



PENNSYLVANIA EDUCATOR INCENTIVE FREQUENTLY ASKED QUESTIONS

1. Do I qualify to participate in this program?

- The Pennsylvania Educator Incentive provides a 10% discount on up to 18 credits per year, summer through spring, to any individual who holds a current Pennsylvania educator license or certification. Tuition discounts can be applied to single courses, certificates, or a degree. Some school districts/organizations have limits on the number of credits their employees may be reimbursed for; it is the student's responsibility to manage their coursework within the parameters of their district/organization's contract with its employees.

2. How do I apply?

- The application fee is \$65 and will be waived for individuals who are eligible to participate in the Pennsylvania Educator Incentive program. In order to receive an application fee waiver code, you must complete this online [form](#). Once you submit your information, the College of Education (COE) Office of Admissions will review the form to determine your eligibility.. An application fee waiver code will be emailed to you if you are eligible. Please do not apply prior to receiving the application fee waiver code as application fees are non-refundable.

3. Am I guaranteed admission?

- While we anticipate most eligible participants (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. 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. Some programs have additional requirements and interested applicants should be sure to carefully review the requirements for the program in which they are interested.

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?

- Please visit [this page](#) for the current tuition rate.

6. 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 eligible participants (see question #1 above). Some school districts/organizations have limits on the number of credits their employees may be reimbursed for; it is the student's responsibility to manage their coursework within the parameters of their district/organization's contract with its employees.

7. 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, 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. The Bursar's office will place holds on accounts with outstanding balances; these holds will prevent a student from obtaining grades, registering for subsequent semesters, requesting transcripts, etc.

8. Does this incentive program cover additional fees such as the internship fee?

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

9. If I am already enrolled as a student in the College of Education, am I still eligible for the Pennsylvania Educator Incentive?

- Eligible participants (see question #1 above) who are already accepted into programs of study in the COE are covered by this incentive program going forward. Thus, you will be awarded the Pennsylvania Educator Incentive for all future coursework in the COE. You will not, however, be eligible for refunds on tuition paid for coursework completed before the start of this program.

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

- No. This incentive program 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 students are responsible for handling all relevant financial aspects of taking such coursework.

11. 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.

12. 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.

13. When are courses typically offered?

- Courses are typically offered Monday-Thursday from 4:25-7:05 PM and 7:15-9:55 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).

14. 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.

15. 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.

16. 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).

17. 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.