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 districts, this 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 districts, however, also include part-time education professionals and long-term substitutes. If you are uncertain whether you are a qualifying employee, you may check with your district’s H.R. department.

2. How do I apply?
   - The application fee is $65 and will be waived for approved employees of participating organizations. In order to receive a fee waiver and be approved by your organization and receive the code for your application you must complete an online form (Fee Waiver Code Request Form). Once you submit your information, the College of Education (COE) Office of Admissions will confirm with your H.R. representative that you are a qualifying employee under the agreement. If you have any questions about the conditions of the agreement please see your H.R. representative. Once we confirm you are a qualifying employee, the COE Office of Admissions will email you a fee waiver code. You enter this code on the last page of the application in the “administrative use only” box to have your application fee waived.

3. Am I guaranteed admission?
   - While we anticipate most qualifying employees (see bullet #1 above) will find a home in the College of Education (COE), 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 GPA for 12 or more credits at the graduate level. To be admitted as a professional development only (non-degree) student, you need at least a 2.75 undergraduate GPA or a 3.00 cumulative GPA on at least 12 credits of graduate coursework from another accredited institution.

4. How many credits can I transfer from a previous institution?
   - You may transfer up to 9 applicable graduate credits into a master’s degree program, subject to review by program faculty and the Registrar. Doctoral programs do not accept transfer courses, 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 academic year 2020–2021 the tuition is $565 per credit. However, while you are covered by the agreement with your organization, the College is offering a Professional Development Scholarship to all qualifying employees (see bullet #1 above). This agreement provides an 8% discount on up to 18 credits per year, summer through spring, to eligible 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 an 8% 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 another online form (Professional Development Scholarship Request Form) prior to every 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 an 8% discount on up to 18 credits per year, summer through spring, to eligible 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 an 8% 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 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 tenth day of instruction, under our organization agreements you become personally responsible for paying for the portion of the course you completed, not your organization. You will, therefore, receive a pro-rated tuition bill (at the 8% discount rate and not the higher standard COE tuition rate) from Lehigh University and you are then financially responsible for paying this bill.

9. 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 bullet #1 above) who are already accepted into programs of study in the COE are covered by this relationship moving 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 relationship, nor would you be eligible to receive the Professional Development Scholarship after the agreement with your organization expires.

10. Does this agreement mean I can take courses in other Lehigh departments at a lower tuition rate and without having to get reimbursed by my organization?
    - No. This relationship only covers courses taken in the COE. Only where the program of study for a COE degree or COE Lehigh certificate permits you to take such courses, are you able to take courses in other departments under the Professional Development Scholarship. Otherwise, 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 and the program carries a tuition rate of $810 per credit.

11. Do I have to pursue an advanced degree?
    - No, you may start as a professional development only (non-degree) student and may take up to 12 credits as a professional development/non-degree student. Coursework can be applied to ACT 48, enhanced on-the-job skills, moving up the pay scale or any other reason for taking courses with us.
12. What if I am pursuing certification –and not a degree– and that certification 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. Will any of Lehigh’s courses be offered in the schools?
   - This seems likely. The faculty are looking into different ways to offer courses and will come up with a schedule in the near future. This could include some completely online courses or face-to-face courses with some online classes.

14. When are courses typically offered?
   - Courses are typically offered Monday—Thursday from 4—7 pm and 7—10 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 fall semester and the start of spring semester. In addition, faculty are exploring other options, including classes that might start right after school.

15. Will you be able to create an individualized program for me?
   - Yes, you can 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 have to follow the program of study for what you seek.

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 typically almost all courses are offered within a two-year cycle. Course offerings vary by semester, including summer terms and winter sessions between the end of fall semester and the beginning of spring semester.

18. Whom do I contact if I am interested in an academic program?
   - Please visit our website for the contact information for each program’s coordinator as well as the contact information for the Admissions office.