

## SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT RELATIONSHIPS FREQUENTLY ASKED QUESTIONS

### 1. Do I qualify to participate in this program?

- Each school district'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 school district. 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 2016-2017. In order to receive a fee waiver code for your application you must complete an online form (Fee Waiver Code Request Form --- <http://go.lehigh.edu/feewaiver> . 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 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 2016-2017 the tuition is \$565 per credit. However, while you are covered by the agreement with your school district, the College is offering a Professional Development Scholarship to all qualifying employees (see bullet #1 above). This scholarship covers the difference between the state tuition rate and the COE tuition. While some districts require employees to seek reimbursement after completing coursework, other districts have arranged to have one final COE tuition billing from the university so that employees need not be involved in the reimbursement process. If you are unsure which approach your district uses, check with your HR office.

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 (School District Tuition Scholarship Request Form — <http://go.lehigh.edu/scholarshiprequest> prior 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?
- Your school district dictates the number of credits that employees are allowed to take under the terms of the agreement. To determine the number of credits covered by your district, check with your H.R. office. This does not prevent employees of the school district, both qualifying and non---qualifying, from taking coursework outside the provisions of the agreement. Such coursework would, however, be at the current COE tuition rate and would not qualify for the Professional Development Scholarship.
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 school district agreements you become personally responsible for paying for the portion of the course you completed, not your school district. You will, therefore, receive a pro---rated tuition bill (at the state 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 school district. 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 school district 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 district?
- 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 can come in 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 six 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?

<input type="checkbox"/> <input type="checkbox"/> Special Education and Teaching, Learning, & Technology:	<input type="checkbox"/> <input type="checkbox"/> Counseling Psychology and Educational Leadership:	<input type="checkbox"/> <input type="checkbox"/> School Psychology and Comparative International Education:
Donna Toothman, Program Coordinator Phone: 610-758-3230 Email: <a href="mailto:DJT2@lehigh.edu">DJT2@lehigh.edu</a> Fax: 610-758-3243 Office: Room A-107, Iacocca Hall	Lauryn Artis-Woodman, Program Coordinator Phone: 610-758-3250 Email: <a href="mailto:LAA314@lehigh.edu">LAA314@lehigh.edu</a> Fax: 610-758-3227 Office: Room A-213, Iacocca Hall	Sharon Warden, Program Coordinator Phone: 610-758-3256 Email: <a href="mailto:SY00@lehigh.edu">SY00@lehigh.edu</a> Fax: 610-758-6223 Office: Room A-320, Iacocca Hall

If you have program/degree specific questions you may contact the appropriate program faculty member instead:

<p><input type="checkbox"/> <input type="checkbox"/> Comparative International Education: Dr. Alex Wiseman Phone: 610---758---5740 Email: <a href="mailto:AWW207@lehigh.edu">AWW207@lehigh.edu</a> Fax: 610---758---6223</p>
<p><input type="checkbox"/> <input type="checkbox"/> Counseling Psychology: Dr. Grace Caskie Phone: 610---758---6094 Email: <a href="mailto:CASKIE@lehigh.edu">CASKIE@lehigh.edu</a> Fax: 610---758---3227 Office: Room A229, Iacocca Hall</p>
<p><input type="checkbox"/> <input type="checkbox"/> Educational Leadership: Dr. Floyd Beachum Phone: 610---758---5955 Email: <a href="mailto:FDB209@lehigh.edu">FDB209@lehigh.edu</a> Fax: 610---758---3227 Office: Room A211</p>

<p><input type="checkbox"/> <input type="checkbox"/> School Psychology: Dr. Robin Hojnoski Phone: 610---758---3268 Email: <a href="mailto:ROH206@lehigh.edu">ROH206@lehigh.edu</a> Fax: 610---758---6223</p>
<p><input type="checkbox"/> <input type="checkbox"/> Special Education: Dr. Linda Bambara Phone: 610---758---3271 Email: <a href="mailto:LMB1@lehigh.edu">LMB1@lehigh.edu</a> Fax: 610---758---6223 Office: Room A313, Iacocca Hall</p>
<p><input type="checkbox"/> <input type="checkbox"/> Teaching, Learning, and Technology: Dr. Lynn Columba Phone: 610---758---3237 Email: <a href="mailto:HLC0@lehigh.edu">HLC0@lehigh.edu</a> Fax: 610---758---3243 Office: Room A105, Iacocca Hall</p>

Or contact Admissions directly:

Donna Johnson, Manager, Graduate Programs  
Phone: 610---758---3231  
Email: [DMJ4@lehigh.edu](mailto:DMJ4@lehigh.edu)  
Fax: 610---758---3227  
Office: Room B---206, Iacocca Hall