

The mission of the graduate programs is not confined within the perimeters of the university. The programs also make a significant contribution to the community at large. As a result of their intense, concentrated study at WestConn, students are well prepared to enter society, not only as trained professionals and specialists, but also, in a wider context, as thoughtful, sensitive human beings with personal integrity and an appreciation of intellectual and political freedom.

Much of this understanding is developed in professional in-service and pre-service programs through cooperative efforts with regional businesses, industry, government, social service and educational agencies. WestConn's faculty and programs are dedicated to forging and maintaining such ties through the ongoing assessment of regional needs and continual interaction with community, business, professional, and academic organizations — an interaction which also helps to refine the graduate curriculum.

### **Graduate Dean and Graduate Council**

The dean of graduate studies and external programs is advised by the Graduate Council, a faculty body with representation from each discipline. The council is responsible for recommending overall graduate policy, approving programs, and maintaining high standards. Program proposals developed by academic departments, working with their school deans, must be approved by the Graduate Council before implementation.

### **Graduate Program Coordinators**

Each graduate program has a qualified faculty member who serves as graduate coordinator.

The coordinators are members of the Graduate Council and leaders in program development. A strength of graduate study at WestConn is that students enrolled in graduate programs are advised directly by the appropriate program coordinator as they plan their progress toward their degree.

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## **Admission to Graduate Programs**

### **Application Requirements**

Criteria for admission to graduate study at Western Connecticut State University include both qualitative and quantitative requirements to ensure that applicants possess the educational preparation to succeed academically at the graduate level. The criteria are established by the Graduate Council and approved by the provost and vice president for academic affairs and WestConn's president. No applicant is denied admission on the basis of sex, race, creed or national origin.

### **Application Procedures**

Students may register for graduate classes on a matriculated (degree-seeking) or non-matriculated (non-degree seeking) basis. All students registering for graduate classes must hold a baccalaureate degree or its equivalent and must demonstrate ability to pursue graduate studies.

Prior to registration, prospective students must apply to the Division of Graduate Studies. Applicants must provide:

- A completed application, along with the application fee
- Official transcripts from all colleges and universities attended
- Proof of all prerequisite requirements, including minimum GPA
- Proof of immunization form for all students born after 1956
- A current RN license for prospective nursing students
- A current teacher's license for prospective education and educational psychology students
- Appropriate test scores where required

Application materials may be requested from the Division of Graduate Studies and External Programs, Old Main 206, by calling (203) 837-8244. Or, prospective students may visit the Web site at [www.wcsu.edu/graduate](http://www.wcsu.edu/graduate) and download the graduate application.

Prospective students are encouraged to read the relevant sections of this catalog, including the portions that describe the degree program in which they are interested. General questions should be addressed to the

Division of Graduate Studies; program-specific questions should be directed to the graduate coordinator identified in this catalog

### **Transfer of Credit**

Students who wish to use transfer credits toward any of WestConn's graduate programs must make this request at the time of initial application to the university. The amount of graduate credit transferable into a master's degree program from other accredited institutions is limited to nine (9) semester credits, except in the case of:

- A. The Connecticut State University, wherein no limitations are placed on the number of transfer credits. However, a student must complete at least fifteen (15) semester credits in residence at WestConn (including thesis requirements, alternative research project, departmental seminar, and/or comprehensive examination) as required for particular programs.
- B. The M.B.A. program allows up to twelve (12) transfer credits.
- C. The M.S. program allows up to six (6) transfer credits.

All transfer credits must represent satisfactory work (a grade of "B" or better) at the institution where the work was completed and must be in accordance with a planned program of study. Transfer credits older than ten years are not accepted toward any graduate program at WestConn. Transfer of courses completed after a student is admitted to a graduate program must be approved in writing by the student's graduate program coordinator.

Transfer credits are not included in a determination of cumulative grade point averages for graduate students at WCSU.

### **Application Priority Dates for Graduate Students**

Applications for admission to the Division of Graduate Studies must be received by the following dates:

- Fall Semester: August 5
- Spring Semester: January 5

### **Student Status**

Graduate students may be full-time or part-time students according to the number of credits for which they are enrolled in a semester. Full-time enrollment consists of nine semester hours or more. Most graduate study at WestConn is undertaken on a part-time basis.

#### *Matriculated Student*

To matriculate in a degree program, students must complete an application and meet the general requirements for admission to the Division of Graduate Studies. In addition, they must meet any specific requirements for admission to the program in which they are interested. For program requirements, students should read the section of this catalog describing the program. General questions should be addressed to the Division of Graduate Studies and program-specific questions should be addressed to the program's graduate coordinator identified in the catalog.

#### *Non-matriculated Student*

Students who complete an application and meet the general requirements for admission to the Division of Graduate Studies may complete one semester of graduate study with a maximum of 6 credits as non-matriculated students. To enroll for further study, students must apply and be admitted to a degree or certificate program. The Division of Graduate Studies and External Programs reserves the right to exclude non-degree students from graduate courses offered to students in degree or certificate programs.

#### *Special Student*

Students who wish to register for a course, but who are not seeking a graduate degree, must complete an application and meet the general requirements for admission to the Division of Graduate Studies. Permission

to take a course is given on a space-available basis, and some programs may not allow students to register for courses unless they have been admitted to the program. Special students who wish to continue their studies must apply and be admitted to a degree or certificate program.

### *Guest Student*

Graduate students matriculated at another institution may register for graduate study at WestConn on a space-available basis by presenting a letter of permission from their resident institution to the Division of Graduate Studies. Students must also provide academic transcripts to demonstrate satisfaction of course or program prerequisites. The New England Regional Student Program (see description below) provides special opportunities for guest study and exchange.

### *Undergraduate Student*

Students matriculated for an undergraduate degree at WestConn who meet special qualifications may be permitted to enroll in particular graduate courses. Interested students may obtain details from the Division of Graduate Studies.

### *International Student*

Western Connecticut State University has been designated by the United States Department of Homeland Security to offer courses of study to any F-1 student who is pursuing a “full course of study” to achieve a specific educational or professional objective. A full course of study at the graduate level at Western Connecticut State University is a minimum of nine credit hours.

Students who have earned an undergraduate degree in a country other than the United States must have their transcripts assessed by an appropriate educational service for a comprehensive course-by-course evaluation. This report will determine if the student has completed the equivalent of a U.S. bachelor’s degree, which is the minimum requirement for acceptance into any of WestConn’s graduate programs.

### **In-Service Workshops for Teachers**

Graduate study is primarily an on-campus function of the university. However, occasional in-service, credit-bearing workshops are offered at school districts in the university’s service area upon the request of the administration in such districts. Usually these workshops are designed to enable teachers in a school system to study a teaching or curriculum problem of special significance to specific situations. School officials interested in workshops of this nature should contact the chair of the education and education psychology department, Westside 249, (203) 837-8510.

### **New England Regional Student Program**

The New England Regional Student Program (RSP), one of the basic programs administered by the New England Board of Higher Education (NEBHE), was established in 1957. The RSP enables residents of New England to attend an out-of-state public college or university within New England for certain degree programs not available at their home state public institutions. These students pay in-state tuition plus 50 percent above that amount.

### **State Rehabilitation Program**

State Rehabilitation Commissions frequently offer generous educational services to persons with a disability or a handicap. A student with a disability or handicap should contact Coordinator Deborah Cohen at (203) 837-8946 in AccessAbility Services to determine eligibility.

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## **Student Expenses**

As part of the Connecticut State System of Higher Education, Western Connecticut State University offers a high quality education program at low cost. Details of the expenses follow:

**Application Fee:** All new graduate students pay \$50 when filing an application for admission to the Division of Graduate Studies. There is an additional \$100 evaluation fee for doctoral candidates.

## **Tuition and Fees Per Semester** (All rates subject to change)

The Division of Graduate Studies does not guarantee that full-time study is possible each semester for all programs. Please check with the appropriate graduate program coordinator to obtain accurate information. Note: Teacher certification students pay tuition on a per-credit basis.

*Part-Time Doctoral Students — In-state — \$638 per semester hour; Out-of-state — \$646 per semester hour includes:*

	<i>In-state</i>	<i>Out-of-state</i>
Tuition	\$441 per semester hour	\$449 per semester hour
General fee	\$197 per semester hour	\$197 per semester hour
<i>Additional fees:</i>		
Student Activity fee	\$3 per semester hour (fall/spring terms only)	
Registration fee	\$55 per semester (non-refundable)	

*Part-Time Master's Students — (less than 9 SH per semester)*

*In-state — \$427 per semester hour; Out-of-state — \$433 per semester hour includes:*

	<i>In-state</i>	<i>Out-of-state</i>
Tuition	\$285 per semester hour	\$291 per semester hour
General fee	\$142 per semester hour	\$142 per semester hour
<i>Additional fees:</i>		
Student Activity fee	\$3 per semester hour (fall/spring terms only)	
Registration fee	\$55 per semester (non-refundable)	

*Full-Time In-State Connecticut Residents, Master's Programs (9 semester hours per semester)*

State University Fee	\$483
Tuition*	\$2,568.50
General Student Fee	\$1,437
Student Activity Fee	\$70
Mandatory Health Ins.	\$543.50
<i>Total</i>	<i>\$5,102 per semester</i>

*\* Master of Fine Arts (painting, illustration) tuition: \$3,110.50*

*Full-Time Out-of-State Residents, Master's Programs (9 semester hours per semester)*

State University Fee	\$1,184
Tuition *	\$7,155.50
General Student Fee	\$1,437
Student Activity Fee	\$70
Mandatory Health Ins.	\$543.50
<i>Total</i>	<i>\$10,390 per semester</i>

*\* Master of Fine Arts (painting, illustration) Tuition: \$8,111.50*

**M.F.A. Professional Writing Program** — (less than 9 semester hours per semester)

*In-state — \$464 per semester hour; Out-of-state — \$470 per semester hour includes:*

	<i>In-state</i>	<i>Out-of-state</i>
Tuition	\$315	\$321
General Student Fee	\$149	\$149

*Additional fees:*

Student Activity Fee - \$3 per credit hour (fall/spring terms only)

Registration Fee - \$55 per term (non-refundable)

## **Auditing a Class**

Students who wish to audit a class pay the same tuition as those who are taking the course for credit. You may register on-line, in-person or through the mail.

## Refund Policy For Part-Time Students

**Applies to fall and spring semesters, also winter and summer sessions courses that are eight weeks or longer.**

Tuition refunds for part-time students will be issued on the following basis:

Withdrawal through the first week of classes .....	100% refund
Withdrawal through the second week of classes .....	60% refund
Withdrawal through the third and fourth week of classes .....	40% refund

**No refunds will be issued after the fourth week of classes. The registration fee is non-refundable except when the university cancels a course.**

## Refund Policy For Full-Time Students

**(Fall and spring semesters)**

*For students who are not Title IV recipients: non-refundable fees include the application fee, admissions binder and housing deposit.*

To be eligible for a refund, a full-time student must formally withdraw from the university.

A refund of the tuition, university and student activity fees and the balance of the housing fee, excluding binder and deposit, will be issued in accordance with the schedule below. The amount of the refund will be determined on the basis of the official date of withdrawal:

Up to and including the first day of classes .....	100% refund
Withdrawal through the first week of classes .....	90% refund
Withdrawal through the second week of classes .....	60% refund
Withdrawal through the third and fourth week of classes .....	40% refund

**No refunds will be issued after the fourth week of classes. The registration fee is non-refundable except when the university cancels a course. These refund figures assume application charges have been paid in full; if not, students who withdraw may actually owe a balance to WCSU.**

## Refund Policy for courses three to eight weeks in length

**Applies to fall and spring semesters, also winter and summer sessions courses**

Tuition refunds for these classes will be issued on the following basis:

Withdrawal prior to the second class meeting .....	100% refund
Withdrawal prior to the third class meeting.....	60% refund
Withdrawal prior to the fourth class meeting .....	40% refund

**No refunds will be issued after the fourth class meeting begins. The registration fee is non-refundable except when the university cancels a course.**

## Refund Policy for courses less than three weeks in length

**Applies to fall and spring semesters, also winter and summer sessions courses**

Tuition refunds for these classes will be issued on the following basis:

Withdrawal prior to the second class meeting .....	100% refund
Withdrawal prior to the third class meeting.....	60% refund

**No refunds will be issued after the third class meeting begins. The registration fee is non-refundable except when the university cancels a course.**

## Board Fee Refund

This fee is refundable, upon withdrawal from the university, on a prorated basis. Full weeks will be used to prorate.

## Procedures for Students Receiving Assistance under Title IV

Both full-time and part-time students who formally withdraw from the university and who are recipients of the Title IV funds should contact the financial aid office to see if they are entitled to a pro-rated refund.

## Fees for Online CSU

Course fees per credit hour (part-time, intersession, summer)

*Graduate In-State* ..... \$439 per credit hour

*Includes:*

Tuition \$285 per semester hour

General Student Fee \$154 per semester hour

*Graduate Out-of-State* ..... \$469 per credit hour

*Includes:*

Tuition \$291 per semester hour

General Student Fee \$178 per semester hour

*Additional fee:*

Online Registration Fee ..... \$50 per course, non-refundable

All online students (full- or part-time, in- or out-of-state resident) pay a \$50 online registration fee for each registered online course.

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## Student Financial Services

### How to Apply for Financial Aid

In order to receive financial aid, a graduate student must be matriculated and registered for at least 6 credits per semester. S/he must complete the Federal Application for Financial Aid Form (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If your Student Aid Report is selected for verification, you must also complete a verification form and submit signed copies of your current federal 1040 tax return. WCSU graduate students are eligible to apply for the Connecticut State University Grant Program, the Federal Family Educational Loan Program and the Federal Workstudy Program. Please contact the Office of Student Financial Services concerning application deadlines for these programs.

### Satisfactory Academic Progress

Students receiving financial assistance under the federally supported \*Title IV Programs/Veteran's Benefits must comply with the following set of standards to be eligible for such assistance. Academic Progress is measured on an academic-year basis. Measurement is conducted at the close of the spring semester. An academic year extends from the beginning of the fall semester to the end of the spring semester.

#### A. *Quality of academic performance:*

Students must be matriculated and must maintain that quality of academic performance required to remain a matriculated graduate student at the university. A student is subject to dismissal from the graduate program at WestConn if his/her cumulative GPA is:

- Less than 3.0 with up to 18 completed semester hours

or

- Less than 3.0 with 24 completed semester hours if in the MBA program

Students who are on academic probation, unless otherwise ineligible, will be eligible to receive financial aid if they meet the "speed of completion" standard of the Academic Progress Policy outlined below.

#### B. *Speed of completion of the graduate degree:*

1. For full-time graduate students: Satisfactory Academic Progress is defined as the successful completion of a minimum of 18 credit hours of academic work per academic year and 9 credit hours of academic work for those enrolling in one semester. Failed courses, audited courses, withdrawals, incompletes, repetitions and courses transferred from another institution prior to attendance at WestConn will not be counted toward the number of required credits.

Full-time graduate students may not receive financial assistance for more than four semesters of full-time attendance or until the student is certified for program completion by the university, whichever comes first. Matriculated M.B.A. students may not receive financial assistance for more than six semesters of full-time attendance or until the student is certified for program completion, whichever comes first.

2. For part-time graduate students: Satisfactory Academic Progress is defined as the successful completion of the number of credits with which the student begins a semester. Failed courses, audited courses, withdrawals, incompletes, repetitions, and courses transferred from another institution prior to attendance at WestConn will not be counted toward the number of required credits.

Part-time graduate students will not be eligible for assistance for more than eight semesters of part-time attendance or until the student is certified for graduation by the university, whichever comes first. Matriculated M.B.A. students may not receive financial assistance for more than 12 semesters of part-time attendance or until the student is certified for program completion, whichever comes first.

### *C. Alternatives for Completion of Academic Progress*

1. Graduate students who do not attain the above levels of Satisfactory Academic Progress may complete the needed hours in winter Intersession and Summer Sessions. The student needs to submit in writing to the Financial Aid Office, that they have completed their credits.
2. Upon presentation of evidence of medical emergencies, graduate students who have been denied financial assistance under this policy may appeal to the Satisfactory Academic Progress Appeals Committee.

\*Title IV Programs are: Federal College Work Study Program  
Federal Family Educational Loan Program

### **Graduate Assistantships**

Several graduate assistantships are available to matriculated graduate students. Application forms can be secured in the Office of the Division of Graduate Studies, Old Main 206.

### **Student Employment**

Student employment is an integral part of university life for many students. Student labor benefits the university in almost every academic and administrative department on campus. Student employment may be related to a student's major and/or interests and work schedules can be designed around a student's academic schedule.

WestConn employs approximately 400 students during the academic year. The types of jobs available are as diverse as the students themselves. A complete list of job descriptions is available in the Office of Student Financial Services.

Students are paid bi-weekly, and the hourly rate is contingent on the difficulty of position and the experience of the student. The first paycheck is delayed for two weeks, as required by the state.

There are two major funding sources for the student labor force at Western Connecticut State University: the Federal College Work Study Program and institutional payroll.

The Federal College Work Study Program is a federally funded program based on financial need. Because the program is financially need-based, work experience is not the qualifying factor. In order to work under the Federal College Work Study Program, a student must meet the conditions listed under the Pell Grant section.

WestConn's institutional payroll is not based on a student's financial need. Students are employed based on the needs of each department, availability of funds, and the student's experience in specific areas.

All federal and state funds are subject to federal and state regulations as mandated.

### **Veterans**

The Office of Student Financial Services assists veterans and National Guard in certifying educational benefits. Our office is located in Old Main 105 on the Midtown campus. The office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Any student who would like information about benefits earned through the armed services should report to Veterans Affairs/Office of Student Financial Services.

The Connecticut Department of Higher Education has approved WCSU's educational programs for the training of veterans. Veterans may take advantage of their benefits under chapters 30, 32, 35 and 106. Additionally, wives, widows and children of veterans seeking approval for educational benefits should apply to Veterans Affairs.

To explore available benefit programs, please go to: [www.gibill.va.gov/GI\\_Bill\\_Info/benefits.htm](http://www.gibill.va.gov/GI_Bill_Info/benefits.htm).

### **Tuition Waivers**

If you served on active duty during a time of war or conflict, and are admitted as an IN-STATE resident, you may be eligible for a waiver of tuition.

A tuition waiver relieves the benefactors from the responsibility for payment of tuition. The tuition waiver does not apply to other costs and fees, such as student activity fees, insurance fees, and laboratory fees. There are two main categories of tuition waivers:

#### **National Guard Tuition Waiver**

National Guard members, who have received a certificate of eligibility from the adjutant general, and have been admitted to the university as full-time students and who have registered for classes, can submit the certificate to the Office of Student Financial Services, Old Main 105, for a waiver of tuition.

#### **Connecticut State Tuition Waiver**

Public Act 78-175 and Public Act 74-266 authorized the Board of Trustees of the Connecticut State University System to waive the payment of tuition for veterans, or a dependent child \* of a person classified as a prisoner of war or missing in action. The board also declares that qualified summer and part-time students (registered for less than 12 credits) are entitled to a waiver of 50 percent of tuition cost.

\* Dependent children: Must be a dependent child of a person whom the armed forces declared to be missing in action or to have been a prisoner of war while serving in the armed forces after January 1, 1960.

To be eligible for this tuition waiver at Western Connecticut State University, a veteran must:

- Be honorably discharged or released under honorable conditions from active service in the U.S. Armed Forces (U.S. Army, Navy, Marine Corps, Air Force and Coast Guard). National Guard members, activated under Title 10 of the United States Code, are also included.
- Have served at least 90 days active duty in time of war (see Periods of Service) except if separated from service earlier because of a federal Department of Veterans Affairs (VA) rated service connected disability; or the war, campaign or operation lasted less than 90 days and service was for the duration.
- Be accepted for admission at Western Connecticut State University.
- Reside in Connecticut at time of acceptance.

#### **Periods of Service**

Only those who served in the following manner may qualify:

- Active duty for at least 90 days during:
  - World War II — December 7, 1941 to December 31, 1946
  - Korean Conflict — June 27, 1950 to January 31, 1955
  - Vietnam Era — February 28, 1961 to July 1, 1975
  - Persian Gulf War — August 2, 1990 until an ending date prescribed by presidential proclamation or by law (no end date at this time). All military war service subsequent to August 2, 1990 is covered, including but not limited to, Enduring Freedom, Noble Eagle, Iraqi Freedom, Somalia and Bosnia.
- Engaged in combat or in a combat-support role in:
  - Lebanon – July 1, 1958 to November 1, 1958 or September 29, 1982 to March 30, 1984
  - Grenada – October 25, 1983 to December 15, 1983
  - Operation Earnest Will – February 1, 1987 to July 23, 1987 (escort of Kuwaiti oil tankers flying U.S. Flag in the Persian Gulf)

Panama – December 20, 1989 to January 31, 1990  
Reservists must be mobilized in time of war for other than training purposes.

### **Documents Required for Veterans' Educational Benefits**

1. WCSU Veteran's Registration Form;
2. Criteria depends on the benefit for which you're applying:
  - a. Montgomery G.I. Bill (Chapter 30) candidates: Form DD-214.
  - b. Montgomery G.I. Bill (Chapter 106) candidates: Form DD-22384.
  - c. Post 9/11 (Chapter 33) candidates: Form DD-214.

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## **Student Services**

### **Division of Student Affairs**

The Division of Student Affairs is responsible for offering a variety of programs and services to meet student needs including: career development, student employment, mental health services, international student assistance, health services, student life, student center operations, campus ministry, housing and residence life, athletics, recreation, drug/alcohol prevention programs, pre-collegiate access programs, access-ability services, and police and university judicial affairs. Through its various offices, the division assists students by making them aware of co-curricular opportunities, helping them to optimize performance behaviorally and academically, enriching their college experience in a variety of areas, and ensuring the protection of student rights and responsibilities. It is the goal of the division to create and support an environment that fosters the intellectual, social and emotional growth of the student body. All members of the division have a professional commitment to help make WestConn a positive and personal experience for all students.

### **Academic Testing Center**

The Academic Testing Center administers the College Level Examination (CLEP) for students wishing to earn credit by examination, and the Miller Analogies Test (MAT), an entrance exam for many graduate programs. Visit [wcsu.edu/academictesting](http://wcsu.edu/academictesting) or call (203) 837-8877 for more information on CLEP or MAT.

Distance Learning examinations are administered at the Westside Campus Center Suite 300. Contact Oni Figueroa at (203) 837-8415 for more information.

### **AccessAbility Services**

The mission of the Office of AccessAbility Services is to facilitate and advocate the best university environment for students with disabilities. The AccessAbility Services staff works collaboratively with the university community to accomplish this mission. Students with documented disabilities who are in need of disability services or accommodations are encouraged to contact AccessAbility Services. The university respects students' rights to disclose or not to disclose a disability; however, the university is not responsible for providing services or accommodations for students who do not disclose a disability to AccessAbility Services. To receive services or accommodations, students must provide appropriate documentation. Communication of a disability to other sources does not serve as a substitute for official notification to AccessAbility Services. Please contact Coordinator Deborah Cohen at (203) 837-8946 in AccessAbility Services when requesting accommodations.

To discuss a disability concern or to request an accommodation, contact the coordinator of AccessAbility Services in the Student Center, Room 207, or call (203) 837-8225 or (203) 837-8946, or voice, (203) 837-8284 TTY.

Discrimination in programs and services due to a disability is prohibited at Western Connecticut State University and is a violation of state and federal law. To file a complaint of discrimination because of a disability, contact Carolyn Lanier, executive assistant to the president/chief diversity officer, Old Main 101, at (203) 837-8277 or (203) 837-8284 TTY. Please note that the discrimination complaint procedure does