



PROFESSIONAL DEVELOPMENT SCHOLARSHIP FREQUENTLY ASKED QUESTIONS

1. Do I qualify to participate in this program?

- Each organization's agreement dictates which employees are eligible to participate in the program. Such individuals are referred to as *qualifying employees*. For most organizations, it includes only full-time professional education employees of the organization. Such employees include teachers, school counselors, school psychologists, school administrators and those holding similar positions. A few organizations, however, also include part-time educational professionals and long-term substitutes. If you are uncertain whether you are a qualifying employee, you may check with your organization's HR department.

2. How do I apply?

- The application fee is \$65 and will be waived for approved employees of participating organizations. In order to be approved by your organization and receive an application fee waiver code, you must complete an online form ([Organization Approval/Fee Waiver Code Request form](#)). Once you submit your information, the College of Education (COE) Office of Admissions will confirm with your HR representative that you are a qualifying employee (see question #1 above) under the agreement. If you have any questions about the conditions of the agreement, please see your HR representative. Once we confirm that you are a qualifying employee, the COE Office of Admissions will email you an application fee waiver code. Please don't apply prior to receiving the application fee waiver code. Application fees are non-refundable.

3. Am I guaranteed admission?

- While we anticipate most qualifying employees (see question #1 above) will be offered admission to the College of Education, admission will depend on the entire application submitted to the College. Some degree programs, particularly doctoral programs, have a limited number of slots for new students each year. In order to be considered for admission to a degree program, you need to have at least a 3.0 cumulative undergraduate GPA, or at least a 3.0 cumulative GPA for 12 or more credits at the graduate level from another accredited institution. To be admitted as a *professional development only* (non-degree) student, you need at least a 2.75 cumulative undergraduate GPA or a 3.0 cumulative GPA for 12 or more credits at the graduate level from another accredited institution.

4. How many credits can I transfer from another institution?

- You may transfer up to 9 applicable graduate credits to a Master's degree program, subject to review by the program faculty and the Registrar. Doctoral programs do not accept transfer credits, although those programs may decide to waive a required course if you have taken an equivalent course elsewhere, thus permitting you to take an elective instead.

5. What is the cost per credit for a graduate course in the College of Education?

- For the 2021-2022 academic year, the tuition is \$590 per credit. However, while you are covered by the agreement with your organization, this Professional Development Scholarship is offered to all qualifying employees (see question #1 above). This agreement provides a 10% discount on up to 18 credits per year, summer through spring, to qualifying employees of participating organizations. Some organizations have limits on the number of credits their employees may be reimbursed for; this is between the employee and the organization. Lehigh COE is simply offering a 10% discount on up to 18 credits. It is your responsibility to manage your coursework within the parameters of your organization's contract with its employees.

6. What do I need to do to make sure I receive this scholarship each semester?

- In order to continue receiving the scholarship benefit, you must complete an online form ([Professional Development Scholarship Request form](#)) prior to each semester that you register to take courses. If you fail to complete the form, you will not receive the scholarship.

7. How many credits can I take each semester?

- This agreement provides a 10% discount on up to 18 credits per year, summer through spring, to qualifying employees (see question #1 above) of participating organizations. Some organizations have limits on the number of credits their employees may be reimbursed for; this is between the employee and the organization. Lehigh COE is simply offering a 10% discount on up to 18 credits. It is your responsibility to manage your coursework within the parameters of your organization's contract with its employees.

8. Are there financial implications if I withdraw from a course?

- When a student drops a course *within the first ten days* of the semester (*within five days* for 6-week summer sessions) the course is dropped without charge, and your academic transcript does not show that you were enrolled in the course. For shorter courses, there is no such tuition-free drop; if you begin a shorter course, tuition will be charged. If you drop a course *after* the 10th day of classes, under our organization agreements you become personally responsible for paying the portion of the course you completed. You will, therefore, receive a prorated tuition bill in accordance with Lehigh University's then applicable policies, rules and regulations. You are responsible for paying this bill.

9. Does this agreement cover additional fees such as the internship fee?

- This agreement only applies to tuition. It does not cover additional fees.

10. If I am already enrolled as a student in the College of Education, am I still eligible for the Professional Development Scholarship?

- Qualifying employees (see question #1 above) who are already accepted into programs of study in the COE are covered by this agreement going forward. Thus, you will be awarded the Professional Development Scholarship for all current and future coursework in the COE for the period of the agreement with your organization. You will not, however, be eligible for refunds on tuition paid for coursework completed before the start of this agreement, nor will you be eligible to receive the Professional Development Scholarship after the agreement with your organization expires.

11. Does this agreement mean I can take courses in other Lehigh departments or colleges at the discounted COE tuition rate?

- No. This agreement only covers courses taken in the COE. Courses taken in other departments and colleges at Lehigh University are subject to their current tuition rates, and employees are responsible for handling all relevant financial aspects of taking such coursework. Students in the joint MBA/M.Ed. degree are not currently eligible for the Professional Development Scholarship. Admission to that program is handled by Lehigh's College of Business and Economics (CBE) and the program carries a CBE tuition rate. Full-time elementary and secondary school teachers and administrators enrolled in other Colleges at Lehigh are charged at the College of Education tuition rate (without the 10% discount). You must request the discount from the other College.

12. Do I have to pursue an advanced degree?

- No, you may apply as a *professional development only* (non-degree) student and may take up to 12 credits as such.

13. What if I am pursuing certification, and not a degree, that requires more than 12 credits?

- If you are seeking certification only, you are allowed to take more than the standard *professional development only* (non-degree) limit of 12 credits. You are, instead, classified as a *professional development/non-degree student pursuing external certification* and can take as many credits as required by the external accrediting agency.

14. When are courses typically offered?

- Courses are typically offered Monday-Thursday from 4-7:00 PM and 7-10:00 PM. However, we have some one-week and two-week course formats, particularly during the summer and in the winter session between the end of the fall semester and the start of the spring semester.

15. Will you be able to create an individualized program for me?

- You may take up to 12 credits across our five academic programs as a *professional development only (non-degree)* student. However, if you want a certification or an advanced degree, you must follow the program of study.

16. Are there any courses I would not be able to take?

- Yes. A few courses are limited to students already admitted to a degree program and you may not be able to take such courses unless you apply to that degree program and are admitted. In addition, some courses have prerequisites and you may not be able to take those courses until you complete the prerequisites. Lastly, some courses are not open to *professional development only* (non-degree) students. In unusual circumstances, however, Program Directors may grant *professional development only* (non-degree) students' permission to take such courses.

17. How often are courses offered?

- A number of courses are offered every semester, some are offered once a year, and most courses are offered within a two-year cycle. Course offerings may vary by semester, including summer terms and winter sessions between the end of the fall semester and the beginning of spring semester.

18. Is there someone I can contact if I am interested in an academic program but have questions?

- Please visit our [website](#) for the contact information for each program's coordinator as well as the contact information for the Office of Admissions.