply to all students participating in the IEP at Wilkes University.

Contact: *Dr. Kimberly Niezgoda*, Director of IEP Services

Allan P. Kirby Center for Free Enterprise and Entrepreneurship

The Allan P. Kirby Center for Free Enterprise and Entrepreneurship is dedicated to the teaching of the principles of free enterprise and entrepreneurship. Although the Center is affiliated with the School of Business and Leadership, it is an independent center that serves the entire University, as well as local and state functions.

The Allan P. Kirby Center's goals are:

- To encourage and enable students to understand the nature of free enterprise, value creation, and entrepreneurship through curricular and experience-based activities
- To develop, implement, and support programs that will enhance the entrepreneurial climate of Wilkes University and northeastern Pennsylvania
- To foster dialog on the imperative of pursuing the constitutional goals of life, liberty, and the pursuit of happiness through the free enterprise system and entrepreneurship
- Other programs and activities offered by the Center include special seminars and lectures, support for student business owners, and sponsorship of the University's Students In Free Enterprise (SIFE) team.

Kirby Lecture Series

The Allan P. Kirby Center Lecture Series brings leading voices in free enterprise and entrepreneurship to the Wilkes University campus and northeastern Pennsylvania. From the cutting edge to the quirky, the Center hosts two lectures annually by successful entrepreneurs with a wisdom and experience to share. Open to students and the community, these forums give students and the community insight into the creative process and drive of the entrepreneur. Past speakers include Robert Novak, Gov. George Pataki, John Stoseel, Lillian Vernon, Rep. J. C. Watts, Martin Eberhard, and Cal Thomas. For more information visit:

<http://wilkes.edu/kirbylecture>

Small Business Development Center

The Wilkes University SBDC provides no cost, confidential consulting services to entrepreneurs and small business owners. Whether you need help identifying local markets for your business, or developing a business plan and want a second opinion, or have compliance issues you would like to clarify, SBDC consultants are ready to help you grow your business. The SBDC's one-on-one management consulting emphasizes education and guidance in finding practical solutions to business problems. Consulting is confidential and provided at no charge by a staff of skilled professionals. For more information visit: <http://www.wilkes.edu/sbdc>

Center for Continued Learning

The Center for Life-Long Learning is your partner as you consider and explore non-credit training, and graduate and post-baccalaureate options. Assistance is available to help guide you through the details and prerequisites of established programs at Wilkes University. In addition, we are committed to helping our local and regional community as it strives to search for the newest approaches, technologies and skills needed to build and sustain a thriving economy and a rich social and cultural environment. Information regarding the services of the center can be obtained by visiting: <http://www.wilkes.edu/continuedlearning>

The Center for Educational Research, Technology and Innovation (CERTI)

The Wilkes Center for Educational Research, Technology and Innovation (CERTI) is a division of Graduate Education and offers training and professional development workshops in computing for teachers from schools throughout Northeastern and Central Pennsylvania. The staff of the CERTI, as well as visiting presenters, provides a wide range of training in all curricular areas. For more information visit:

<http://www.wilkes.edu/academics/graduate-programs/masters-programs/graduate-education/certi/>

Barnes & Noble Bookstore / Purchasing Textbooks Online

Wilkes University and King's College, through Barnes & Noble College Booksellers, Inc., operate a joint bookstore facility on South Main Street, adjacent to Public Square. The "academic superstore" is designed to meet the needs of students as well as the community at large. The store features full textbook services --both new and used; a full selection of general trade books; a local authors section, a full-service Starbucks Café and lounge chairs and tables. It also houses a "spirit" shop featuring logo merchandise for Wilkes University. A full selection of textbooks, supplies, and logo merchandise is available for purchase on the Barnes & Noble web site:

<http://wilkes.bncollege.com>

Chapter 10: Student Support Services

The Writing Center

The Writing Center, located in the lower level of the Library, is available to all Wilkes students and provides free assistance in all aspects of writing and communication, including the required APA format. Contact the Writing Center: 1-570-408-2753 or online at <http://www.wilkes.edu/resources/writing>

Campus Counseling Services

The purpose of this support line (570) 408-CHAT is to provide a resource for students needing support when Health and Wellness Services is not open. This line is staffed with Masters level and Doctoral level counselors who are trained specifically in college student mental health. Support is available to students who may be experiencing any mental health issue as well as students who may be experiencing an emergency situation. During regular business hours (Monday through Friday, 8:30 am-4:30 pm), students will continue to schedule an appointment for counseling by calling (570) 408-4730 or by stopping by Passan Hall (first floor) to schedule an appointment in person. Our hope is that this service will be complementary to counseling services presently available to students. We want to provide comfort and care for students by letting them know that despite their circumstances, support is always available.

Health Services

The Office of University Health Service maintains regular hours while the University is in session for the fall and spring semesters. A Nurse Practitioner and a Registered Nurse are available while Health Service is open, and a physician is available at specified hours during the week. Appropriate referrals are made as necessary to community physicians and hospitals. The Office of University Health Service does not provide clinic hours during the summer months. In times of escalating health care costs it is essential for students to have health insurance coverage.

Disability Accommodations

Wilkes University provides disability support services (DSS) and coordinates academic accommodations through University College. Any student with a documented disability (chronic medical, physical, learning, psychological) needing academic accommodations, as addressed by the American with Disabilities Act (ADA), must contact the University College to request accommodations. Current and qualifying documentation of the disability will be required. University College will determine reasonable accommodations in conjunction with course instructors and possibly other personnel. Both the student's needs and the essential components of course or program learning experience will be considered when determining reasonable accommodations. Students who do not follow the identified process will not be regarded by the University as having a disability. Contact: 570-408-4153 for more information.

Housing and Meals

There are no housing facilities exclusively for graduate students on the Wilkes campus. Nor does the University provide accommodations for married couples or families. Graduate students are housed in University residence halls only on a space-available basis. Graduate students who are

interested in living on campus should contact the Office of Residence Life to determine space availability.

The University Dining Hall, located on the third floor of the Henry Student Center, is open to all members of the Wilkes community.

Casual dining options are available on the first floor of the Henry Student Center, the first floor of the Stark Learning Center, and the first floor of UCOM. For information on meal plans, graduate students should visit the portal link (<http://www.wilkes.edu/campus-life/dining-on-campus/dining-plans/index.aspx>), or contact the procurement office at 32 West South Street or call 570-408-6024.

Chapter 11: General Information for Graduate Students

The Alumni Association and the Office of Alumni Relations are not only for alumni. Below you will find more information on programs and activities that are also available to students. The Office of Alumni Relations has access to over 30,000 Wilkes alumni and can help you make contacts in your field.

Here are some programs organized by the Alumni Association and Office of Alumni Relations that aim to help you develop personally and professionally:

Alumni and Student Networking Activities

Join Wilkes at networking events in your area to meet other “Colonels” or to expand your professional networking opportunities. Alumni events are held throughout the country, including many in Northeastern Pennsylvania. For an up-to-date schedule of events, see

<http://wilkes.edu/alumni>

RAP with the best... Recent Alumni Programs focus on providing recent alumni special opportunities to network, socialize and learn. This series of programs bring the latest and greatest together both on-and off-campus.

Be mentored by an alumnus/a or mentor a student after graduation

Contact the Office of Alumni Relations (alumni@wilkes.edu) if you would like to be paired with an alumni mentor. Our alumni mentors are pleased to guide students through the academic and career selection process, as well as provide insight into a profession of choice. Wilkes alumni are active in all career fields throughout the country.

Once you graduate, remember to make a difference— share your personal and professional experience with students! Find out more at <http://wilkes.edu/alumni>.

Homecoming

Find your favorite faculty members, network with others from your program about your chosen career path, explore possibilities for professional development. These opportunities are just part of Homecoming Weekend.

What to do after graduation

Update your contact information

Want to find out about events and programs? Be sure to keep your information up to date.

Log onto The Colonel Connection at www.wilkes.edu/alumni to update your address and employment information or contact the Office of Alumni Relations at alumni@wilkes.edu or at 570.408.7787

Become a Volunteer

Your Alumni Association is always looking for alumni who are interested in taking an active role in developing and expanding its programs and services. Recently, a Graduate Alumni Committee was formed to represent your interests. To get involved with this or another committee, see <http://community.wilkes.edu/volunteer>.

Take advantage of Alumni Benefits and Discounts

Lifelong Alumni Learning

We encourage you to take part in the many public lectures and events that take place at the Wilkes University. You will have access to your Wilkes email address for life, so there is no need to continuously update your email address. Please remember that accounts will be deleted after one year of inactivity.

Your Online Alumni Community

Check The Colonel Connection (<http://wilkes.edu/alumni>) regularly for the latest Wilkes news and events. You can also

- Find old friends
- Discover professional contacts
- Stay tuned in to the calendar of Wilkes events
- Post your news in Class Notes (published in the magazine)
- Share your photos

Short Term Health and Life Insurance

Long-term protection with great rates and fantastic features. Medical insurance is offered for those temporarily without coverage, such as the unemployed and recent graduates, and for special situations, including travelers and students. For more information, see www.meyerandassoc.com/ma/wilkes or contact the program administrator at 800-635-7801.

Auto and Homeowner's Insurance

Liberty Mutual offers special insurance rates for alumni on car, renters and homeowner's insurance policies. Be sure to mention that you are a Wilkes alum to get your discount or see: www.libertymutual.com/lm/wuaa.

- PA residents: 1.800.526.1547
- Out of state: 1.800.524.9400

Graduate Student Organizations

Delta Mu Delta (Business School's Honor Society)

Faculty Advisor: Dr. Wagiha Taylor, wagiha.taylor@wilkes.edu, 570-408-4712

MBA Association

Faculty Advisor: Dr. Ge Xiao, ge.xiao@wilkes.edu, 570-408-4486

American Society of Mechanical Engineers (ASME)

Faculty Advisor: Dr. William Greiner, william.greiner@wilkes.edu

Institute of Electrical and Electronics Engineers (IEEE)

Faculty Advisor: Dr. John Gilmer, john.gilmer@wilkes.edu, 570-408-4885

Housing

Graduate students generally are not provided with housing options on campus. The residential living at Wilkes is not designed for the needs of adult students. For graduate students who need housing close to campus we recommend reviewing the classified section in the region's local Newspapers:

- The Times Leader
- The Citizen's Voice
- The Scranton Times

Some graduate programs do provide housing options for their specific student populations. These exceptions are rare but when housing is an option you will receive information from the college explaining the process.